

School Board Regular Meeting

Agenda - Final Revised

Tuesday, June 24, 2025

6:00 PM

District Office-Board Room 919 N. Broad Street Brooksville, FL

Revised on 06/19/25

CALL TO ORDER

REFLECTION

by Mark Johnson, Vice Chair

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

1. <u>25-3104</u> Approval to adopt the agenda dated 6/24/2025.

ELECTED OFFICIALS

PRESENTATIONS

2. <u>25-3080</u> Recognition of the 2024-2025 HCSD Retirees

Attachments: Budget Sheet - NO Financial Impact

APPROVAL OF THE MINUTES

3. <u>25-3105</u> Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of 6/3/2025.

Attachments: 06-03-25 Informal Minutes DRAFT with links

06-03-25 Workshop Minutes DRAFT with links 06-03-25 Regular Minutes DRAFT with links

PUBLIC HEARING ITEMS (WHITE FORMS)

25-3068 Public hearing and final approval of the changes to the 2025-2026 Staff Handbook that received tentative approval on the May 20, 2025 workshop.

Attachments: Summary of Changes to Staff Handbook 2025-2026

Final Master Strike Staff Handbook 25-26

Agenda - Final Revised

Master Clean Staff Handbook 25-26

Budget Sheet NO Financial Impact

5. 25-3095 Public hearing and final approval of the NEOLA Policy Special Update-UGG/EDGAR September 2024, Special Update September 2024, and Special Update Public Participation- October 2024 that received tentative approval at the May 20, 2025, Workshop.

Attachments: Policy updates update 5.12 (1)

Budget Sheet Sept 2021 Revised NO Financial Impact ACC (1)

*6. 25-3101 Public hearing and final approval of the Student Code of Conduct for the 2025-2026 School Year. This item received tentative approval at the May 20th Workshop, agenda item 25-3017.

Attachments: Outline of Revisions 2025.26

2025.26 SCC DRAFT Copy (2)

2025.26 SCC FINAL Copy (2)

Budget Sheet

EXPULSION RECOMMENDATIONS

25-3094 Enter a Final Order Expelling the Student in Case No. E2025-06-01 for one (1) 7. academic year through the 2025-26 school year.

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

25-3096 Enter a Final Order Expelling the Student in Case No. E2025-06-02 for one (1) 8. academic year through the 2025-26 school year.

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

25-3106 Citizen Input on agenda items (Green Form) 9.

Attachments: Citizen Input Speaker Green Form 031424 ACC

ADOPTION OF CONSENT AGENDA (Item # 10-36)

Personnel Recommendations

*10. <u>25-3114</u> Approval of the Personnel Recommendations

Attachments: 24-25 BOARD AGENDA JUNE 24 2025

Instructional 25-26

Revised - Administrative 25-26 Revised Non-Instructional 25-26

PTS 25-26

Confidential 25-26

2025 Inst. Supplements & Differentiated Pay for 6-24-25

2025 Noninst., PTS & Adm. Supplements for 6-24-25

All Other Teaching & Learning Agenda Items

11. <u>25-3046</u> Approve out of state travel for Central High School Acting and AICE Drama Teacher, Rachel Lawyer, to attend, during summer break, an all-expense paid trip to New York for the Broadway Teachers' Workshop July 24 - 29, 2025.

Attachments: Drama 072425

CHS - LOA for R. Lawyer 072425

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

12. <u>25-3084</u> Approve the Overnight Field Trip for Leah Huston, F.W. Springstead High School to Orlando, Florida to Attend the Nine Star Summer Conference from July 8, 2025 through July 10, 2025.

<u>Attachments:</u> SHS Leave of Absence Form - Nine Star Summer Conference
Budget Sheet - SHS Nine Star Summer Conference

13. <u>25-3085</u> Approve out of state field trip for Nature Coast Technical High School Senior Class to Washington DC to attend the Senior Class Trip on 3/29/26 - 4/3/26.

Attachments: DC 2026 DISCR

DC 2026 BUDG SHT

14. <u>25-3088</u> Approve an overnight trip for NCTHS Cheer Team to attend the UCA SUMMER CHEER CAMP in St. Petersburg, FL from 7/26/25 - 7/29/25.

Attachments: CHEER SIGNED LEAVE FORM

CHEER CAMP BUDGET STRIP 7.2025

15. <u>25-3103</u> Approval of the NEFEC 2025-2026 Autism Spectrum Disorders Add-On Endorsement Program K-12

Attachments: 2025 2030 NEFEC ASD Program

Budget Sheet - No Financial Impact

16. <u>25-3112</u> Approve an overnight field trip for Central High School's cheerleaders to Radisson Resort at the Port, Cape Canaveral, FL, for UCA Cheerleading Camp, on July 27 - July 30, 2025.

Attachments: CHS Cheer Budget Sheet - 072725

17. <u>25-3113</u> Approve overnight field trip for Robin Paselio, Varsity Cheerleader's Coach and the varsity cheerleaders to Orlando, Florida to attend the Universal Cheerleaders Association Summer Camp to be held at the University of Central Florida from June 26, 2025 until June 29, 2025.

<u>Attachments:</u> 2025 HHS Varsity Cheerleaders Summer Camp Budget Sheet

18. <u>25-3116</u> Approval of the 2025-2027 Home Education Dual Enrollment Articulation Agreement and 2025-2027 Dual Enrollment Articulation Agreement

Attachments: Dual Enroll-home

Dual Entollemnt HCSB

Budget Sheet \$0

19. 25-3117 Approve out of state field trip for Robin Paselio, HHS Class of 2026 Senior Trip Sponsor to Washington, DC to attend the 2026 Senior Class trip with a date range of March 27, 2026 through April 8, 2026 in order to get the best airline rates. Our ideal dates to travel are March 28, 2026 through April 3, 2026.

Attachments: 2026 Budget sheet Senior Class trip to Washington DC

All Other Support Operations Agenda Items

20. <u>25-3057</u> Accept notification of the Annual Comprehensive Safety Inspections for district schools and facilities for the 2024-2025 school year.

Attachments: 25-3057 Budget Sheet NO Financial Impact ACC

21. <u>25-3109</u> Approve the removal, disposal, sale, or exchange of Tangible Property from the District Inventory Records.

Attachments: TPP Removal 2024-2025

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

All Other Purchase Order/Bid Agenda Items

22. <u>25-3036</u> Approve the Purchase Order in the amount of \$365,650 to BloomBoard for the renewal of the Associate Teacher Substitute Program

Attachments: BloomBoard HCSD Contract June 2025

BBI SIGNED Standard Addendum to Agreements - HCSB- 04.24.25

BBI SIGNED PUR 1355 Personal Identifying Information Foreign

Country of Concern - ATTY STAMPED

BBI SIGNED Affidavit Human Trafficking - ATTY STAMPED

5.1.25 Invoice Breakdown Hernando - Updated

BloomBoard Orders

Budget Sheet - BloomBoard

23. <u>25-3049</u> Approve the Renewal and Purchase of Canvas-Instructure District License for Grades 3-12 and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$158,255.00

Attachments: Canvas LMS 2024 2025 Usage Report

Instructure Quote O3904933

Instructure Quote Q4415941

Standard Addendum Canvas

Federal Terms Canvas

Affidavit Coercion Labor Services Canvas

PUR 1355 Canvas

Budget Sheet Canvas

24. <u>25-3067</u> Approve the Renewal of a Nearpod District License for Grades K-12 and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$78,420.00

Attachments: 2024 2025 Hernando County Usage

Renaissance Quote Q14912v6

Standard Addendum to Agreements Nearpod

Renaissance DSPA

Affidavit Use of Coercian for Labor Services Renaissance

PUR 1355 Renaissance

Budget Sheet Nearpod

25. 25-3074 Approve the extension to the piggyback of Marion County School Board, RFP No. 3529 RC, Banking Services, awarded to Regions Bank, for the Visa Purchasing Card Program.

Attachments: 19-946-02 PB EXT (06-24-2025)

Budget Sheet

26. <u>25-3078</u> Approve the Closeout/Final Acceptance to the contract with Waller Construction, Inc. for Tennis Courts at Hernando High School and authorize final payment in the amount of \$24,697.88.

Attachments: 25-3078 Certificate of Substantial Completion

25-3078 OEF 209 Certificate of Final Inspection

25-3078 Final Reconciling Change Order

25-3078 Final Application for Payment

25-3078 Final Waiver and Release of Lien

25-3078 Budget Sheet HHS Tennis Court Closeout

27. 25-3081 Approve the piggyback of The Interlocal Purchasing System (TIPS), Region 8 Education Services Center (ESC), RFP No. 230402: Food Management Tool (including Software) awarded to EMS LINQ, LLC., an authorize the issuance of a Purchase Order in the amount of \$87,400.17.

<u>Attachments</u>: 25-204-42 PB Food Service Management Tool (06-24-25) <u>Budget Sheet Agenda 3081</u>

28. 25-3086 Approve the extension of Contract No. 21-645-17 RN EXT: Printing/Specialty Papers & Envelopes for Central Printing Services, awarded to Mac Papers, LLC, and authorize the purchase of goods for an estimated spending of \$50,000.00 for the extension period.

<u>Attachments</u>: 21-645-17 RN EXT Printing Specialty Papers (06-24-25)

Spec Paper Budget WITH Financial Impact

29. <u>25-3091</u> Award Bid No. 25-910-37, Painting Services, to multiple vendors, and authorize the purchase of services for an estimated annual spending amount of \$300,000.00.

Attachments: 25-910-37 Painting Services (06-24-25)
Painting Services Budget Sheet 06-2025

30. <u>25-3092</u> Approval of the Adoption of the Personal Financial Literacy and Money Management Textbook and authorize the purchase of material from Budget Challenge and Florida School Book Depository for an Estimated Amount of \$205,485.00

Attachments: HCSB Presentation Budget Challenge

Budget Challenge Florida District Pricing

Budget Sheet Budget Challenge

31. <u>25-3093</u> Approve the Closeout/Final Acceptance to the contract with Skanska USA Building, Inc. for Wilton Simpson Technical College New Building and authorize final payment in the amount of \$192,907.23.

<u>Attachments:</u> 25-3093 Substantial Completion Certificate Skanska

25-3093 OEF 209 WSTC - Cert of Final Inspection

25-3093 Final Reconciling Change Order Skanska

25-3093 Final Application for Payment

25-3093 Final Waiver and Release of Lien

25-3093 Budget Sheet Wilton Simpson Closeout

32. 25-3098 Approve the renewal of the Risk Management Program Contract and Instructional Services Program Contract with Putnam County School Board on Behalf of the North East Florida Educational Consortium and Issuance of a PO in the Amount of \$4,021,631.85 for the Contract and Non-Consortium Member fee.

body

Attachments: 2025-2026 NEFEC Membership Agreement Budget Sheet for Agenda Item No. 25-3098

33. <u>25-3099</u> Approve the Closeout/Final Acceptance of the contract with Ryman Roofing, Inc. for Roof & HVAC Replacement for Building 7, 8 & 9 for Springstead High School and authorize final payment in the amount of \$113,302.17.

Attachments: 25-3099 Certificate of Substantial Completion

25-3099 OEF 209 Certificate of Final Inspection

25-3099 Final Reconciling Change Order

25-3099 Final Pay Application SHS HVAC and Roof Bldg 7 8 & 9

25-3099 Final Waiver and Release of Lien

25-3099 Budget Sheet SHS Roof & HVAC Bldg 7 8 & 9 Close Out

34. 25-3108 Approve the Piggyback of OMNIA Partners/NCPA Region 14 Education Service Center, RFP No. 13-23/Contract No. 15-01 and 15-02: Retail and Wholesale Merchandise Solutions, Awarded to BJ's Wholesale Club and Walmart Business and Authorize the Purchase of Goods for an Estimated Annual Amount of \$75,000.00

<u>Attachments</u>: 25 998 43 PB Retail and Wholesale Merchandise 06 24 25 Budget Sheet OMNIA Partners

35. 25-3119 Approve out of overnight field trip for D. S. Parrott Middle School Cheerleading to Tampa, Florida to attend the Universal Cheerleaders Association Cheer Camp at University of South Florida, Tampa Campus on July 12-14, 2025.

Attachments: Budget Sheet Sept 2021 Revised WITH Financial Impact

36. <u>25-3128</u> Approve the Contract between PACE Center for Girls of Hernando County and the Hernando County School District for services to High Risk Females in Identified Schools with an estimated annual spending of \$151,603.

Attachments: Pace Contract 25-26 Clean Hernando school board - signed (1)

(PUR 1355) - Hernando 2025 - 2026 - signed glm

State of FL Affidavit Regarding the Use of Coercionfor Labor and

Services (003) Hernando 2025-2026 - signed glm

PACE Budget Sheet

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ACTION ITEMS

37. <u>25-3083</u> Approval of the Florida School Board Association (FSBA) Advocacy Committee Member and Alternate. The term starts July 1, 2025, and runs through June 30, 2026.

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

38. <u>25-3107</u> Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Attachments: Citizen Input Speaker Pink Form 031424 ACC

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

ADJOURNMENT

The next School Board Meetings are scheduled for July 29, 2025:

1:00 PM - Informal Meeting

2:00 PM - Workshop

5:01 PM - First Public Budget Hearing

6:00 PM - Regular Meeting

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.



School Board Regular Meeting

Agenda Item # 1. 25-3104

6/24/2025

Title and Board Action Requested

Approval to adopt the agenda dated 6/24/2025.

Executive Summary

The Superintendent of Schools, hereby requests the Board adopt the agenda dated 6/24/2025.

My Contact

Ray Pinder Superintendent of Schools

2023-28 Strategic Focus Area

Other

Financial Impact

No Financial Impact

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



School Board Regular Meeting

Agenda Item # 2. 25-3080

6/24/2025

Title and Board Action Requested

Recognition of the 2024-2025 HCSD Retirees

Executive Summary

The Director of Communications, on behalf of the Superintendent of Schools, hereby wishes to recognize the 2024-2025 Hernando School District's retirees.

My Contact

Aaron Ellerman Director of Communications (352) 797-7009 ext. 70129

2023-28 Strategic Focus Area

Priority 4: Community Connection

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



School Board Regular Meeting

Agenda Item # 3. 25-3105

6/24/2025

Title and Board Action Requested

Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of 6/3/2025.

Executive Summary

The Superintendent of Schools, hereby requests the Board approve the minutes.

My Contact

Kelly A. Pogue
Executive Office Manager to the School Board and General Counsel
Pogue_k@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Other

Financial Impact

No Financial Impact



School Board Informal Meeting

Minutes - Draft

Tuesday, June 3, 2025	1:00 PM	District Office-Board Room
-		919 N. Broad Street
		Brooksville, FL

CALL TO ORDER

Present Board Chair Shannon Rodriguez

Vice Chair Mark Johnson

Board Member Michelle Bonczek

Absent Board Member Susan Duval

Board Member Kayce Hawkins

The Informal Meeting was called to order at 1:07 P.M. Also in attendance were Kristin Ottinger, School Board Attorney, and Ray Pinder, Superintendent.

GENERAL DISCUSSION

An informal meeting of the School Board has been scheduled for general discussion among Board Members on Educational Matters

Topics of Discussion:

- 1. Mark Johnson: Sunrise Development Update
- 2. Mark Johnson: Workshop Item Requests
- 3. Mark Johnson: Building Trades Skills Training
- 4. Michelle Bonczek: Graduations Venue

Follow Up - check with other churches for capacity and cost

- 5. Shannon Rodriguez: Safer Bus Routes
- 6. Shannon Rodriguez: Part Time Bus Drivers & Multi-passenger Vans

Follow Up - call vendor to get ETA on vans

7. Shannon Rodriguez: AC Issues at WWK8 & WWHS

25-3090 Handouts from the Informal Meeting of June 3, 2025.

Attachments: 06-03-25 Informal Handout

ADJOURNMENT

This meeting was adjourned at 1:50 P.M.

uperintendent	Board Chair	

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.



School Board Workshop

Minutes - Draft

Tuesday, June 3, 2025	2:00 PM	District Office-Board Room
		919 N. Broad Street
		Brooksville, FL

Revision #1

CALL TO ORDER

Present: Board Chair Shannon Rodriguez

Vice Chair Mark Johnson

Board Member Michelle Bonczek

Absent: Board Member Susan Duval

Board Member Kayce Hawkins

The Workshop was called to order at 2:03 P.M. Also present were Kristin Ottinger, School Board Attorney, and Ray Pinder, Superintendent.

PRESENTATIONS

1. <u>25-3019</u> Review and Tentative Approval of the 2025-2026 Student Progression Plan and School Procedures Handbook

Attachments: 2025 2026 List of Changes to SPP and Page Numbers

2025 2026 SPP Strikethrough 2025 2026 SPP Clean Copy

Budget Sheet Sept 2021 Revised NO Financial Impact ACC 1

John Morris, Director of Secondary Programs, and Tiffany Morris, Director of Elementary Programs, came forward to present this item. Much discussion took place on verbiage in section VIII. GRADUATION CEREMONY (High School) on page 82. The sentence that is being added is: Major infractions of the code of conduct and/or felony arrests that pose safety concerns may prohibit a student from participating in the graduation ceremony and other extra-curricular activities. Mr. Johnson would like it to read "will or shall" instead of "may". Mr. Morris explained that this addition is the recommendation of the committee, which will leave the decision to the administrator. Mrs. Rodriguez would like it to be left as the committee recommends.

2. <u>25-3056</u> Presentation of the Adoption and Purchase of the Personal Financial Literacy and Money Management Textbook from Budget Challenge

Attachments: HCSB Presentation Budget Challenge

Budget Challenge Florida District Pricing

Budget Sheet Budget Challenge

John Morris, Director of Secondary Programs, and Tim Lambert, Director of Education

School Board Workshop Minutes - Draft June 3, 2025

for Budget Challenge, came forward to present this item. It was determined that this item was selected through the adoption process. Mr. Johnson questioned how this product's success will be evaluated. Mr. Morris explained that staff has never done a performance indicator on textbook adoptions.

*3. <u>25-3079</u> Presentation on the purchase of 2,819 Student Laptop Devices and 100 Mobile Charging Carts for an estimated spending of \$1,830,662.50.

Attachments: Howard Bid Carts

UDT Bid

Computers & Technology 2024 -(updated 1-30-25) - ACC

Budget Sheet

Joseph Amato, Director of TIS came forward to present this item. It was stated that these funds are coming from capital funds. There was some confusion on the budget sheet.

GENERAL COUNSEL

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

ADJOURNMENT

T1.:			!	4	2.20	D M
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Superintendent	Board Chair	

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.



School Board Regular Meeting

Minutes - Draft

Tuesday, June 3, 2025

6:00 PM

District Office-Board Room 919 N. Broad Street Brooksville, FL

Revision #1

CALL TO ORDER

Present: Board Chair Shannon Rodriguez

Vice Chair Mark Johnson

Board Member Michelle Bonczek Board Member Kayce Hawkins

Remote: Board Member Susan Duval

The Regular Meeting was called to order at 6:04 P.M. Also present were Kristin Ottinger, School Board Attorney, and Ray Pinder, Superintendent. Ms. Duval participated telephonically.

REFLECTION

by Mark Johnson, Vice Chair

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

1. $\frac{25-3075}{}$ Approval to adopt the agenda dated $\frac{6}{3}$ 2025.

RESULT: ADOPTED AS AMENDED

MOVER: Kayce Hawkins

SECONDER: Michelle Bonczek

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

Mrs. Rodriguez stated that she finds good cause to allow for the revision to agenda item

#16. 25-2958.

ELECTED OFFICIALS

Ana Segovia, District Aide from Representative Gus Bilirakis' office was recognized.

PRESENTATIONS

2. <u>25-3037</u> Presentation of the Antibullying Awareness Video for IMPACT Clubs.

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Jill Kolasa, Director of Student Services, and Angela Miller-Royal, Coordinator of

Student Support Programs, came forward to present this item.

3. <u>25-3060</u> Recognition of Community Partners

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC.pdf

Dustin Kupcik, District Athletic Director came forward to present this item.

4. <u>25-2721</u> Recognize the Graduation of the Citizens Academy Class of 2025

Attachments: Budget Sheet - NO Financial Impact

Aaron Ellerman, Director of Communications came forward to present this item.

APPROVAL OF THE MINUTES

5. <u>25-3073</u> Approval of the Minutes from the Workshop, 4 PM Employee Discipline Appeal Hearing, 4:30 PM Employee Discipline Appeal Hearing and the Regular School Board Meeting of 5/20/2025.

Attachments: 05-20-25 Workshop Minutes DRAFT with links.pdf

<u>05-20-25 Employee Appeal - Moore - Minutes DRAFT with links.pdf</u> <u>05-20-25 Employee Appeal - Adams - Minutes DRAFT with links.pdf</u>

05-20-25 Meeting Minutes DRAFT with links.pdf

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Michelle Bonczek

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

PUBLIC HEARING ITEMS (WHITE FORMS)

6. 25-3023 Public Hearing and Final Approval of the 2025-2026 Athletic Handbook that Received Tentative Approval at the May 06, 2025, Workshop.

Attachments: 2025 2026 stricken Ath handbook .pdf

25.26 Athletic Handbook Clean.pdf

Budget Sheet Sept 2021 Revised NO Financial Impact ACC.pdf

RESULT: ADOPTED
MOVER: Mark Johnson
SECONDER: Kayce Hawkins

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

No one came forward to speak on this item.

EXPULSION RECOMMENDATIONS

7. <u>25-3051</u> Enter a Final Order Expelling the Student in Case No. E2025-05-01 from the school bus the first semester of the 2025-2026 school year.

Attachments: Budget Sheet NEW Nov-2021-ACC No Impact

RESULT: ADOPTED

MOVER: Michelle Bonczek
SECONDER: Kayce Hawkins

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

8. <u>25-3076</u> Citizen Input on agenda items (Green Form)

Attachments: Citizen Input Speaker Green Form 031424 ACC.pdf

Kristin Ottinger, School Board Attorney read the instructions for this item. Kimberly Mulrooney came forward to speak on item #21 & 24.

ADOPTION OF CONSENT AGENDA (Item # 9-23)

RESULT: APPROVED THE CONSENT AGENDA

MOVER: Kayce Hawkins

SECONDER: Michelle Bonczek

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

Personnel Recommendations

9. <u>25-3065</u> Approval of the Personnel Recommendations

Attachments: 24-25 BOARD AGENDA JUNE 3 2025

2025 Inst. Supplements & Differentiated Pay for 6-3-25 2025 Noninst., PTS & Adm. Supplements for 6-3-25

All Other Teaching & Learning Agenda Items

10. <u>25-3052</u> Approve the Overnight Field Trip for Maritza James, F.W. Springstead High School to St. Petersburg, Florida to Attend the Florida Yearbook Seminar from June 18, 2025 through June 20, 2025.

Attachments: SHS Leave of Absence Form - Florida Yearbook Seminar

Budget Sheet - SHS Florida Yearbook Seminar

11. <u>25-3055</u> Approve Out-of-State Travel for Dr. John Morris and Ed LaRose to Attend the College Board Annual AP Conference in Boston, Massachusetts from July 15 - 19, 2025

<u>Attachments: College Board Conference Agenda</u>

LOA Forms Ed LaRose
LOA Forms John Morris
LOA Form John Morris
Budget Sheet College Board

12. <u>25-3059</u> Approve an overnight field trip/travel for Weeki Wachee High School Yearbook to St. Pete, FL to attend the 2025 Florida Yearbook Seminar on June 18-20, 2025.

Attachments: SB letter Yearbook

Ali Carr TDL Yearbook Budget

13. <u>25-3063</u> Approve Proposed Graduation Dates for 2025-26 School Year

Attachments: 2025-2026 Proposed Graduation Dates

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

14. <u>25-3066</u> Approve the Overnight Field Trip for DSPMS Students to Attend the 2025 Florida FFA State Convention in Orlando, Florida from June 17-20, 2025.

Attachments: 2025 FL FFA Agenda

Budget Sheet FL FFA Field Trip

Job Descriptions

15. 25-2832 Approval of revisions for two Confidential and two P/T/S job descriptions within the Food and Nutrition Services Department (FNS).

Attachments: Food and Nutrition Services Senior Associate Strike Thru.

Food and Nutrition Services Senior Associate Clean.

Marketing Team Development Associate Strike.

Marketing Team Development Associate Clean.

FNS Team Development Marketing Strike Thru.

FNS Team Development Marketing Clean.

FNS Nutrition and Wellness Coordinator Strike Thru. FNS Nutrition and Wellness Coordinator Clean.

UPDATED ORG CHART 4-11-25

Budget Sheet Sept 2021 Revised NO Financial Impact ACC (17)

16. 25-2958 Approval of the second part of the Food and Nutrition Services (FNS) re-organization of HUSW employees.

Attachments: Restructuring of the Food and Nutrition Services Department

HUSW Positions

MOU

FNS ORG CHART SY 25-26

FNS Assistant STRIKE.

FNS Associate CLEAN.

FNS Lead Associate (former Level III) STRIKE.

FNS Lead Associate (former Level III) CLEAN.

Food and Nutrition Summer Assistant-STRIKE.

Food and Nutrition Summer Assistant CLEAN.

Food and Nutrition Summer Multi-Site Lead Assistant - Summer

STRIKE.

Food and Nutrition Summer Multi-Site Lead Assistant - Summer

CLEAN.

FNS Leadership Intern New.

FNS Leadership Intern Clean.

Food and Nutrition Summer Single Site Lead Assistant-STRIK

<u>E.</u>

Food_and_Nutrition_Summer_Single_Site_Lead_Assistant-CLEA

<u>N.</u>

Lead Training Associate (new).

Lead Training Associate Clean.

Food and Nutrition Assistant II with tracking.

Food and Nutrition Assistant II clean version.

Food and Nutrition Assistant I with tracking.

Food and Nutrition Assistant I clean version.

Food Service Technician STRIKE.

Food Service Technician CLEAN.

Non-Instruct Salary Structure Clean.

Non-Instruct Salary Structure Strike Thru.

PTS Salary Structure Strike.

PTS Salary Structure Clean.

Budget Sheet Sept 2021 Revised NO Financial Impact ACC (17)

Non instruct salary clean - REVISED

PTS Salary Schedule Clean - REVISED

PTS Salary Schedule STRIKE - REVISED

All Other Purchase Order/Bid Agenda Items

17. <u>25-3009</u> Approve the Purchase of Instructional Materials for High School Intensive Reading Grades 9-10 from Lexia Learning Systems and Authorize the Issuance of Purchase Orders in an Estimated Amount of \$80,000.00

Attachments: Lexia and Hernando Proposal Attorney Approved

Program Evaluation Form Lexia Standard Addendum to Agreements

State of FL Affidavit

PUR 1355 Lexia DSPA Budget Sheet Lexia

18. <u>25-3035</u> Approve the agreement with Sunrise Consulting Group and authorize the purchase of lobbying services for an estimated amount of \$60,000.00.

Attachments: Sunrise Consulting Services & Performance Agreement

Sunrise Consulting Standard Addendum

Sunrise Consulting Budget Sheet

19. <u>25-3053</u> Approve the renewal of bid no. 22-958-42 RA RN, Waste Removal Services, awarded to Waste Pro of Florida, Inc. DBA JD Parker & Sons for Garbage and Trash collection Services and authorize the purchase of services for an estimated annual spending of \$530,000.00.

Attachments: 22-958-42 RA RN Waste Removal Services (06-03-25)

Budget Sheet Waste Removal May 2025

20. <u>25-3058</u> Approve the Renewal and Purchase of Services from Renaissance Learning, Inc. and Issuance of a Purchase Order in an Estimated Annual Amount of \$185,000.00 for the 2025-2026 School Year

Attachments: Program Evaluation Data Summary Renaissaince STAR Math

Educlimber Program Evaluation 2025

UTF 82025 Hernando SEL for ESE Q185913 Hernando County

School District v5

Revised hernando SR 3rd alt assessment defered Q-187909-Hernando County School District v2

Renaissance High School Math Hernando County School District

v6

Yr 3 of 3 before the fact invoice payment summery 2025 Hernando

School District Quote Summary eC year 3 of 3

Standard Addendum

Federal Terms & Conditions Form

Affidavit Use of Coercian for Labor Services Renaissance

<u>PUR 1355 Renaissance</u> Budget Sheet Renaissance 21. <u>25-3061</u> Approve the renewal of the ParentSquare communication platform, authorize the change in website hosts from SchoolNow to ParentSquare and authorize the issuance of a Purchase Order for \$108,864.00

Attachments: ParentSquare Engage Communications and SmartSites Websites

Standard Addendum to Agreements - ParentSquare

Cost Justification Memo ParentSquare

Affidavit - Human Trafficking

PUR0 1355 - Personal Identifying Information

ParentSquare Budget Sheet
ParentSquare Affidavit - Revised
ParentSquare PUR 1355 - Revised

22. 25-3069 Approve the renewal of Bid No. 22-962-34 RN: Food & Supply Purchasing Services for the purchase of food, food related products and supplies from HPS, LLC's contracted vendor, which is currently Gordon Food Services, Inc., for an estimated annual expenditure of \$7,000,000.00.

Attachments: Tabulation Sheet Agenda 25-3069
Agenda Item Budget Sheet 25-3069

23. 25-3070 Approve the piggyback of the Sourcewell Cooperative, Contract No. 031022, Athletic Surfaces with Installation, Related Equipment, Materials and Services, awarded to Gerflor USA, Inc. and authorize the purchase of services for an estimated \$288,050.00.

Attachments: 25-968-41 PB Athletic Surfaces (06-03-25)

Trident Approved Installer Letter

Budget Sheet Trident Flooring May 2025

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

*24. 25-3071 Approve the purchase of 2,819 student laptop devices and 100 Mobile Charging Carts and authorize the issuance of a purchase orders to approved contract vendors for an estimated spending of \$1,830,662.50.

Attachments: Howard Bid Carts

UDT Bid

Computers & Technology 2024 -(updated 1-30-25) - ACC

Budget Sheet

RESULT: ADOPTED
MOVER: Mark Johnson
SECONDER: Kayce Hawkins

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

25. <u>25-3077</u> Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Attachments: Citizen Input Speaker Pink Form 031424 ACC.pdf

06-03-25 Handout by M. Floyd Pink

Kristin Ottinger, School Board Attorney read the instructions for this item. The following citizens came forward to speak:

Kimberly Mulrooney, Beverly Coe, Gracie Mulrooney, Dottie Rockwell, Monty Floyd, and Crystal Santiago.

INFORMATIONAL AGENDA ITEMS

26. <u>25-3054</u> Deductive Change Order 001 to the contract/agreement with Williams Company Tampa for New Classroom & Cafeteria Buildings for Eastside Elementary School is provided for the Board's information. No board action is required.

Attachments: 25-3054 Change Order 001 EES Classroom & Cafeteria ODP

25-3054 Budget Sheet NO Financial Impact ACC

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

This Meeting was adjourned at 6:56 P.M.

Board Members and the Superintendent wished everyone a safe and relaxing summer. Comments were also made on graduations, award celebrations, and the first amendment.

ADJOURNMENT

	Board (

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.



School Board Regular Meeting

Agenda Item # 4. 25-3068

6/24/2025

Title and Board Action Requested

Public hearing and final approval of the changes to the 2025-2026 Staff Handbook that received tentative approval on the May 20, 2025 workshop.

Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board to approve the revisions to the 2025-2026 Staff Handbook. The changes support the ongoing operational needs of the District. A copy of the revised Staff Handbook is attached for reference and changes are indicated by "strike through" and colored text. A summary of changes has been added for quick reference.

My Contact

Alexis Brown Director of Human Resources 352-797-7000 ext. 70445

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

No Financial Impact. See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

<u>Summary of Changes to Staff Handbook 2025-26 as outlined in the strikethrough document.</u> <u>Minor, wording, syntax, typo changes not included.</u>

- Page 25 Addition of Use of Artificial Intelligence (AI) and Natural Language Processing Tools (NLP tools) School Board Policy.
- Page 27 Addition of Emergency School Closures SOP.
- Page 30 Update to Years of Experience for instructional employees.
- Page 33 Clarification of Internal Account/School Funds.
- Page 34 Clarification of Student Fees.
- Page 42 Update to Payroll Information.
- Page 42 Update to Direct Deposit procedures.
- Page 43 Update to Vacation Leave payout procedures.
- Page 51 Update to I.D. Badges/Electronic Access Card procedures.
- Page 52 Update to Visitors procedures.
- Page 55 Update to Work Experience Granted for Previous Employment.
- Page 59 Update to New Employee Benefits Elections procedures.
- Page 60 Update to Benefits While on Retirement procedures.
- Page 65 Update to Vacation/Terminal Pay Benefits procedures.
- Page 65 Update to Workers' Compensation procedures.
- Page 68 Clarification of Student Attendance procedures.
- Page 72 Clarification of Grades procedures.
- Page 73 Update to Instruction procedures.
- Page 74 Update to Instructional Materials Statute.
- Page 74 Clarification of Purchasing Textbook procedures.

The School District of Hernando County Florida



2024<u>-2025</u><u>5-2026</u> Staff Handbook

Vision: To inspire and support the pursuit of individual greatness.

Mission: The Hernando County School District collaborates with students, parents, and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

SUPERINTENDENT

Ray Pinder

SCHOOL BOARD MEMBERS

<u>Linda PrescottShannon Rodriguez</u>, Chairperson <u>Susan DuvalMark Johnson</u>, Vice Chairperson <u>Gus GuadagninoMichelle Bonczek</u>, Board Member <u>Mark JohnsonSusan Duval</u>, Board Member <u>Shannon Rodriguez Kayce Hawkins</u>, Board Member

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Staff Handbook

Section 1: Opening

Welcome
Hernando School District Strategic Plan
Education Standards Commission
Nondiscrimination Statement
Workplace Harassment of Employees
Drug-Free Workplace
Important Numbers
Additional District Information

Welcome to the School District of Hernando County

It is our pleasure to welcome you to the Hernando County School District. We believe we are successful every day we can offer our students the fullest opportunities to learn and experience greatness. This includes everything from appropriate and rigorous curriculum to clean and sanitary facilities, to timely, efficient, and safe transportation.

We value every member of our team for the vital roles they play in this process and recognize that a collective effort is essential to our success. You will experience from those around you the team attitude and hard work that motivate us toward better educational opportunities for our students. It is our hope that your efforts as a member of this team will effectively and efficiently contribute to the mission.

GUIDING PRINCIPLES:

We believe:

- Education is the foundation for a better future.
- Family and community involvement are critical to a high-quality educational system.
- Diverse individuals, ideas, talents, and learning styles strengthen our communities.
- All stakeholders share in the responsibility and decision-making as part of supporting student success and school improvement.
- Individuals and organizations are accountable for their behaviors and actions.
- Commitment to teaching methodologies that foster student engagement, critical thinking, and content mastery will prepare all students to graduate ready for work and postsecondary education.
- Shared purpose, collaboration, commitment to continuous improvement, and an innovative spirit are essential in effective teaching cultures.
- Safe, caring environments are essential for learning and the well-being of all students.
- High expectations and recognition empower individuals and lead to improved performance.
- Aligned expectations and policies that reflect best business practices are essential for success.

This handbook is intended as an overview of the District's policies and procedures. It is not a contract and is not intended to be. As a school board employee, it is important that you become acquainted with the policies, procedures and benefits contained within this manual that will contribute to your success. Please read through it. You are expected to know and adhere to the information and regulations it contains. Administrative efficiency and effective public relations require that all staff members conform to the information and regulations. If any policy or regulation needs clarification, please consult your supervisor at once.

Answers to many questions are in this handbook, as well as information which will make your work easier. All departments should create Standard Operating Procedures (SOPs) to direct the work associated with the information outlined in the Staff Handbook and School Board Policies.

This Staff Handbook shall be deemed amended to comply with all laws, all lawful rules of the State Board of Education, all lawful rules and actions of the School Board, and all terms of any applicable ratified collective bargaining agreement. In the event an actual or perceived conflict arises between the language contained in it and the terms and conditions of employment set forth in the respective collective bargaining agreement(s), the language in the bargaining agreement shall prevail. All policies, collective bargaining agreements, board member and board meeting information for the Hernando County School District is available for review at www.hernandoschools.org. Again we wish you much success in Hernando County.

HERNANDO COUNTY SCHOOLS Strategic Plan: 2023 – 2028 To inspire and support the pursuit of individual greatness.

Key Priorities 2023 - 2028

Priority 1 – Student Success

GOAL: Provide standards-based instruction in all classes, in all content areas to ensure all students are college or career ready to be contributing members of society.

Strategy 1

Ensure teachers, visited during administrative walk-throughs, deliver grade- level, benchmark-based instruction to engage all learners.

- Meet or exceed the state average of students scoring proficient.
- Meet or exceed the state average of students making learning gains.
- Meet or exceed the state average of students in the lowest quartile making learning gains on Florida Assessment of Student Thinking in English Language Arts and Math

Strategy 2

Ensure schools engage in evidence-based strategies and interventions to support subgroups and close achievement gaps.

- Close the achievement gaps as measured by state metrics.
- ➤ Increase the percentage of English Language Learners becoming proficient in language acquisition on Assessing Communication and Comprehension in English-State to State for English Language Learners.
- ➤ Increase percentage of students with individual Education Plans being served in the regular class 80% of the day.
- > Decrease the drop-out rate for students with disabilities.
- Meet or exceed the state graduation rate of all Every Student Succeeds Act subgroups.

Strategy 3

Prepare K-12 students for post-secondary education, employment, or military service.

- ➤ Increase middle school acceleration through advanced courses and career & technical opportunities.
- Increase the number of high school credits earned by students in grades 6-8.
- ➤ Increase the number of K-5 students participating in Career & Professional Education.
- ➤ Increase district average of Advanced Placement and Advanced International Certificate of Excellence exam pass rates for all courses.
- ➤ Increase the number of students receiving an Advanced Placement Capstone Certificate or diploma or Advanced International Certificate of Excellence diploma.
- Meet or exceed the state average for high school district acceleration rate.
- ➤ Increase student participation in dual enrollment courses.
- ➤ Meet or exceed the state average for Scholastic Aptitude Test total and American College Test composite score.
- ➤ Increase Students with Disabilities' access to post-secondary education.
- > Increase Florida Application for Federal Student Aid completion rate to meet or exceed average state rate.
- ➤ Increase the number of industry certifications earned by students.
- Decrease truancy for students in grades 6-12.
- > Continue to exceed the state's rate for graduation.
- > Increase the number of students who take the Armed Services Vocational Aptitude Battery.

Priority 2 – Talent Management

GOAL: Create a culture that attracts, develops, and retains quality employees passionate about supporting student success

Strategy 1

Create opportunities and pipelines for our community to become employees of Hernando County Schools.

- ➤ Increase annually the number of Associate Teachers.
- Reduce annually the number of classroom vacancies for the first day of school and beginning of the second semester.

Strategy 2

Provide opportunities for continued professional growth.

- > Increase the number of Associate Teachers achieving professional certification.
- ➤ Increase participation in apprenticeship programs.
- > Increase participation in Learn lt University.
- ➤ Decrease the number of teachers identified as out of field for English for Speakers of Other Languages/Gifted.
- Increase satisfaction for professional development by providing a variety of meaningful activities to be measured for effectiveness by yearly staff survey results.

Strategy 3

Retain our workforce to reduce turnover of high-quality employees.

- > Increase percentage annually of alternative certified teachers achieving professional certification.
- > Reduce resignations due to a lack of job satisfaction.
- Increase the number of first year teachers retained for a second year.

Priority 3 – Safe and Healthy Learning Environment

GOAL: Enhance and strengthen a safe and healthy learning environment.

Strategy 1

Ensure students have access to and receive high quality, nutritious meals provided by the Food & Nutrition Department.

- Annually increase the number of students participating in National School Lunch program.
- Annually increase the number of students participating in the Seamless Summer program by increasing the number of mobile feeding sites.

Strategy 2

Increase the preparedness of staff and students to respond to critical incidents on campus or at school-sponsored events by providing ongoing training activities.

- > Through student surveys, annually increase the percentage of students reporting their schools are safe.
- > Through staff surveys, annually increase the percentage of staff reporting their schools are safe.

Strategy 3

Improve student resiliency and life skills by providing school-based mental health supports.

- Annually reduce the number of students who are referred to the pre-expulsion hearing process for drug offenses.
- Increase parent and student participation in tobacco/drug awareness training.
- ➤ All students in grades 6-12 will receive resiliency and life skills training.

Strategy 4

Improve the student-to-school connection by monitoring early warning data to determine student needs and provide additional support.

- Annually increase the number of students who have 90% or better average daily attendance.
- ➤ Reduce the number of students with two or more early warning indicators.
- Maintain 80% compliance with Youth Mental Health First Aid certification with all required staff.

Strategy 5

Provide safe, on-time transportation to and from school for all students.

- Reduce the number of accidents that receive point penalties as measured by the annual Safe Driver Committee review process.
- > Improve on-time arrival to schools.

Strategy 6

Provide students and staff with a clean campus environment.

- ➤ Increase the number of Environmental Services Technicians participating in training opportunities.
- > Improve the annual ratings as determined by school cleanliness reports.

Priority 4 – Community Connection

GOAL: Create opportunities to engage the greater community for the purpose of fostering trust and advancing student excellence.

Strategy 1

Improve student learning opportunities by strengthening community and business partnerships.

- > Increase sponsorship contributions to enhance school and district student learning outcomes.
- ➤ Increase participation rate for family and community engagement events.

Strategy 2

Enhance two-way district communication and engagement with families and the community.

- ➤ Increase the number of respondents to the feedback structures.
- > Improve overall satisfaction ratings from feedback structures.

Strategy 3

Elevate the quality of internal communications and ensure staff receive timely and constructive information.

- Increase the number of staff responding to feedback structures.
- > Improve overall satisfaction ratings from feedback structures.

Strategy 4

Develop authentic ways to celebrate the contributions and achievements of all employees.

- ➤ Open pathways to partner with other HCSD departments, schools and teams to develop recognition opportunities.
- Monitor and update feedback systems to determine areas of improvement.

Priority 5 – Financial Transparency and Capital Planning

GOAL: Ensure public funds are used efficiently to maintain quality educational needs and facilities for our students.

Strategy 1

Maximize all district resources to enhance the learning environment and ensure financial sustainability.

- ➤ Increase purchasing card participation & annual rebates.
- > Strive to increase revenue from local revenue sources.
- > Increase interest earning strategy by expanding investment portfolio.
- Maintain an assigned and unassigned fund balance of 5%.
- Maintain the current bond rating as reported by designated agencies.

Strategy 2

Improve and maintain district facilities by utilizing appropriate funding effectively to provide the best quality education and services to our students, staff and community.

- Improve existing district facilities by utilizing planned life cycle replacement.
- > Decrease the average age of the bus fleet.
- Increase the number of sites with upgraded bandwidth.

Strategy 3

Monitor the projected growth of Hernando County over the next several years, and plan accordingly to ensure student growth does not outgrow student stations.

- > Study and analyze growth population in county.
- ➤ Plan for new construction for additional student stations so Florida Inventory of School Houses capacity meets or exceeds student enrollment.

Hernando County Schools 919 North Broad Street, Brooksville, FL 34601

Phone: (352) 797-7000

Website: www.hernandoschools.org

Education Standards Commission

The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida

The State of Florida has established the Principles of Professional Conduct for the Education Profession in Florida which are found in State Board Rule 6A-10.081. As professionals, all employees must be aware of and adhere to these rules at all times. These rules are established by the State of Florida and govern the teaching certificates of instructional personnel. In the event the language conflicts with Board policy (i.e. self-reporting of arrests), employees are required to abide by the rules outlined in Board policy. Employees may be disciplined for unprofessional conduct.

All employees are required to adhere to School Board Policies and Florida Statutes regarding ethics. Employees are expected to abide by policy and act in a professional manner at all times. Employees may be disciplined for unethical or unprofessional conduct.

See School Board Policy 1129, 3129, 4129, 1210, 3210, 4210, 1139, 3139, 3139.01 and 4139.01. Click this link: School Board Policies

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida

- (1) Florida educators shall be guided by the following ethical principles:
 - (a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
 - (b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
 - (c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.
- (2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
 - (a) Obligation to the student requires that the individual:
 - 1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - 2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - 3. Shall not unreasonably deny a student access to diverse points of view.
 - 4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - 5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - 6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.
 - 7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for

which a student's parent has the option to have his or her student not attend.

- 8. Shall not intentionally violate or deny a student's legal rights.
- 9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.
- 10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.
- 11. Shall not exploit a relationship with a student for personal gain or advantage.
- 12. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- 13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
- 14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.
- (b) Obligation to the public requires that the individual:
 - 1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - 2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - 3. Shall not use institutional privileges for personal gain or advantage.
 - 4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - 5. Shall offer no gratuity, gift, or favor to obtain special advantages.
- (c) Obligation to the profession of education requires that the individual:
 - 1. Shall maintain honesty in all professional dealings.
 - 2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - 3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - 4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - 5. Shall not make malicious or intentionally false statements about a colleague.
 - 6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - 7. Shall not misrepresent one's own professional qualifications.
 - 8. Shall not submit fraudulent information on any document in connection with professional activities.
 - 9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - 10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - 11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- 12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- 13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
- 14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
- 15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
- 16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- 17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23, 8-22-23.

THE POLICY OF NONDISCRIMINATION OF THE SCHOOL DISTRICT OF HERNANDO COUNTY

GENERAL: It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws. Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center, or adult education programs.

EMPLOYMENT: Neither the Hernando County School District nor its employees shall illegally discriminate in its employment policies and practices on the basis of race, religion, color, national origin, sex, marital status, disability, age or any other legally protected status as defined by applicable law.

STUDENTS: The Hernando County School Board prohibits exclusion of any student from participation in or the denial of the benefits of any educational program or activity as well as any and all forms of illegal discrimination against any student on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as provided by applicable law.

PRECEDENCE: This policy shall take precedence over any other statement in the policies, procedures, rules, and regulations of the Hernando County School Board wherever such may appear unless in conflict with any collective bargaining agreement.

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

<u>The c</u>Compliance officers for Employee related issues <u>isare Jill Renihan, Executive Director of Business</u> <u>Services 352-797-7252 and Matthew Goldrick, Director of Of Labor Relations & Professional Standards Human Resources</u>, 352-797-70005.

Compliance officers for student related issues are Jill Kolasa, Director of Student Services 352-797-7008, and Anna Jensen, Director of ESE 352-797-7022.

See School Board Policy 1122, 3122 and 4122. Click this link: School Board Policies

WORKPLACE HARASSMENT OF EMPLOYEES

The School District of Hernando County forbids the discrimination against any employee, applicant for employment, or student on the basis of sex or race. The District will not tolerate any type of bullying or harassment activity by any of its employees, including but not limited to sexual, racial, religious, national origin, disability, or pregnancy. This policy also applies to non-employee volunteers who work subject to the control of school authorities. Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent or designee may address the conduct before it becomes severe, pervasive, or persistent.

Sexual harassment is defined in school board policy to include:

- Unwelcome sexual conduct conditioned for something or quid pro quo harassment.
- Unwelcome sexual conduct determined by a reasonable person to be severe, pervasive, and objectionably offensive.
- Sexual assault: rape, sodomy, sexual assault with object, fondling, incest, statutory rape.
- Domestic Violence
- Dating Violence
- Stalking

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

Racial harassment consists of verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any employee based upon race when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or employment opportunities.

Racial harassment as defined above may include but is not limited to the following conduct which is based upon race:

- epithets and slurs;
- written or graphic material that shows hostility or aversion toward an individual group;
- negative stereotyping;
- threatening, intimidating or hostile acts.

Disability harassment is oral, written, graphic or physical conduct or any act as relating to an individual's disability that is sufficiently severe, pervasive, or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from district programs or activities; harassment that has the effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile or offensive working or school environment.

Examples of disability harassment include, but are not limited to conduct directed at the characteristics of a person's disabling condition such as:

- imitating manner of speech;
- interfering with necessary equipment;
- negative stereotyping;

- threatening, intimidating or hostile acts;
- written or graphic material that shows aversion or hostility towards an individual or group with disabling attitudes.

SPECIFIC PROHIBITIONS

It is sexual harassment for a school district employee or non-employee volunteer to use his or her authority to solicit sexual favors or attention from subordinates or students, including but not limited to incidents when the subordinate's or student's failure to submit will result in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment. It is racial harassment for a school board employee or non-employee volunteer to create or be responsible for a racially hostile environment i.e., harassing conduct that is sufficiently severe, pervasive, or persistent so far as to interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the District. It is disability harassment when a school district employee, non-employee volunteer or student seeks to involve a student or employee with a disability in antisocial, dangerous, or criminal activity where the student or employee because of a disability, is unable to comprehend fully or consent to the behavior.

PROCEDURES

Any person who alleges harassment by any staff member may report directly to his/her administrator or supervisor. If the direct administrator or supervisor is the offending person, the report should be made to the next higher level of administration or supervision. Filing of a complaint or otherwise reporting harassment will not affect the individual's status, future employment, future promotion, extracurricular activities, or work assignments. It is unlawful to retaliate against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of harassment.

A substantiated charge against a school district employee shall subject such employee to disciplinary action up to and including termination.

Any employee, applicant for employment, student, or applicant for admission who believes he/she has been discriminated against or harassed is encouraged to use the District's established complaint procedures or directly contact his/her administrator or supervisor.

See School Board Policy 1362, 2266, 3362, 4362, 5517, 5517.01 and 5517.03. Click this link: <u>School Board Policies</u>

DRUG-FREE WORKPLACE POLICY

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensing, possession or use of alcohol, illicit drugs or any controlled substances is prohibited. Only prescribed medications are permitted on School Board premises or during any official School District related activity, and it is the responsibility of the employee to ensure that any prescribed medication is properly secured. To facilitate enforcement of this Policy, following an offer of employment by the Hernando County School Board, all job applicants will be required to take and pass a drug test. Current employees will be tested for drugs and/or alcohol for any of the following:

- 1. reasonable suspicion/cause;
- 2. post-accident/injury as required for DOT reporting;
- 3. random testing as per Department of Transportation regulations;
- 4. follow-up after an employee returns from a drug treatment or counseling program;
- 5. as required as part of any medical examination required by the HCSB.

Refusal to submit to testing upon request, for any of the reasons authorized, shall subject the employee to the same disciplinary consequences as would result from a positive test result including termination for cause, denial of Unemployment Benefits, denial of Workers' Compensation, and medical and indemnity benefits.

Any employee violating this policy shall be immediately suspended by the Superintendent and a report shall be made to the School Board for further action, which could result in termination of employment.

Failure by any employee to report a known violation of this policy will constitute an act of insubordination and willful neglect of duty. The Employee Assistance Program is available, and information can be found on the District website under Risk, Benefits and Compliance. For additional information, see School Board Policy and Human Resources Standard Operating Procedures.

See School Board Policy 1124, 3124, 4124, and 4162. Click this link: School Board Policies

CONTACTS AND INFORMATION

DISTRICT OFFICE

919 N. Broad Street, Brooksville, FL 34601 – Phone: (352) 797-7000

Academic Services	797-7051
Risk, Benefits and Wellness	797-7007
Central Printing Services.	797-7023
Communications & Government Relations	797-7009
Exceptional Student Support Services (ESSS)	797-7008
Facilities Department	797-7050
Equity	797-7019
Facility Rental	Call Site
Finance Department	797-7004
Food and Nutrition Department.	797-7028
Hearing Impaired Telephone Line – County Office	544-6404
Hernando County Adult Ed.	797-7018
Hernando Instructional Television (HITV) – Communications/Public Relations	797-7009
Human Resources Department	797-7005
Maintenance Department.	797-7071
Parent Academy	797-7315
Payroll	797-7012
Purchasing Department	797-7060
Safe Schools	797-7233
Safety and Security Department	797-7054
School Choice.	797-7000
Student Services Department	797-7008
Substance Abuse (ESSS Department)	797-7008
Technology and Information Services Department (TIS)	797-7006
Teen Parenting Program (ESSS Department)	797-7051
Transportation Department.	797-7003
Volunteers in Education Program.	797-7054
Warehouse and Property Inventory.	797-7061

CONTACT THE TRANSPORTATION DEPARTMENT FOR SCHOOL ATTENDANCE ZONES AND BUS ROUTES

(352) 797-7003 or www.hernandoschools.org

SCHOOL BOARD MEETINGS

Meetings are held on Tuesdays at 6 p.m. Refer to District website for meeting dates and streaming options.

ADDITIONAL DISTRICT INFORMATION

In addition to this Staff Handbook, please review the following documents/resources:

School Board Policies School/Department Procedural Handbooks

<u>www.hernandoschools.org</u> Collective Bargaining Agreements

School Board Policies

Information about our district and school board policies can be accessed from our website at: <u>Hernando</u> County School Board Policies

School/Department Procedural Handbooks

Many district departments produce informative handbooks pertaining to the services and procedures applicable to their departments. Schools produce handbooks/handouts specific to the campus and population of the individual school. These handbooks are a source for specific policies and procedures, available instructional material, and campus "whereabouts." It is important to note that all policies and procedures in school/department handbooks must align with applicable statutory requirements, school board policy and collective bargaining agreements. Please visit our school district website at hernandoschools.org.

Collective Bargaining Agreements

For information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for your review on our website at hernandoschools.org. The Agreements are very detailed regarding procedures and provision applicable to your position with the District. Two Agreements exist with the Hernando County School District:

HCTA – Hernando Classroom Teachers' Association – Represents teachers and instructional personnel excluding paraprofessionals.

HUSW – Hernando United School Workers – Represents non-instructional support personnel including paraprofessionals.

Staff Handbook

Section 2: Policies and Procedures

Americans with Disabilities Act

Anti-Fraud

Arrests/Self-Reporting Arrests

Athletics/Academics

Attendance

Care of Building, Furniture and

Equipment

Certification

Change of Address

Communications

Computer Software

Conflict of Interest

Copyrighted Materials

Dress

Duty

Employee Assistance Program

Equity

Evaluation/Assessment

Grievances

Higher Degree Payment

Hours

Human Resources FAQs

Internal & District Funds

Leave of Absence

Meetings

Parking

Payroll Information

Payroll FAQs

Personnel Records

Probationary Period

Public Records Requests

Reappointments and Employment

Contracts

Resignations

Safe Driver Plan

Safety and Security

Suspensions/Dismissals

Tobacco-Free Environment

Toxic Substances at Work

Use of School Facilities &

Equipment

Volunteers/Sponsors

Weapons/Firearms

Work Experience

AMERICANS WITH DISABILITIES ACT

The Hernando County School District will reasonably accommodate qualified individuals who have a disability so that they can perform the essential functions of their position. In order to make a determination about the nature of the employee's medical condition and whether the employee might be considered a qualified individual with a disability under the Americans with Disabilities Act Amendment Act (ADAAA), a Request for Accommodation Form must be completed and submitted to the Human Resources Department. This information is treated confidentially, is not maintained in the employee's main personnel file, and will be used only by authorized individuals. The Request for Accommodation Form can be found on the district website under "Employment".

See School Board Policy 1122.01, 3122.01 and 4122.01. Click this link: School Board Policies

ANTI-FRAUD

Fraud and fraudulent activity is strictly prohibited. This applies to any fraud, or suspected fraud, involving elected officials, employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties with a business relationship with the District.

See School Board Policy 8700. Click this link: School Board Policies

ARRESTS/SELF-REPORTING ARRESTS

As per School Board Policy, employees **shall self-report** any and all arrests and convictions (including misdemeanor citations), regardless of the level of the charges, within forty-eight (48) hours. Please note this includes arrest citations – these will register as arrests in the state database.

Employees shall report to their supervisor.

Failure to report arrests and/or convictions as required by policy shall be grounds for termination of employment.

See School Board Policy 1121.01, 3121.01, and 4121.01. Click this link: School Board Policies

ATHLETICS/ACADEMICS

Staff will not be permitted to conduct supplemental activities before the end of the contractual workday without the approval of the principal and/or designee. Prior to beginning coaching activities, the individual must be either cleared by Human Resources or must be a registered volunteer through Safety and Security. No one will receive compensation for any coaching activity prior to being cleared to work by the Human Resources Department. The Athletic Handbook governs student participation in athletics.

See School Board Policy 3120.03 and 4120.03. Click this link: School Board Policies

ATTENDANCE

All employees are expected to be present during all working hours. Absence without prior approval (also called absence without authority –AWA) from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of

duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning the absence.

See School Board Policy 1430, 3430, and 4430. Click this link: School Board Policies

CARE OF BUILDING, FURNITURE AND EQUIPMENT

School administrators and/or designee will provide staff members with an inventory sheet for their room at the beginning of the school year. This sheet is to be completed and returned to the administrator and/or designee. Each room is equipped with the necessary furniture as far as circumstances permit; therefore, furniture and equipment may not be moved from one room to another without the approval of the principal and/or designee and recorded on the inventory sheet. The furniture is assigned to the room, not the teacher. The condition of the furniture and equipment in any classroom is the direct responsibility of the teacher and any damage or defacing of same must be reported in writing to the principal and/or designee immediately.

Furniture and equipment may not be moved from one campus to another without the approval of the principal and/or designee, recorded on the proper form (SO-PC-009) and forwarded as an attachment to the Property Department to schedule transfer via entry through the School Dude program. Furniture and equipment purchased with Federal Funds may not be moved from one campus to another without the approval of the Director of Federal Programs or designee.

Furniture and other district owned property are not to be left outside the school overnight unless arrangements have been made directly with the Property Department. If the property has been deemed no longer in safe usable condition by the Property Department, instructions will be given as to how the items are to be handled.

CERTIFICATION

The state Certification Office processes applications for initial certification, certain add-ons, and all other services for non-employees. The district certification office processes requests of initial FLDOE certificates (upon the issuance of clearance to work), renewals, certain add-ons, and name changes. The state Certification Office approves all coursework for certification purposes. Teachers must call the toll free number 1-800-445-6739 with the following information: the name of the institution; the course prefix, number and title; and the certification requirement they are attempting to satisfy by completing the course. This line is extremely busy during registration periods, so be sure to plan ahead. Also, you can e-mail the Florida Department of Education (FLDOE) at education@fldoe.org.

Please include your name, certificate number, and your FLDOE number, if known, in your e-mail.

You may access the FLDOE website, http://www.fldoe.org/edcert/, for the following services: Certification Lookup, Application Status Lookup, and Request Materials. If you click on Application Status Lookup, you will be prompted to create a Login I.D. and Password. Once you are on this site, you will be able to access the following information about your certification file: the status/progress of your valid application and Statement of Status of Eligibility; a record of any valid Florida educator's certificate that you hold; and the official transcripts, score report and information received from the district within the last calendar year.

Teachers who hold a five-year non-renewable temporary certificate must follow their Statement of Status of Eligibility. This document is an individualized listing of all the deficiencies that you must satisfy to be issued a Professional Certificate. If your Statement of Status of Eligibility (SOE) reflects that you have

specific testing requirements to meet, you must register for the exams at www.fl.nesinc.com. For more information about the requirements listed on your Statement of Status of Eligibility, you may visit the FLDOE website: http://www.fldoe.org/edcert/cert_types.asp.

For reappointment purposes, all the deficiencies outlined on your Statement of Status of Eligibility must be completed and documented with the district certification office no later than March 1st of the year of expiration of your temporary certificate. As a courtesy to our teachers, the district certification office sends reminder notices to teachers on temporary certificates throughout the validity period of the certificate.

Teachers who hold five-year Professional certificates must renew their certificates every five years. During the validity period of this certificate, you are required to earn either a minimum of 120 in-service points to include 20 in-service points in teaching Students with Disabilities (SWD) or six semester hours of college credit to include one semester hour in teaching Students with Disabilities (SWD).

An educator whose certificate has a beginning validity date of July 1, 2020, or thereafter, must have earned at least two (2) college credits, forty (40) inservice points, or a combination thereof, in evidence-based instruction and interventions grounded in the science of reading per Rule 6A-6.053, F.A.C., specifically designed for students with characteristics of dyslexia, including the use of explicit, systematic, and sequential approaches to reading instruction, developing phonological and phonemic awareness, decoding, and implementing multisensory intervention strategies if the educator is renewing any of the following coverages: Elementary Education (K-6), Prekindergarten/Primary Education (age 3 through grade 3), Elementary Education (grades 1-6), Primary Education (grades K-3), English (grades 1-6), Middle Grades English (grades 5-9), Middle Grades Integrated Curriculum (grades 5-9), English (6-12), Exceptional Student Education (grades K-12) (renewal beginning with a validity date of July 1, 2025), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL) (grades K-12).

For individuals who holds a certificate in educational leadership, the individual must earn a minimum of one college credit or 20 inservice points in Florida's educational leadership standards to renew their professional certificate with renewals beginning July 1, 2025 or later. This is included in the total 120 in-service points required for renewal as well.

Information pertaining to renewal requirements, and in-service equivalent renewal credit, is available on the FLDOE website: https://www.fldoe.org/teaching/certification/renewal-requirements/

The earliest that the district certification office will accept your application for renewal is July 1st for the following June 30th expiration (in other words, 1 year before your professional certificate expires).

As a courtesy to our teachers, the district certification office notifies teachers of expiring professional certificates. Notification of expiring professional certificates is sent in July of the year your professional certificate expires by the FLDOE directly to the email attached to your FLDOE account.

If you are teaching out-of-field, proof of required in-service, coursework, or a passing score on the appropriate subject area exam and add-on application, must be submitted to the district certification office or the Florida Department of Education (depending on the type of certificate held) by April of the year you were placed out-of-field. Refer to your out-of-field documentation for more information.

When you earn a higher degree from an accredited institution, you must submit an official transcript with the higher degree conferred to Certification in the Human Resources Department. If your degree major matches an area of certification on your certificate, a pay change will take effect as soon as official transcripts have been received and reviewed along with the signed Request for Advanced Degree Form by the Human Resources Department. The HCSD accepts all diplomas and degrees from sources accredited

or approved by the Florida Department of Education, including foreign institutions. In other words, the Florida DOE requires the HCSD to reject any fraudulent or questionable diploma or degree from a disreputable source. Tendering a worthless diploma or degree constitutes just cause for termination for violating the Principles of Professional Conduct.

CONTACT INFORMATION UPDATE

Current employees who need to report a change of address and/or name change may do so by accessing the Hernando County School District website at hernandoschools.org. Click on "Staff" then "How to Update Your Contact Information" and follow the directions.

The Human Resources Department will process your request. If you have any questions or can't log into your Hire Enterprise account, please call Human Resources for help at 352-797-7005.

COMMUNICATIONS

Employees are reminded that in all communications, including any electronic communication (text, email), they are to ensure that they meet the ethical standards required by School Board Policy, State Board Rules 6A-10.081, and State Statutes (Chapter 112).

Refer to the Student Code of Conduct regarding student use of electronic devices.

The School District encourages positive and professional communication between staff and students. The School District has provided staff with the means to communicate electronically with students and/or parents concerning school matters. These means include:

- official school website
- parent portal
- official school social media,
- district-approved messaging applications
- district email

and are sufficient for the purposes intended. For staff to communicate regarding school matters with students and/or parents by personal electronic means when sufficient District means are available exposes the School District to possible violation of its legal obligations. Such communication could cause the appearance of inappropriate association with students.

Staff communications via private electronic media concerning non-school related matters are governed by School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct. Violation of these policies may lead to disciplinary action.

CELL PHONES - DISTRICT

District cell phones are provided to specific staff members to use for school-related business as needed. No personal calls should be made or received using District cell phones which are the property of the school district. Employees who are assigned District cell phones are responsible for the proper care of the cell phone. Employees are responsible for the cost of replacing their District phone if it is lost, stolen, or damaged. Each case will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The employee's cost for the replacement phone will be determined by the actual replacement cost the District incurs for the phone.

CELL PHONES - PERSONAL

Students and staff shall refrain from using cell phones for **personal use** during emergency situations. The use of cell phones by students and staff during emergencies could overload cell towers and hamper emergency response personnel's ability to communicate.

Staff members should avoid the use of personal cell phones during student contact time.

EMAIL

All staff members should check email at least once each morning and afternoon. The Hernando County email system is to be used for School Board related business and educational projects only.

District emails not for personal use. These restrictions also apply to accessing the email system on Hernando County School Board computers. Communications reside on servers within the District and can be monitored by administrative directive. **District email is public record and can be viewed in accordance with public record laws.** It is advised not to use student names in email in a manner that violates School Board Policy, Florida Statute or the Code of Ethics and Principles of Professional Conduct. It is important to check District email regularly because important information is distributed in this manner.

INTERNET & NETWORK USAGE

All staff users of the HCSD network and internet must acknowledge receipt of and adhere to the Hernando County Staff Technology Acceptable Use and Safety Policy and Internet Acceptable Use Agreement. It is a requirement that all computers accessing the internet through the county-wide area network will start on the same homepage. The homepage is the District's homepage located at http://www.hernandoschools.org.

No unauthorized devices, including but not limited to, computers, printers and mobile devices shall be connected to the HCSD network without the express permission of the Director of Technology Information Services, or designee. Under no circumstances shall any router (wireless or wired), switch, wireless access point, or any other device to allow computers and other devices to connect to a network, be connected to the HCSD network by wire, wirelessly or otherwise without the express written permission of the Director of Technology Information Services or designee.

The use of VPNs, SD-WAN, SASE or any other service, software or hardware for similar purpose is prohibited on the HCSD network, other than that provided by Technology and Information Services.

<u>VPN - Virtual Private Network</u>: A virtual private network, or VPN, is an encrypted connection over the Internet from a device to a network. The encrypted connection helps ensure that sensitive data is safely transmitted. It prevents unauthorized people from eavesdropping on the traffic and allows the user to conduct work remotely.

<u>SD-WAN - Software-Defined Wide Area Network</u>: A software-defined wide area network is a wide area network that uses software-defined networking technology, such as communicating over the Internet using overlay tunnels which are encrypted when destined for internal organization locations.

<u>SASE – Secure Access Service Edge</u>: A secure access service edge is technology used to deliver wide area network and security controls as a cloud computing service directly to the source of connection rather than a data center.

See School Board Policy 7540.04, 7542 and 7543. Click this link: School Board Policies

MAILBOXES

All staff members should check their mailboxes each day upon arrival at their site and again before leaving their site. Administrative approval is required before placing <u>any</u> material in the staff mailboxes or on any bulletin board and access to mailboxes is determined by the site administrator. If items being put in mailboxes were delivered by a representative of HUSW and HCTA, the items should be considered approved by those organizations.

PASSWORDS

No staff member's computer passwords should be disseminated to students or any unauthorized person. Passwords are confidential and should not be shared. Unauthorized sharing of passwords violates School Board Policy, and such violation is subject to disciplinary action up to and including termination.

PHONE CALLS

Telephones are provided for use during planning periods. Calls made during student contact time shall be for school related matters only.

TEXT MESSAGING

Staff may utilize text messaging for communicating with other staff using "transitory" messages only. A transitory message is defined by Florida law to be one which is created primarily to communicate information of short-term value such as scheduling appointments. They are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. If there is any question about the type of information being sent, staff are advised to consult with their administrator before sending the information.

No employee may communicate with a student or students via text messaging. Electronic communication with students, if any, may only be made via District provided resources and only in compliance with the guidelines for such set forth in this Handbook.

Employees are advised that text messages, even if sent or received on a privately owned device, may be considered public record and subject to review by district administration and possibly the public.

Accordingly, staff are consenting to a review and/or search of their personal electronic device if such is used for text messaging in violation of School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct.

See School Board Policy 7530.02, 7544, 7540.02 and 7540.04 Click this link: School Board Policies

COMPUTER AND ONLINE SOFTWARE, RESOURCES AND APPLICATIONS

All staff members, prior to installing, using, or otherwise accessing online resources, including webpages and applications must first obtain approval by submitting a completed Software Approval form and following the Software Approval Process. If the software, online resource, or application is not purchased by the Hernando County School District and is purchased by the staff member or other party, the software approval process must still be followed, and the appropriate Software Approval Form files and a donated property form must be completed and submitted as well.

In no event shall any such software, online resource or application be used, accessed or installed on any

computer or other device owned by the Hernando County School District nor used or otherwise accessed on the HCSD network without the required approval.

All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

All the above shall also apply to any free software, online resource, or application.

See School Board Policy Board Policy 7540.02(D). Click this link: School Board Policies

USE OF ARTIFICIAL INTELLIGENCE (AI) AND NATURAL LANGUAGE PROCESSING TOOLS (NLP TOOLS)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Conduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying and Harassment; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievand Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024); Policy 8330 – Student Records; Policy 2240 – Controversial Issues; Policy 7540.03 – Student Internet Safety and Acceptable Use; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who

- are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

Staff may be disciplined for violations, up to and including suspension or termination of employment.

The administration will refer any illegal acts to law enforcement.

See School Board Policy Board Policy 7540.08. Click this link: School Board Policies

CONFLICT OF INTEREST

Any School District employee who also works for an organization doing business with the School Board must reveal such a contractual agreement, in writing, to the Superintendent. The Superintendent may approve such an arrangement; however, if the Superintendent determines the relationship to be a conflict of interest, a request will be made for the employee to terminate his/her employment with either the organization or the School District.

See School Board Policy 1129, 3129 and 4129. Click this link: School Board Policies

COPYRIGHTED MATERIALS

According to Board Policy 2531, staff shall abide by all provisions of the copyright laws.

- Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
- The School District does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
- Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or the Academic Services Department.
- Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the School Board.

Any staff member shall, prior to installing any computer software not purchased by the School District, obtain approval for such by completing a donated property form and delivering same and providing a valid license for the utilization of such software. In the event such software is not to be donated, the staff member shall lease the software to the School District at no cost to the District by denoting such on the donated

property form. In no event shall any such software be installed upon any computer owned by the Hernando County School District without the approval required herein from the Director of Technology Information Services, or designee. All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

See School Board Policy 2531. Click this link: School Board Policies

DRESS

As professionals, employees are expected to dress professionally and appropriately for their job assignments. Personal hygiene and appearance set examples for students. When building-level questions arise, employees should contact their immediate supervisor. **All employees must wear identification badges while on duty.**

DUTY

A duty roster and guidelines will be issued during pre-school and at other times, when necessary. Teachers will be assigned various types of duty on an equitable rotation basis, and rosters will be enacted in accordance with the Hernando Classroom Teachers' Association (HCTA) bargaining agreement.

EMERGENCY SCHOOL CLOSURES

Employees who had previously requested paid leave (sick/personal/vacation) for only the day(s) of the emergency closure AND were in attendance the day before AND the day after the emergency closure(s), will not be charged leave for the day(s) of the closure.

Employees who previously requested paid leave (sick/personal/vacation) which included the **DAY BEFORE** the emergency closure and the **DAY(S) OF** the emergency closure, will be charged leave for the emergency closure day(s).

Employees who previously requested multiple days paid leave (sick/personal/vacation) which was to begin **ON** the first day of the emergency closure and **CONTINUE AFTER**, shall be charged for the entire requested leave.

Any employee on an extended leave or scheduled to begin an extended leave after the emergency closure, will remain in that leave status and will be required to use leave accrual or in leave accrual is exhausted, will be unpaid. During the emergency closure, leave donations will be suspended.

EMPLOYEE ASSISTANCE PROGRAM

Behavioral health services are available to all permanent employees of the Hernando County School District and their eligible dependents through our group health plan with Florida Blue. For those employees and dependents not covered under our group health plan, assistance is available through BayCare Behavioral Health by contacting (800) 878-5470.

EQUITY

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required within 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or English Language Learners (ELL) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

To file concerns, please follow the complaint procedures found in School Board Policy.

The cCompliance officers for Employee related issues <u>isare Jill Renihan</u>, <u>Executive Director of Business Services 352-797-7252 and Matthew Goldrick</u>, Director of <u>Labor Relations & Professional Standards Human Resources 352-797-7005</u>. Compliance officers for student related issues are, Anna Jensen, Director of Exceptional Student Education, 352-797-7022 and Jill Kolasa, Director of Student Services (504 coordinator). The compliance officer for ADA related issues is –Matthew Goldrick, Director of <u>Labor Relations & Professional Standards Human Resources 352-797-7005</u>.

See School Board Policy 1122, 3122 and 4133. Click this link: School Board Policies

EVALUATION/ASSESSMENT

Please refer to the appropriate employee evaluation manual for evaluation procedures for all employees. This information is available on the District website https://www.hernandoschools.org

GRIEVANCES

Refer to the appropriate union or association contract for guidelines on grievances. Union contracts can be found on the District website http://www.hernandoschools.org.

HIGHER DEGREE PAYMENT

- Instructional employees hired prior to July 1, 2011 may receive additional pay if they earn a higher academic degree and provide a transcript with a conferred date within the guidelines of the applicable union contract and School Board approved salary schedule.
- Instructional employees and school-based administrators hired on or after July 1, 2011 may receive

additional pay if they earn a higher academic degree if the degree matches their area of certification as per Statute. An official transcript must be provided along with the signed Request for Advanced Degree form.

- Administrative employees hired prior to July 1, 2011 may receive additional pay based on the degree earned in accordance with the School Board approved Administrative Salary Schedule.
- Administrative employees hired on or after July 1, 2011 may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a signed Personnel Action Form.
- Confidential and noninstructional employees, who have acquired 60 semester hours or more, as verified by an official transcript, will be paid an additional amount per the School Board approved salary schedule.
- Professional/Technical/Supervisory employees may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a Personnel Action Form.

Transcripts with a conferred date must be received in the Human Resources Department in order for the salary adjustment to occur. The adjustment will be made from the beginning of the pay period during which the appropriate documentation was received. It is the responsibility of the employee to ensure that the Human Resources Department receives the official transcripts and appropriate documentation in order for the higher degree payment to continue.

HOURS

Work hours for staff will be in accordance with School Board policy, the Fair Labor Standards Act and contractual obligations. No staff member is permitted to leave earlier than the designated time unless they have notified and have permission from their supervisor or designee. Please refer to the Hernando County School District Fair Labor Standards Act Compliance Manual and the HCTA and HUSW contracts for guidance.

School staff members are to be at their assigned stations to supervise students as directed by the school administration before, during and after student hours. All staff must follow the designated procedures at each site regarding the use of sign-in sheets and, if applicable, time clocks.

HUMAN RESOURCES – FREQUENTLY ASKED QUESTIONS

1. How do I obtain tenure status if I am a noninstructional employee?

A noninstructional employee must work three (3) full consecutive years and be reappointed to a fourth year within the district in order to obtain tenure. If a noninstructional employee has a break in service, he/she returns on a non-tenured status. The only exception to this is made for Interim Food Service Assistant Managers due to the temporary nature of the position. A full year is defined as one day more than half of the contracted year.

2. How do I verify military experience? How many years of military experience can I bring in?

To verify military experience, a copy of a DD-214 must be given to the Human Resources Department. Professional/Technical/Supervisory and Administrative personnel will not be granted military experience. Instructional employees can bring in ten (10) years of military experience. Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a

DD214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. If the DD-214 is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the DD-214 is received after the first forty-five (45) days of employment, the new pay will start at the beginning of the pay period in which it is received.

3. How do I verify my previous experience? How many years of experience can I bring in?

To verify previous experience, a Verification of Experience form must be given to the Human Resources Department. Professional/Technical/Supervisory employees can verify ten (10) years of experience. Administrative employees can verify fifteen (15) years of experience. Instructional employees can verify ten-twenty (1020) years of prior teaching experience. If the experience form is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the experience form is received after the first forty- five (45) days of employment, the new pay will start at the beginning of the pay period in which it is received. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Once a determination is made by Human Resources, the employee shall have thirty (30) days to request an appeal.

4. Are there unions in Hernando County?

Instructional personnel are represented by the Hernando Classroom Teachers' Association. Noninstructional personnel are represented by the Hernando United School Workers. Confidential, professional/technical/supervisory and administrative personnel are not eligible for membership in unions.

5. How do I transfer sick leave from my previous school district?

Sick leave can be transferred to the Hernando County School District from any accredited Florida school district. Employees must request that their previous district send their balance of sick leave to the Human Resources Department, 919 N. Broad Street, Brooksville, FL 34601. According to School Board Policy, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School District.

6. How do I find additional resources?

In addition to this Staff Handbook, there are other reference sources including:

- School Board Policies Click this link: School Board Policies
- School/Department Handbooks and Procedures many district departments produce excellent and informative handbooks and/or procedures pertaining to the services and procedures applicable to their departments. Schools produce handbooks specific to the procedures applicable to schools and students. It is important to note that all policies and procedures in school/department handbooks must align with applicable statutory requirements, School Board Policy and collective bargaining agreements.
- Collective Bargaining Agreements for information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for view on our website at www.hernandoschools.org. The Agreements are very detailed regarding the procedures and provisions applicable to your position within the District. Two Agreements exist:
 - HCTA Hernando Classroom Teachers' Association represents all instructional classified employees.
 - HUSW Hernando United School Workers represents all non-instructional classified employees.

School District Website - www.hernandoschools.org

GENERAL INFORMATION – DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

The Finance Department offers reference guidance for handling money and making purchases through the "Internal Account Procedures Manual" and "Purchasing Card Manual." These guides are available on the district website and the school's bookkeeper office for all staff. It is important that staff comply with requirements stated. For guidance with district funds, refer to the "Red Book" located on the district website, www.hernandoschools.org/departments/budget-finance/index.

FUNDING SOURCES

Schools are provided funding from the following sources:

- District Budget Funds- allocations from district
- Small Grants/Donations determined by the amount of the grant
- Internal/Student Funds all funds collected (e.g. general sales, gate receipts, fundraising & donations) at the school level become part of the internal funds unless they have been accounted for at the district level.

DISTRICT BUDGET FUNDS

The funds in the district budget are separate from the Internal Account/Student funds. The principal determines the funding level for each grade level, department, team and/or teacher. District funds not spent by June 30th, the end of the fiscal year, will generally not roll forward into the new fiscal year. Internal account funds roll from one year to the next in most cases.

GRANT AND FEDERAL PROJECT FUNDS

Grants and Federal project funds are school specific and often come with restrictions on how the funds can be spent. For more information regarding regular grants and federal project grants, contact the Budget & Finance Department.

PURCHASE ORDERS - DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

All requests for purchase orders go to the bookkeeper and must be supported by documentation (i.e. quote, order form, copy of registration form, etc.). Vendors must have a completed W-9 on file before a purchase order or check can be processed. The Purchasing Department adds new vendors for items applicable to the schools. All receipts, invoices, and packing slips must be signed, dated, and returned to the bookkeeper within five (5) workdays from the delivery or receipt of the merchandise or services.

PROCUREMENT CARDS (P-CARDS)

The district's purchasing card (P-Card) program is designed to improve efficiency in processing purchases (e.g. office supplies, cleaning supplies and equipment) by allowing approved district employees to purchase approved goods and services directly from a vendor using the P-Card as the payment vehicle. This program is an alternative approach to utilizing purchase orders and is in alignment with Best Business Practices.

The P-Card program works very much like a personal credit card. The administrator requests a card for an employee by completing the Individual Purchasing Card Holder's Agreement. In order to use the card, the employee must go through training and sign that he/she understands his/her responsibilities as a cardholder. The cardholder has a spending limit each month and the P-card has restrictions on certain merchant codes in order to prevent purchase of restricted items. Under NO circumstances is the card to be used to make

personal purchases.

Individuals that are authorized to use a site purchasing card must properly sign the card out and sign the card back in when the card is returned. Individuals checking out the card are responsible for the security of their card. All precautions should be taken to maintain confidentiality of all information relating to the card, such as the card holder account number and expiration date. The card or the account number should never be left in a conspicuous place for others to access.

Individuals who have checked out the card are required to turn in invoices or itemized receipts signed "Approved for Payment" by the next working day to the site coordinator. Repeated failure to turn required information in to the site coordinator may result in the employee personally reimbursing the district for the expenditure, revocation of the Purchasing Card privilege and/or possible disciplinary action.

Disciplinary Action Guidelines Unauthorized use of the Purchasing VISA Card will result in appropriate disciplinary action being taken. The disciplinary action may range from a warning up to the revocation of the Purchasing Card privilege and/or possible disciplinary action. For more information regarding the P-card program go to www.hernandoschools.com/Purchasing.

DISTRICT BIDS AND STATE VENDORS – DISTRICT & INTERNAL ACCOUNT/ SCHOOL FUNDS

The district has various bids and state contracted vendors that offer discounts to the school system. Schools are obligated to honor the currently awarded vendor bids and contracts for purchases. See the bookkeeper for information about when and how bid vendors must be used. The current bid list can be found by accessing the Purchasing Department's website at www.hernandoschools.org/Purchasing.

SALES TAX EXEMPT STATUS

A copy of the district's sales tax exemption certificate can be obtained from the bookkeeper upon request. The sales tax certificate is to be used for district and school purchases only. Outside Parent Teacher Organizations and Booster Clubs must obtain their own sales tax exemption certificate from the state and meet the requirements for a non-profit organization as required by law. Outside organizations cannot under any circumstances use the district's sales tax-exempt certificate.

EMPLOYEE TRAVEL

Employee and student travel requires approval from the Administrator and/or Superintendent's staff and/or School Board depending upon whether the travel is in-county, out-of-county or out-of-state travel. Be sure to check current policies before planning, registering, or encumbering funds that require travel.

More detailed information can be found on the district website,

<u>www.hernandoschools.org/departments/budget-finance/travel</u>. Staff should work with the bookkeeper who will provide all the required information prior to travel (i.e. scheduling travel, authorized approval(s), allowable expenses and completion of paperwork with receipts for reimbursement to staff). All employee travel paid by the district must be submitted to Finance no later than 30 days from the last day of travel.

INTERNAL ACCOUNT/SCHOOL FUNDS

The Finance Department offers reference guidance for handling money and making purchases through the "Internal Account Procedures Manual" and "Purchasing Card Manual." These guides are available on the district website and the school's bookkeeper office for all staff. It is important that staff comply with requirements stated.

Internal/School Activity funds are collected internally by the school. The school's internal account funds shall be used to benefit the students and those activities as authorized by the district. These funds generally come from field trips, fundraisers, and ticket sales. Internal funds shall be administered in accordance with Florida Statutes, State Board of Administrative Rules, Financial and Program Cost Accounting and Reporting for Florida Schools ("Red Book"), Hernando County School Board policies, and the Internal Accounts Procedures Manual.

SPENDING FUNDS

All purchases for merchandise and services must be pre-approved by district or school administration as applicable and processed by the bookkeeper prior to purchase. All orders (mail, telephone, internet or direct pick up) may only be placed when the purchase order has been processed by the bookkeeper and the approved copy has been returned to the person requesting approval.

Vendors with district bids or a state contract must be utilized first, regardless of the price or convenience. Additional vendors may be considered when the requested item is unavailable.

Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees or extend credit. Employees of the school district who are compensated for additional services, such as working at athletic events, shall be paid through the school district payroll department or, when appropriate, as prescribed by district school board rules. Blanket Purchase Orders may not be issued to HCSD employees. All reimbursements to HCSD employees may not exceed \$50.00 for a single purchase and only be issued in an emergency circumstance.

CASH COLLECTIONS

Internal Account/School funds are collected internally by the school. The school's internal account funds shall be used to benefit the students and those activities as authorized by the district. Refer to School Board Policy 6610 located on the district website, School Board Policy.

All money should be collected in the school office. Funds collected by the school must be substantiated by a Monies Collected form from school activities and are to be turned in to the bookkeeper at the end of the day. Collections made outside of normal business hours must be remitted to the school office no later than the next business day. If the bookkeeper is unavailable, monies collected should be placed in the school's safety drop box or given to the site administrator or designated backup. If there is no drop box or no administrator present, a note to that effect should be included with the supporting documentation turned in with the money. This is considered an extreme circumstance. No monies are to be held by employees overnight except in the case of an extreme circumstance as noted (documentation required). Do not leave the money unattended in the bookkeeping office.

Students and/or volunteers may not handle cash collections without the direct supervision of a HCSD employee.

RECEIPT BOOKS

Receipt books issued to staff members during the year must be returned to the bookkeeper as part of the teacher check-out process. If an issued receipt book is not returned, the staff member is responsible for signing a letter of acknowledgement to that effect for review by auditor. See Red Book requirements.

All collections received by any club or school organization, other than PTA/PTSAs/PTOs and those previously designated as a 501(c)(3) organization, must be deposited in the school internal account fund. These funds must be properly safeguarded, and the person having custody of the money will be held fully accountable.

STUDENT FEES

Student fees will be collected at the time of registration for the new school year and also during the first few weeks of school. All academic fees are voluntary and are used to support school programs. These fees, including certain class fees, are deposited in the school's Internal Account/School funds and are to be used for consumable supplies. Athletic participation, band, and choral fees are required and the money collected is remitted to the bookkeeper.

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not be in conflict with the overall instructional program. Refer to School Board Policy #5830.

All fundraising projects and activities must be submitted on SO-Gadm-053 – Fundraising Request Form & Recap located on the district website, www.hernandoschools.org/departments/budget-finance/internal-accounts. The application must be approved by administration and scheduled on the calendar in advance of the event.

ASSEMBLIES & OTHER ACTIVITIES DURING THE SCHOOL DAY

Activities that take students out of class during the school day must receive administrative approval prior to any planning and advertising. Events that will impact large numbers of students may be reviewed before administrative approval is given. The staff sponsor of students participating in performances and/or assemblies during the school day must send a list of all participants to the attendance secretary and teachers

one week prior to the event.

Assemblies, performances, and other school-wide programs that support the school and student body as a whole will be approved by school administration on a limited basis during the school year. When school-wide activities are held, school staff will assist in the supervision of students at the activity or by supervising those students who choose not to participate. A list of duty assignments may be published.

ACTIVITY ADMISSION FEES

Per Board Policy 6610, fundraising activities for which students are charged an admission shall not be present during school hours.

LEAVE OF ABSENCE

All staff are expected to be on duty each day unless there is a compelling reason why they cannot be in attendance. Questions concerning absences should be directed to the substitute coordinator at the site. The instructional employee is responsible for providing detailed plans for the substitute. When an employee is going to be absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form SO-PER-018 which can be obtained through the designated staff member at the site or the school district website. The Request for Extended Leave Form SO-PER-018 must be completed by the employee and approved by the site administrator, a Human Resources Administrator and the School Board prior to taking leave when need is known in advance and as soon as possible when leave is an emergency. Employees will be notified if any additional paperwork is required. If an employee is on a leave of absence without pay, he/she is responsible for his/her benefit premium payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated.

It is imperative that staff members review and become familiar with the School Board policies governing leaves of absence. Leaves must be officially granted in advance and may not be granted retroactively. Absence without prior approval from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning this absence.

When requesting a leave, the staff member must complete a Leave of Absence form <u>SO-PER-025</u> and return it to the site administrator and/or designee as stated in Board policy and bargaining unit agreements.

Any employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work. This requirement is applicable to both sick leave and illness-in-the-line-of-duty leave.

All leaves, except sick leave, are to be approved in advance by the site administrator and/or designee. It is necessary to notify the appropriate personnel when a leave is canceled or if other changes are made from the original request.

See School Board Policy 1430, 3430 and 4430. Click this link: School Board Policies

ABSENT WITHOUT AUTHORITY

All employees are expected to be present during all working hours. Absence from work without approval will be documented as Absent Without Authority.

If an employee is absent without authority for more than five (5) consecutive days it will be considered job abandonment. The site will initiate correspondence with the employee. If an employee does not respond to the notice of job abandonment, it will constitute his/her voluntary resignation. The Superintendent will take the appropriate employment action.

ABSENCE WITHOUT LEAVE OR EXCESSIVE ABSENTEEISM

Punctual and regular attendance is an essential function of an employee's job. If an employee has extensive absences during a school year, the timekeeper should notify the site administrator as soon as the employee takes time off without pay. If the employee, or the employee's family member, has a serious medical condition that is contributing to the need for unpaid leave then a Request for Extended Leave SO-PER-018 & Certification of Physician form SO-PER-178 must be completed and forwarded to the Human Resources Department for consideration of intermittent or extended FMLA. Administrators should not approve leaves without pay (unless first approved by Professional Standards for extreme cases). Excessive absences, chronic absences and absences without leave are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

FAMILY MEDICAL LEAVE ACT (FMLA)

As required in the Family Medical Leave Act (see Appendix H), in order to qualify for FMLA, an employee must have worked for the Hernando County School District for at least twelve (12) months and at least 1,250 hours during the preceding twelve (12) months. The Family Medical Leave cannot exceed twelve (12) weeks for any employee within a twelve (12) month period. This leave can only be taken for specific reasons as required by law. Once the Human Resources Department is notified of a leave request that might meet FMLA requirements, the appropriate forms will be sent to the employee. A final determination of eligibility will be made by the Human Resources Department.

When an employee is on Family Medical Leave, continuous or intermittently, the School District will continue to contribute its portion of the employee's health and life insurance, and the employee is responsible for his/her portion and any other benefit premium payments. The premium payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated.

Upon return from Family Medical Leave, the employee is entitled to be restored to the same position that the employee held when the leave began, or to an equivalent position with the equivalent benefits, pay and other terms and conditions of employment.

Employees who are the spouses, children, parents or next-of-kin of a service member may take up to twenty-six (26) weeks of leave under the FMLA to care for the service member who incurred an injury during military service when that injury results in the service member being unable to perform his/her duties. The employee requesting such leave will be notified by the Human Resources Department regarding eligibility.

EMPLOYEES RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA)

See School Board Policy 1430.01, 3430.01 and 4430.01. Click this link: School Board Policies

PERSONAL LEAVE

All personal leave taken with pay is charged against sick leave and will reduce the employee's sick leave balance. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy 1430.04, 3430.04 and 4430.04. Personal leave may or may not be approved for the days preceding or following school holidays as determined by the supervisor or principal. As per School Board Policy, requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the School Board.

Any employee may request to take up to three (3) working days of leave from work in any 12-month period if the employee, or a family or household member of an employee, is the victim of domestic violence. This leave must be approved by the administrator if it meets the criteria listed below. This leave must be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in cases
 of repeat violence, dating violence or sexual violence; obtain medical care, mental health
 counseling or both for the employee or a family or household member to address physical or
 psychological injuries resulting from the act of domestic violence;
- obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide to his/her employer appropriate advance notice of the leave as required by the employer's policy along with sufficient documentation of the act of domestic violence as required by the employer.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: School Board Policies

SICK LEAVE

The 1984 Florida Legislation states, "an employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work." The immediate supervisor, director or administrator must be notified when an employee is going to be late or absent. If the employee cannot contact his/her immediate work supervisor, he/she must contact his/her office. Per School Board Policy 1430.03, 3430.03 and 4430.03, any claim for sick leave must be filed "within five (5) working days upon return of the employee to duty."

Note: In accordance with School Board Policy, any claim for sick leave shall be filed with the Superintendent, or his/her designee, within five (5) working days upon return of the employee to duty. Any leave that is not verified within the five (5) day limit may be recorded as "absence without authority" and may result in nonpayment. When an employee is absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form SO-PER-018 which can be obtained through the designated staff member at the site or the school district website under Print Shop Documents. The Request for Extended Leave Form SO-PER-018 must be completed and approved by the site administrator, a Human Resources Administrator and the School Board. Employees will be notified if any additional paperwork is required.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: School Board Policies

SICK LEAVE - DONATION TO FAMILY MEMBERS

A district employee may allow his/her immediate family members to use his/her sick leave as outlined in Florida Statute and School Board policy.

SICK LEAVE - DONATION TO OTHER EMPLOYEES

A district employee may authorize any district employee to use sick leave that has been accrued by the authorizing employee as outlined in Florida Statute and School Board policy 1430.03, 3430.03 and 4430.03. A request for donations must be made through the Sick Leave Donations channel, located in the District Communication Team, after proper documentation is received per School Board Policy. Please refer to Appendix M: Frequently Asked Questions about Sick Leave Donation for additional information.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: School Board Policies

SICK LEAVE - DONATION TO SICK LEAVE BANK FOR INSTRUCTIONAL PERSONNEL

Per HCTA contract: At the time of resignation, the employee may choose to donate or bank the sick leave balance. If no choice is elected upon resignation, as a default the hours will be donated to the sick leave bank.

SICK LEAVE - TRANSFER FROM OTHER FLORIDA SCHOOL DISTRICTS

An employee may transfer sick leave earned with another Florida school district to the Hernando County School District. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School Board. It is the responsibility of the employee to acquire and submit the required documentation to the Human Resources Department.

SICK LEAVE DONATION FREQUENTLY ASKED QUESTIONS

1. How do I ask for donations?

Employees that want to request donations must be on an approved extended leave of absence. They can then send an email to the Payroll Department with their name, id#, job title and site name. requesting that their name be added to the sick leave donation icon in TEAMS under "DISTRICT COMMUNICATIONS".

2. When can sick leave be donated?

An employee may donate his/her accrued sick leave to another HCSD employee provided that the donation relates to a catastrophic illness or disability of the employee, maternity, or catastrophic illness or death of an immediate family member of the employee requesting leave donation. Immediate family member is defined as sibling, spouse, parent, or dependent child. The authorizing employee must retain at least ten (10) days of sick leave as of the time of donation.

3. Who must be sick in order for me to donate sick leave?

The employee requesting donation or an immediate family member as defined in #2 above.

4. What documentation do I need to supply in order to receive donated sick time?

Prior to requesting donations for the employee's own personal illness or for the illness of an immediate

family member as defined in #2 above, the recipient employee must have provided appropriate documentation (Certification of Physician form) from a physician licensed to treat or provide service related to the condition requiring leave and the recipient must already be on an approved Extended Leave or approved Intermittent FMLA leave.

5. How many days of sick leave must I anticipate needing before I can participate in this program?

You must anticipate the need for at least 10 days of sick leave in order to receive transfers under this program.

6. Do I need to apply for extended leave if other employees are donating their sick time to me?

Yes. Only employees with a verified, catastrophic illness, accident or injury requiring an extended leave are eligible to receive donated sick leave. Please refer to question #2.

7. Can I use sick leave for the death of a family member as defined above?

No, refer to #2 above for use of donated sick time. However, employees may ask for three days of bereavement leave for the death of a family member. Employees must have exhausted their bereavement leave first and then may ask that subsequent days be counted as sick leave.

8. How do I know how much sick time I have accumulated?

Employees can log into Skyward under "EMPLOYEE ACCESS" and choose the "TIME OFF STATUS" tab to see their current leave balances. Employees can also see their site timekeeper to get this information.

9. May I donate to a family member?

Yes. District employees may allow their family members (spouse, child, parent or sibling) to use the sick leave that has accrued to the employee if the family members are also district employees. The family member can only use the donated sick leave when all of his/her sick leave has been depleted.

10. Do I have to donate full days or can I just donate hours?

There is no minimum number of "days" that have to be donated by an employee but the hours donated have to equal one day. Therefore, if an employee is donating time to someone who regularly works a 7.75 hour day, exactly 7.75 hours must be donated. If the employee receiving donated time regularly works a 4 hour day then the donor must donate exactly 4 hours. Please make sure that the donation form is filled in correctly by knowing how many hours the employee requesting time regularly works before submitting the paperwork. Any paperwork with an insufficient number of hours to equal 1 paid day will be returned for reprocessing. This may cause the employee, who is requesting the time, to not receive the donation. The donor must fill out the form completely by indicating how many hours the recipient needs for the current payroll run. Only hours for the current payroll run should be submitted to the timekeeper at the recipients cost center. Donors who are submitting hours for another HCSD employee must maintain at least (2) weeks of sick leave hours in their balance. Family to family donations do not require the (2) week balance. All donation forms for the current school year become invalid on the last day of the school year.

11. When will sick leave donations be credited to my sick leave balance?

After all Extended leave documentation is received and the employee is approved to receive sick leave donations, an email will be sent out on TEAMS under "DISTRICT COMMUNICATIONS". At that time, employees may donate leave time to the employee requesting donations. Completed donation forms should be sent to the recipient's timekeeper. Credit of donated sick leave will only be posted for the current payroll

run. Requests will not be processed retroactively. Timely submission of required documentation is required due to the time needed to review and determine if an employee qualifies to receive sick leave donations.

12. Is there a cutoff time when donations can no longer be accepted?

Yes, once an employee is out of time and no more donations have come in for the current payroll cycle, the employee will no longer be eligible for donations and no more donations can be accepted. After Human Resources closes the employee in Skyward he/she can no longer receive donations.

13. What forms do I use?

The forms required to request Family Donations or Employee to Employee Donations can be found at www.hernandoschools.org under Human Resources Department / Payroll / Sick Leave Donations.

TEMPORARY DUTY LEAVES AND REIMBURSEMENTS

Temporary duty may be approved for in-services, district meetings, conferences, competitions, and field trips. Any other request for temporary duty leave must be tied to position and must be of benefit to the District. Such activities require administrative approval. Any request for temporary duty that involves additional expenses such as registration, hotel, per diem, etc. must be approved in advance and submitted within 30 days of the last travel date. School Board approval is required in advance for all out of state travel. Travel reimbursement for hotel stays will be reimbursed for one room at a single conference room rate when the destination is greater than 50 miles for HCSD employees only. Travel procedures can be found on the District website http://www.hernandoschools.org.

See School Board Policy 1440, 3440 and 4440. Click this link: School Board Policies

UNPAID EXTENDED LEAVE

If an unpaid extended leave is approved for any reason, it will only be approved for the current school year. Unpaid extended leaves will not be approved past the current school year except in cases of personal illness as verified by the Human Resources Department, or one (1) full school year to provide child care after birth or adoption. Extensions of such leave must be approved by the School Board. Military leave orders will be honored. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: School Board Policies

VACATION LEAVE

The following schedule shall be used in determining the accrual of annual leave:

Employees on 12-month contracts are entitled to accrue leave as follows:

1 year of service: 1/2 day per month 2 thru 5 years of service: 1 day per month 6 thru 10 years of service: 1 1/4 days per month Over 10 years of service: 1 1/2 days per month

Vacation days must be earned before they can be used and may be accrued without limit, however, as per School Board Policy, there is a limit on the number of hours that may be paid out upon resignation, retirement or if transferred to a position that is not eligible to earn vacation leave. The scheduling of vacation

leave shall be by mutual agreement between the employee and his/her supervisor.

See School Board Policy 1430.06, 3430.06 and 4430.06. Click this link: School Board Policies

MEETINGS

Faculty meetings will be called primarily on the basis of need of either the administration or upon request from the faculty. Attendance is required at all faculty meetings unless otherwise approved by the principal. Meetings of other staff members shall be scheduled, as needed. Any staff member may contribute to the agenda. Please refer to HCTA and HUSW contracts for additional information.

See School Board Policy 1243 and 3243. Click this link: School Board Policies

PARKING

All staff must park in the designated area. Parking on grass, sidewalks or designated fire lanes may result in the vehicle being towed at the owner's expense. Towed vehicles may be recovered from the designated wrecker service.

PAYROLL INFORMATION

In compliance with federal labor laws, employees must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination.

- Paychecks for regular employees are subject to mandatory payroll deductions for social security tax, FRS, Medicare tax and federal withholding tax, based on Forms W-4 and the tax tables furnished by the Internal Revenue Service. Payroll matters concerning salary, payroll deductions and pay date should be handled through the work site timekeeper when possible.
- Personnel Action Form PAF forms can be used to drop payroll deductions such as Annuity account deductions. Only your signature is required on this form.
- Payroll Calendar The payroll calendar, which designates payroll due date and pay dates, will be developed and issued annually by the Payroll Department.
- Notices of Deposit No Notices of Deposit will be released before payday. Notices of Deposit for substitutes will be mailed on payday and cannot be picked up at the District Support Complex.
- Substitutes, temporary and part-time employees [less than four (4) hours per day] will be paid an hourly rate.

DIRECT DEPOSIT

Direct Deposit is mandatory for all employees. Employees can change their direct deposit at any time but cannot stop their direct deposit status. The inability to maintain a direct deposit account will result in the non-renewal of your annual employment contract. To make changes to your direct deposit information, you will need to present original documents to the timekeeper at your cost center. If you prefer, you can visit the District Office and ask for a representative from the Payroll Department. Your identification must be verified at the time you submit these documents. We can no longer will not accept direct deposit changes by email or fax.

PAYROLL - FREQUENTLY ASKED QUESTIONS

1. As a new hire, when can I expect my first paycheck?

If you begin work at the start of the school year, you should expect to receive your first check on the pay date according to the payroll calendars you will find online, as they are job specific. After the start of the school year, where your start date falls within the pay periods on the payroll calendars, determines when you will receive your first check. After the first check, the pay date is every two weeks.

2. What is "pro-rated" pay?

Employees who work for the HCSD will have their pay pro-rated, if applicable. The overall intent is to give employees as close to equal payments as possible, even when employees are off for Winter and Spring breaks. Employees can view and print paystubs from Employee Access.

3. What if my employment in a position did not begin until after the first day of the school year?

When your job is opened by H.R., the annual contract amount will be set according to the number of working days remaining in the current contract year. Payroll will provide an explanation of your bi-weekly pay.

4. What if I have a change in my salary or a change in my work schedule?

Your bi-weekly pay will be adjusted for the number of working days left in the current school year, and you will be paid accordingly.

5. When I terminate my employment with the school board, when may I expect to receive payment for unused sick leave, vacation leave, and extra pay earned but not paid due to pro-rata?

The termination date is the determining factor as to when payouts are paid. The Payroll Calendar shows the Pay Period and the corresponding Pay Date. If the termination date falls in the middle of the 'pay period' it is still calculated and paid out on that 'pay date'.

6. How will I be paid for my sick leave when my employment ends?

An employee's sick leave payout is determined by the number of years they have worked for the district. Per School Board Policy: after 10 years and up to 12 years = 50% payout. 13 years or more = 100% payout. After the termination date is entered by Human Resources, the Payroll Department can then calculate the sick leave payout. The actual pay date is determined by the termination date and where it coincides with the Payroll Calendar for that school year. Teachers, Administrators, Professional Technical and Confidential employee's eligible sick leave and/or vacation leave payoffs go to Bencor if the total is \$1,000 or more. The actual portion that is eligible to go to Bencor is based on the fiscal earnings of the employee at the time of resignation/retirement.

7. What if I have any unpaid absences? How will they affect my pay?

Unpaid absences are deducted from the pay period in which the absence occurs on the Payroll Schedule. Any unpaid absences will result in an employees' paycheck being lower than normal for that pay period. For contract employees, the unpaid absence appears on their paystub as negative pay under the DOCK code. The negative pay is calculated by multiplying the DOCK hours by the employee's primary hourly rate.

8. What if I want to put in extra time over 40 hours to get my work done?

If you are a non-exempt employee mployee, you may only do so with the prior approval of your supervisor. Employees who disregard this rule will be disciplined.

9. What if my supervisor asks me to stay late to finish work?

You must first both agree that you will receive comp time for the extra time worked and an Authorization to Accrue Comp Time Form must be signed. If you prefer to be paid for overtime your supervisor must secure prior approval of the superintendent by having the Authorization to be Paid for Overtime Worked Form signed.

10. What is the HCSB policy on Comp time?

Compensatory or "comp" time is given to any non- exempt employee who works over 40 hours in a workweek and follows Fair Labor Standards Act (FLSA) guidelines. See <u>FLSA Manual</u> and <u>HUSW contracts</u> for additional information. A non-exempt employee can only have a maximum balance of 240.0 hrs. comp time at any given time.

11. Do teachers earn comp time?

Teachers do not earn comp time. An administrator may give permission for a teacher to have some time off if the teacher has been asked to work beyond his/her normally scheduled hours. Supervisors must not allow time off on an hour-per-hour basis for work performed by an exempt employee. Please refer to the HCTA contract for additional information on Alternate Schedule Time (AST).

12. Do paras earn comp time?

Paras earn comp time (time and a half) if they are asked to work over 40 hours in a workweek.

13. When can they use it?

Paras can use comp time whenever they have prior approval of their administrator.

14. Can I use comp time before it is accrued?

No

15. How do I document that I have earned comp time?

Non-exempt employees will notate the hours worked on the Authorization to Accrue Comp Time Form and have it signed prior to working extended hours. The non-exempt employee will also note hours worked on his/her time sheet.

16. Do I keep my comp time if I transfer to another site?

Yes. Your Comp Time Balance will transfer with you to any location. You are, however, asked to use the time before transferring to a new site, if possible. If you transfer to an exempt position, your comp time will be paid out to you.

17. Can I choose to get paid time and a half instead of earning comp time?

Yes. It is your choice to receive pay rather than earn comp time, however, the <u>Superintendent</u> must <u>preapprove</u>, in <u>writing</u>, any request for <u>overtime pay in lieu of comp time</u>. Requests to accrue comp time must be mutually agreed upon by you and your immediate supervisor prior to working extended hours.

18. I am a supervisor who has told my nonexempt employees to NOT come in early or stay late but they do so anyway. What should I do? Do I have to pay them overtime?

You must compensate them for any time worked over 40 hours even if your employees have been told not to work early or late. However they will be disciplined for insubordination and this discipline may lead to termination.

19. What is the HCSB policy on Flex-time?

Flex-time may be used either by non-exempt or exempt employees, during non-student contact hours only. All flex-time must be approved by an immediate supervisor in advance. Employees should request flex-time on a temporary and infrequent basis. Flex-time is earned at the site level only and is not recorded in Skyward. Flex-time must be utilized during the same pay period the flex-time is earned. Example, an employee requests to leave half an hour prior to the end of their shift Monday but will remain half an hour after the end of their shift Tuesday. Flex-time does not accumulate.

20. A non-exempt employee asks to take his lunch hour during the last hour of the day. Can the supervisor allow this?

This change to lunch schedule should only be allowed when it does not disturb the workflow and is not done frequently by the same employee. The employee should sign out on a site/department sign out sheet indicating that lunch is being taken at the end of the workday. This sheet should be retained by the timekeeper. The employee should sign his/her timesheet indicating the correct time that he/she left.

20. Is an employee permitted to change his/her work hours by taking lunch or break time at the end of each day and leaving early?

No.

21. Do times on timesheets have to be exact?

Timesheets must accurately reflect the hours worked. Employees may sign in up to 7 minutes prior to the scheduled work time and sign out up to 7 minutes after the scheduled work time without the expectation of additional compensation. This does not permit employees to report to work later than the assigned time or leave prior to the end of shift.

22. Where can I learn more?

Visit the U.S. Department of Labor's website at: www.dol.gov/whd/regs/compliance/hrg.htm. Or review our FLSA Manual.

PERSONNEL RECORDS

Personnel/employment records are processed and maintained in the Human Resources Department. All personnel files are public records and as such are available for public inspection. If you would like to review your personnel file, please contact the Human Resources Department for an appointment. You may also make an electronic request by following this link: https://www.hernandoschools.org/our-district/public-records-request

The School Board automatically exempts some confidential and sensitive personal information, such as social security numbers and medical information, from your personnel file before public disclosure in accordance with the Public Records Law. An agency that is the custodian of the personal information specified shall maintain the exempt status of the personal information only if the officer, employee, justice, judge, or other person, or employing agency of the designated employee, submits a written request for maintenance of the exemption to the custodial agency. If you are a current School District employee who is either an active or former employee in one of the above categories, and/or you are the spouse of an active or former employee, you may exercise your right of exemption from certain Public Records laws. If you elect to exempt your address and telephone number from all School District publicists, please fill out the Exempt from Public Record form and return it to the Human Resources Department. For more information about this written exemption or to see if you qualify, please refer to Florida Statute 119.071. If you qualify, you will need to complete in writing the Exempt from Public Record form. If you need additional assistance, please contact Human Resources.

Use of Social Security Numbers

The Human Resource Department should be notified in writing of any changes in personal status such as changes in name, address or marital status. Please notify Risk, Benefits and Wellness regarding any changes in beneficiary for life insurance purposes and/or changes in the number of dependents.

See School Board Policy 1590, 3590 and 4590. Click this link: School Board Policies

PROBATIONARY PERIOD

New employees and current employees with employment unit changes work a probationary period during which they can be terminated without cause. There are five (5) employment units within the school system: Administrative, Confidential, Instructional, Noninstructional and Professional/Technical/Supervisory. For administrative (that require a Florida Educator's Certificate) employees, the probationary period is 97 work days as per Florida Statute. For instructional employees, the probationary period is one (1) year as per Florida Statute. For instructional staff who work less than one-half of their contract year, if reappointed, will be issued a probationary contract for the next full school year. If an instructional employee has a break in service, they will be issued a new probationary contract upon return to active employment as long as the break in service was not for an approved extended leave. A break in service occurs when an employee resigns, retires, is terminated or is nonreappointed and is not re-hired before the first day of the teacher contract for the next school year.

For all other employees, the probationary period is 60 work days. The probationary period begins on the first work day. The probationary period excludes weekends, paid/unpaid holidays and orientations.

PUBLIC RECORDS REQUESTS

WHAT IS A PUBLIC RECORD? Any document or record that is created or received by an agency in connection with official agency business, and not considered confidential.

- Email messages sent from and to the district network
- Staff employment records
- Staff discipline records (10 days after investigation is complete)
- Social media posts to and from the district network
- Staff Directory Information (addresses, personal phone numbers, email, etc.) unless exempt.

While personal notes and/or emails are exempt from public record, the Hernando County School Board Policy states that employees are to use school board equipment for business use only.

All public record requests are to be forwarded to the Communications & Government Relations Department. An electronic request may be submitted by following this link: https://www.hernandoschools.org/our-district/public-records-request. The Communications and Government Relations Department staff will work with the appropriate custodian of the record and respond to the requester in a timely manner.

REAPPOINTMENTS AND EMPLOYMENT CONTRACTS

Employees who are classified as Confidential, Professional/Technical/Supervisory, Administrative, and Instructional (hired after July 1, 2011) are on Annual Contract status regardless of how long they have worked within the district.

Instructional employees are hired on a probationary contract. The employee will remain on probationary contract during the first full year of service. Once the employee is reappointed, after a full year of service, an annual contract will be issued in accordance with Florida Statute 1012.335. An instructional employee on probationary is not guaranteed reemployment each year and may be recommended for non-reappointment. Additional information regarding annual contract can be found in 8.105 of the Agreement between the Hernando County School Board and the Hernando Classroom Teachers' Association. If a teacher was employed within the Hernando County Schools on a Professional Services Contract and is rehired after a break in service, he/she will be placed back on Probationary Contract, in accordance with Florida law.

Noninstructional employees gain tenure after completing three (3) years of service. A noninstructional employee without tenure is not guaranteed reemployment each year and may be recommended for non-reappointment by the site administrator. After successfully completing three (3) years of experience with the Hernando County School District and being recommended for reappointment by the site administrator for the fourth consecutive year, a noninstructional employee gains tenure.

If an employee on an annual or probationary contract is not being recommended for reappointment, a reason or justification is not required due to annual contract status.

RESIGNATIONS

Any person who wishes to resign is expected to complete the electronic resignation form on the District's Application Management System. The Superintendent is authorized to accept resignations on behalf of the School Board. Upon submitting their resignation, an employee must provide keys and identification/access badge to their supervisor prior to final departure from their worksite.

A resignation cannot be rescinded or amended by the employee after submission.

Employees who wish to schedule an Exit Interview may do so by contacting the Coordinator of Retention at 352-797-7005 ext. 467.

SAFE DRIVER PLAN

Employees of the School District or employees who volunteer to drive who, during the performance of their job assignments, operates a School District vehicle or regularly uses their personal vehicle for School District use are required to adhere to the Safe Driver Plan. All drivers shall sign a receipt acknowledging they have received a copy of the Safe Driver Plan and shall supply a copy of their driver's license to the Transportation Department so their driving record can be checked. For more information, please click here: Safe Driver Plan

SAFETY AND SECURITY

ELECTRONIC SURVEILLANCE DEVICES

All HCSD property is protected by electronic surveillance devices. These devices may be used to monitor students, staff, and visitors while on HCSD property. All cameras are digitally recorded 24 hours a day. Video generally remains available for approximately 30 days unless a prior request to preserve video has been made through the Office of Safe Schools. Cameras used to monitor activity may be installed by the Office of Safe Schools in any room or area with the exception of bathrooms and changing rooms in any school district facility. Video and audio from HCSD buses and other video equipped HCSD vehicles is generally available for 3 to 30 days, depending on the recording equipment used. There is no expectation of visual or audio privacy in any HCSD-owned vehicles.

The cameras used in HCSD-owned vehicles record both video and audio input.

DOORS AND GATES

It is the directive of HCSD that **all** classroom doors and gates are to remain closed and locked during the school day when students are present. Pedestrian gates are to be closed and locked unless manned for the periods of arrival and dismissal.

Teachers and staff are responsible for maintaining locked doors and windows of their classrooms at all times. Failure to follow this procedure may put students and staff at risk. Failure to secure doors and gates may be subject to employee disciplinary procedures.

DRONES

At all times, the use of drones on school board property is strictly prohibited unless as part of approved curriculum AND under the supervision of an HCSD staff member.

EMERGENCY NOTIFICATIONS

In order to streamline the HCSD Emergency Notifications, a district contact has been assigned the task of receiving all emergency notifications during the school day and after hours. The lead site administrator or his/her designee will be responsible for ensuring the timely reporting of any and all incidents at each HCSD school. The Director of Safe Schools must be notified at the first opportunity. In turn, the Director of Safe Schools will immediately notify the Superintendent of Schools and any other required emergency response agencies or affected departments. If a facilities or maintenance emergency exists, notification must be made to the Director of Facilities Operations Division or his/her designee. Notifications will follow state rules.

Each site will be responsible for calling 911 if the situation requires it and then calling the Director of Safe Schools at (352)797-7233 or cell (352) 263-5869. It is essential that all other elements of the site's emergency plans are followed during an emergency. This includes, but is not limited to, evacuations, secure campus events, lockouts, lockdowns, active shooter events, and/or weather-related emergencies.

The principal, site administrator or designee is responsible to ensure that any incident involving first responders beyond the SRO on campus is reported to the Director of Safe Schools at (352)797-7233 or cell (352)263-5869 as immediately as possible.

Reportable incidents which should be called in as immediately as possible include:

- Evacuations (for any reason to include, but not limited to: fire, bomb, chemical spill)
- Active Campus Threat (secure perimeter, hold in place, reverse evacuation)
- Weapons found, fired or reported on or near campus
- Sexual Battery
- Kidnapped or missing children
- Hostage situation
- Any threat or act of violence against a student, staff member, or site
- Any student, staff member or other person who is injured on an HCSD site AND is transported to the hospital
- Break-ins, vandalism, or theft of property from a site
- The on-site arrest of any student, staff member or other person
- The death or attempted suicide of any student or staff member off site and student, staff member or other person on site
- Any prolonged loss of utility service (electrical, water, phone, internet, digital radios and air conditioning) that creates a disruption of the school/site.
- Any motor vehicle accident that takes place on HCSD property or involves a HCSD owned, rented
 or leased vehicle on or off HCSD property. This includes golf carts, gators, tractors, and all other
 motorized vehicles.
- All other incidents that take place on or off- site that may cause a disruption to the normal operation of a facility or requires a response from an outside agency such as: Law Enforcement, Fire Departments, Emergency Management, Health Department, Hazmat Team or the Department of Environmental Protection.

The contact numbers for reporting incidents are: Director of Safe Schools: Office 352-797- 7233, Cell Phone: 352-263-5869 OR Fire Official: Office (352)797-7050, or Personal Cell (352)573-7878.

EMERGENCY PROCEDURES

See your site administrator for site specific emergency plans/procedures.

EMERGENCY SHELTERS

The following locations are made available for use by the general public in case of natural disasters (such as hurricanes or tornadoes) or man-made disasters and provide an orderly method of operating the facility should the need arise. The facilities named below have been designated as emergency shelters, should the County Director of Emergency Management determine it is necessary. These will be the only school facilities open to the public for this purpose unless the Superintendent of HCSD makes the decision to open other locations as needed:

- Central High School
- Challenger K-8 School of Science and Mathematics (special needs and service animals only)
- Chocachatti Elementary School
- D.S. Parrott Middle School (Pet Friendly: accepts dogs and cats only at shelter)
- Deltona Elementary School
- Explorer K-8 School
- Fox Chapel Middle School
- F.W. Springstead High School
- Hernando High School
- Moton Elementary School
- Nature Coast Technical High School
- Suncoast Elementary School
- Weeki Wachee High School
- West Hernando Middle School
- Winding Waters K-8 School

These facilities will be supervised by Hernando County School District staff members as determined/directed by the HCSD Superintendent or designee. All general population shelters may be activated as pet friendly shelters.

EMERGENCY EMPLOYEE SCREENING FOR SUICIDALITY OR THREAT ASSESSMENT

- All cases where an individual who is reportedly (by self or others) displaying signs of suicidal or threatening behavior must be taken seriously. At no time shall the individual be left alone. The site supervisor shall follow the steps below:
- The individual of concern should be escorted to a location separate from other staff members and placed in the presence of a confidential employee.
- The site administrator must immediately inform the District's Director of <u>Labor Relations & Professional Standards Human Resources</u> who will inform the Superintendent of the situation.
- The site administrator must contact the Director of Safe Schools who will inform the Coordinator of Threat Assessment of the need for a suicide risk assessment or behavioral threat assessment. This assessment will be separate from any interviews or investigations by site administrators that may lead to discipline. To protect privacy, union representation is not permitted during these assessments.
- The Coordinator of Threat Assessment will communicate findings to the Director of Labor Relations & Professional Standards Human Resources.
- The Director of <u>Labor Relations & Professional Human Resources willStandards will</u> advise the Superintendent of assessment findings and make appropriate recommendations.

I.D. BADGES/ELECTRONIC ACCESS CARDS

Employee ID badges are photo IDs provided by the Office of Safe Schools Department and are free of charge to all employees. ID badges/Access badges <u>must</u> be worn at all times by staff for security purposes. Replacement of broken or damaged badges are provided free of charge to all employees. <u>If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged.</u>

Lost badges are replaced at a cost of \$20.00. Employee ID badges can be kept year-round for ID and discount purposes.

KEYS AND ELECTRONIC ACCESS CARDS

Keys are to be secured through the principal and/or designee. Requests for additional or duplicate keys must be approved by the principal. A request for additional keys must be requested through the work order system. Keys may only be duplicated by the HCSD Office of Safe Schools and only after approval is gained through the work-site administrator and Safe School's designated staff member. Staff may not issue or loan keys or electronic access cards to students or other staff members. Keys and electronic access cards are assigned to specific staff members who are responsible for the security of the areas to which they provide access. Staff may not unlock doors to other rooms at the request of students nor allow students to enter rooms unsupervised. Keys and Electronic Access Cards are to be kept secured at all times, so as to avoid the possibility of loss or theft.

Keys and electronic access cards for district equipment, vehicles and buildings are the responsibility of the staff member to whom the keys were assigned. In the event an employee's assigned keys or electronic key cards are lost or stolen, the employee will be responsible for the cost of replacing them and/or the equipment associated with them (re-keying locks, key blanks, reprogramming locks, etc.). The wages of an employee who does not timely reimburse the district may be garnished until reimbursement is made. Each case of a lost or stolen key will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The cost of replacing a damaged Electronic Access Card is free as long as the damaged card is available for review. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. The cost of replacing a lost or stolen Electronic Access Card is \$20.00 At the time Keys or Electronic Access Cards become lost or stolen, the site administrator and HCSD Office of Safe Schools must be informed immediately so that the site administrator can be made aware, and the electronic access card can be removed from the system. When sending electronic access cards and payment for lost or stolen badges through interoffice mail, the designated Office of Safe Schools transit bag must be used. All transactions using the secured transit bags must go through the site access coordinator.

The site administrator or his/her designee shall collect all keys, electronic access cards (specific for that site) from any employee whose employment is ending with the HCSD, transferring to a different site, or on leave of absence. If keys and or electronic access cards are not retrieved, the HCSD Office of Safe Schools shall be notified immediately. Keys issued to all employees who work less than 249- day contracts must be turned in to each school/site administrator at the end of each school year.

Exceptions may be made on an individual basis as agreed upon by the site administrator and Office of Safe Schools Director or designee. Keys will be reissued to employees returning for the following school year during pre-school week.

ID/Access badges must be audited by each work-site's key coordinator annually. Once the key coordinator has verified the possession and quality of each employee's ID/Access Badge, the badge may be returned to

the employee. Any broken, significantly faded, or non-functioning badge should be returned to the Office of Safe Schools for replacement. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. Employees who work less than 249 days per year will have their electronic access temporarily disabled (for their scheduled time off) unless explicit permission is sought by the site administrator and granted by the Office of Safe Schools.

VENDORS

Vendors who come on school campuses must have a current State and HCSD-issued Vendor ID showing they have successfully completed the proper background check. Any vendor who does not have a valid HCSD vendor ID must be directed to the Office of Safe Schools and must not enter school grounds. The visitor management program cannot be used as a substitute for the required background check and School District-issued Vendor-ID.

All staff should redirect vendors without the proper vendor ID to the front office where they will be given instruction on how to get the proper vendor ID. If a vendor does not return to the main office or leave the premises staff are instructed to call law enforcement and have them removed from the premises. See Appendix J for specific information about badge colors and requirements for vendors and contractors.

VISITORS

A visitor's pass must be issued to all non-employee and non-vendor persons, including family members and parents/ guardians, who are on the campus. All visitors must be escorted or with a HCSD staff member while on campus and should never be alone with students. Staff members are to direct escort any persons without the proper visitor pass to the office. All visitors to school campuses during normal business hours must present a valid driver's license, State ID or military ID. The ID must be scanned through the visitor management program to ensure that the visitor or volunteer is not a sexual offender or predator. No sexual offenders or predators may enter any Hernando County School District site unless they have been cleared by the Safe Schools Department and follow the restriction placed on them by the School District.

HCSD staff, and/or Hernando County first responders who are wearing their agency identification badge should sign in at the main office using the current sign in method (visitor management system). If employees or first responders in uniform are signed into the visitor management program, the school can enter a birthdate of 01/01/11. This way all visitors to campus can be accounted for in the event of an emergency. Any district staff member who is **NOT** wearing his/her badge **must** produce a driver's license and be scanned in through the visitor management software system.

STAFF INVESTIGATIONS

If there is an allegation of misconduct made about a staff member, then an investigation is initiated. An investigation should be completed by the supervisor of that employee. The Superintendent will designate investigator in extenuating circumstances. Human Resources will coordinate investigations where multiple supervisors may be involved due to student involvement and/or multiple worksites. A staff member will be informed of the complaint/general allegation coming to the attention of the supervisor and that he/she is under investigation, prior to public notification being made. A staff member may be removed from student contact or work duties. That removal may be to report to a specific place at the work site, another work site, or in certain cases may include administrative leave. Administrative leave will mean that the employee will not report to work and will continue to receive regular pay during the investigation. Employees will receive all due process provided by policy, applicable bargaining contracts, and applicable law. Employees who

are dues paying members of a bargaining unit are entitled to Union representation in accordance with the bargained employment contract. It is up to the employee to coordinate that representative, though supervisors or may make direct contact with the appropriate union representative when that action may simplify scheduling issues. After the investigation has been concluded discipline may be issued in accordance with district policy, due process, applicable bargaining agreements, and applicable law. Certificated employees whose misconduct requires reporting to the Department of Education will be informed that such a report has been made.

Other agencies may have parallel investigation(s), separate from those being conducted by the school district. When the district has knowledge and is able to notify staff member(s) of these investigations, they will do so. Every effort will be made to maintain employee confidentiality during the investigation.

See School Board Policy 1139, 1139.01, 1140, 1550, 3139, 3139.01, 3140, 3140.01, 3550, 4139.01, 4140, 4550, and 8141 Click this link: School Board Policies

TOBACCO FREE ENVIRONMENT

TOBACCO USE AND E-CIGARETTES

School Board Policies prohibit the use of any form of tobacco products anywhere on the campus of any facility owned or leased or contracted for the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, all open areas and in any area utilized by students or designated for student activities. Additionally, the use of tobacco products in any form in facilities, vehicles and areas designated for various student programs and activities is prohibited. This includes the use of e-cigarettes, "vapor", or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

NICOTINE PATCHES

The wearing of a nicotine patch is allowed by staff when prescribed by a medical doctor. Patches should be worn under clothing, if possible.

See School Board Policy 7434, 1215, 3215, 4215 and 5512. Click this link: School Board Policies

TOXIC SUBSTANCES AT WORK

Employees have a right to know about exposures to toxic substances in the workplace. A list of toxic substances is listed at each school or District facility. Toxic Hazard Preparedness (THP) is the responsibility of the Facilities and Operations Division. Current files of Safety Data Sheets (SDSs) will be maintained for every hazardous material present on District property. In fulfilling these responsibilities, the Facilities and Operations Division may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazards.

See School Board Policy 8431. Click this link: School Board Policies

USE OF SCHOOL FACILITIES AND EQUIPMENT

Use of facilities is governed by Board Policy. Any individual or organization leasing Board facilities must comply with the Use of Facilities Procedures. Site administrators do not have the authority to waive Use of

Facility fees. Events may not take place which will interfere in any way with regular school activities, adult education programs, or community school programs. Requests for use of facilities should be made in such a fashion to assure adequate time for consideration by the Superintendent to either grant or deny approval of a request. Final approval must be obtained before advertising the activity. Facility Use process documents can be found on the District website: https://www.hernandoschools.org/departments/budget-finance/use-of-facilities

Employees should not use district-owned equipment for personal use.

The Loan of District Equipment form (SO-PC-002) must be completed by the employee when any type of district equipment is loaned (i.e., bringing a laptop computer home). Employees are responsible for the cost of any damages to, or the loss of, the equipment. Equipment loaned will be for business use only and shall not be used for gainful outside employment or private use of employees for personal gain, or by any outside group or organization, in accordance with School Board policy.

See School Board Policy 7510 and 7530. Click this link: School Board Policies

AUDIO-VISUAL EQUIPMENT

Equipment will be available from the media center and can be checked out by the media center staff. Employees are responsible for the prompt return and care of the equipment.

VOLUNTEERS LEVEL I AND LEVEL II (A+)/SPONSORS

Volunteers who are NOT employees will be addressed through the School Board-Adopted Volunteer Guidelines Manual and policy.

Any staff member who serves as a volunteer for any school-sponsored activity remains governed by Board policies related to employee behavior and action.

See School Board Policy 2430.01. Click this link: School Board Policies

WEAPONS/FIREARMS

It is the expressed policy of the Hernando County School Board that District employees are prohibited from openly carrying a handgun or carrying a concealed weapon or firearm, in a school safety zone, into any elementary or secondary school, administration building, as well as into any Board meeting, any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

All persons, including school personnel, violating the provisions of this policy, while on School Board property or while attending school activities, wherever located, shall be immediately reported to the proper law enforcement authority. Employees violating the above provisions shall also be reported to the School Board and to the Professional Practice Commission. The Superintendent shall report any Employee violation of the provisions hereof to the School Board and shall also include a recommendation for disciplinary action, which may include suspension or dismissal.

Authorized school programs such as School Safety Guardians which require the usage of firearms shall be exempted as follows:

*The only District employees who may possess weapons on campus include Safe Schools' employees who hold positions of School Safety Guardians. Guardians may open carry only when they are in uniform and on duty fulfilling the job responsibilities of their role as School Safety Guardian for the site to which they are assigned – at school, on school transportation or at a school-sponsored event, e.g. football game, or a School Board Meeting. School Safety Guardians may not carry a weapon concealed at any time while on duty. The Director of Safe Schools may, under extraordinary circumstances, briefly possess a firearm that has been assigned to a School Safety Guardian.

See School Board Policy 1217, 3217 and 4217. Click this link: School Board Policies

WORK EXPERIENCE – (salary purposes only)

EARNING YEARS OF WORK EXPERIENCE

Employees must work one (1) full day more than one-half (1/2) of the contract year (assigned to their position) in order to earn a year of experience. If an employee does not earn a year of experience, he/she will remain on the current salary schedule step/level until the following school year ends.

WORK EXPERIENCE GRANTED FOR MILITARY EXPERIENCE

Professional/Technical/Supervisory and Administrative personnel will not be granted military experience unless the military experience is deemed like to said PTS or Administrative job description.

Instructional personnel may receive up to ten (10) years of credit for military experience. A copy of the DD-214 must be submitted to the Human Resources Department.

Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a DD214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. The DD-214 form(s) must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

WORK EXPERIENCE GRANTED FOR PREVIOUS EMPLOYMENT

All experience must be verified by the former employer(s). Verification of Work Experience Forms are available on the Human Resources Department link on the HCSD website. The Work Experience Forms are also provided at the time of on-boarding. It is the responsibility of the employee to request these forms and provide the completed forms to the Human Resources Department.

The verification of employment forms must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

Instructional personnel may be granted up to <u>twentyten</u> (2010) years of teaching experience if the following criterion is met:

- Must have documentation of a satisfactory evaluation rating in a full-time teaching position for each year verified
- Must have the previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)
- Previous position must have required a valid teaching certificate
- Previous employer must have been an accredited institution

Professional/Technical/Supervisory personnel may be granted up to ten (10) years of like experience if the following criteria are met:

- Must be like job experience (similar duties) as determined by Human Resources
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

Administrative personnel may be granted up to fifteen (15) years of administrative experience if the following criteria are met:

- Must be like job experience (similar duties)
- Must have been in a supervisory or administrative capacity
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

The employee may be required to provide additional documentation, such as a job description, if required by the Human Resources Department administrator. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Employees have up to 30 days from the date experience is granted to appeal the number of years granted.

WORK EXPERIENCE SUBSTITUTED FOR REQUIRED POST SECONDARY EDUCATION

Related work experience equivalencies may be substituted in lieu of postsecondary education as per Senate Bill 1310 for a position of employment if the person seeking the position is otherwise qualified for such position. Related work experience may not substitute for any required licensure, certification, or registration required for the position of employment as indicated in the board approved job description of the position of employment.

A public employer may include a postsecondary degree as a baseline requirement only as an alternative to the number of years of direct experience required, not to exceed:

- (a) Two years of direct experience for an associate degree;
- (b) Four years of direct experience for a bachelor's degree;
- (c) Six years of direct experience for a master's degree;

- (d) Seven years of direct experience for a professional (specialist) degree; or
- (e) Nine years of direct experience for a doctoral degree.

Any years used to substitute for a required postsecondary education may not be used as experience towards salary. Only years in excess of those used to substitute for the required postsecondary education may be applied towards determining the starting salary for said position, as applicable.

Staff Handbook

Section 3: Employee Benefits and Risk Management

Employee Benefits

Qualifying Event/Change in Status

Retirement

Workers Compensation

EMPLOYEE BENEFITS

NEW EMPLOYEE BENEFIT ELECTIONS

An election confirmation and enrollment form, provided as a downloadable document via the new employee orientation, must be completed and returned to Risk, Benefits and Wellness within thirty (30) working days from the first day of employment Human Resources during onboarding. The new employee can make changes within the first 30 days from the first day of employment by emailing a new election confirmation form marked "revised" to a Risk, Benefits & Wellness Specialist. When adding dependents, you must provide dependent verification: birth certificate, marriage certificate, etc. Benefits will be effective on the first of the month following a sixty (60) day waiting period. If a packet is not completed during that time, the employee will automatically be enrolled in the District's group life insurance policy. The employee will not be eligible to make changes to his/her insurance until the open enrollment period unless he/she is experiencing a qualifying event as per IRS Section 125 regulation. If an employee elects to participate, premiums will be charged retroactively to the employee's effective date via payroll deduction. The effective date will be the 1st of the month following a sixty (60) day waiting period. Visit the Benefits page on our website for more information.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

BENEFITS WHILE ON UNPAID EXTENDED LEAVE OF ABSENCE

While on unpaid extended leave of absence, the employee is responsible for 100% of benefit premium payments. Life insurance must be converted to an individual policy. If the leave is due to illness, the employee may be eligible for a waiver of premium from the life insurance company. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment.

BENEFITS WHILE ON FAMILY MEDICAL LEAVE

When an employee is out on continuous or intermittent Family Medical Leave, the School District will continue to contribute its portion of the employee's health and life insurance premium, and the employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON MILITARY LEAVE

While on Military Leave, the employee is responsible for 100% of benefit premium payments. The life insurance must be converted to an individual policy. The employee's payment should be made through the

Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON RETIREMENT

Retired School District personnel and their eligible dependents may be able to continue participation in their current group insurance plans. Insurance premiums are paid by the retiree. Retirees will be required to have their benefit payments deducted from their FRS Pension check. If the employee is not receiving a pension check because they elected the Investment Plan option or if their pension check is not sufficient to be able to deduct the benefit payment, the retiree may pay the benefit premium direct to the Hernando County School District, Attention Benefit Payments. If the retiree is deficient in paying premiums, the retiree's benefits will be terminated. Contact Risk, Benefits and Wellness for more information. When a retiree reaches Medicare Eligibility age (65) he/she will be offered COBRA for an additional 18 months. This will allow time for the retiree to apply for a Medicare supplement. At the end of the 18 months the retiree's benefits will end with Hernando County School District's Group coverage.

BENEFITS WHILE ON SUSPENSION WITH OR WITHOUT PAY

While on suspension with or without pay, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON WORKER'S COMPENSATION LEAVE

When an employee is out on Worker's Compensation Leave, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

TERMINATION OF EMPLOYMENT

An employee will continue coverage via the Hernando County School District's group insurance policy until the end of the month in which he/she terminates. The termination date is determined by the last day an employee worked or was on an approved leave. A COBRA election notice will be sent with directions on how to continue benefits.

WAIVER OF BENEFITS

If an employee does not choose to enroll in the health, vision or dental plan, the employee must complete the Election Confirmation and Enrollment Form to decline coverage, elect a beneficiary and forward to Risk, Benefits and Wellness. The employee will automatically be enrolled in the District's group life insurance plan and will not be eligible for benefits until the next open enrollment period unless the employee experiences a qualifying event as described in IRS Section 125 regulation. The employee will have thirty (30) days from the date of the qualifying event to make changes.

QUALIFYING EVENT/CHANGE IN STATUS

What is a qualifying event/change in status?

A Qualifying Event/Change in Status is an IRS permitted mid-year plan election change.

Can I change my benefits during the year?

In general, during the plan year, under limited circumstances as provided by the District School Board of Hernando County's plans and IRS regulations, a Change in Status event may permit you to change a benefit election if you, your spouse, or dependent gained or lost eligibility for coverage under a qualified plan, as described in IRS Section 125 regulation.

What type of changes can I make?

The IRS requires that mid-year plan election changes must be on account of and corresponds with a change in status that affects your own, your spouse's, or your dependent's eligibility. The IRS requires mid-year plan election changes be on account of, and consistent with, a permitted event. Mid-year plan election changes are not automatic. Even if you experience a permitted Change in Status election change event under IRS regulations, your employer's component plans' insurance contracts may not allow (or may limit) mid-year plan election changes.

How do I know if I have experienced a change in status?

The 2-Step Rule: You can only change your benefit election(s) during the plan year if:

- 1. a qualifying change in status event has occurred and
- 2. the requested election change(s) corresponds with the event

What are qualifying events?

- 1. Change in your legal marital status including marriage, death of a spouse, or divorce.
- 2. Change in number of tax dependents including marriage, birth, death, adoption, or placement for adoption.
- 3. Change in employment status that affects your own, your spouse or dependent's eligibility including termination or commencement of employment, commencement or return from unpaid leave of absence.
- 4. The gain or loss of a dependent eligibility status such as attainment of specified age; student status; marital status; or any similar circumstances which satisfy or cease to satisfy eligibility status.
- 5. Change of residence of employee, spouse, or dependent that affects his/her eligibility for coverage.

When can I complete paperwork to add my newborn?

You can enroll your newborn by completing and returning the necessary paperwork to Risk, Benefits and Wellness within 30 days. If you do not enroll your newborn within 30 days of the birth date, the newborn's claims will not be paid and you will have to wait until the next open enrollment to enroll him/her in the Board's health care plan.

Can I add other dependents when I add my newborn?

Yes, you can add existing dependents whenever a dependent gains eligibility because of a qualifying change in status event.

If one of my dependents becomes eligible for Medicaid/Medicare, can I cancel coverage for all of my dependents at this time?

No, you may cancel coverage for that dependent only.

If my dependent becomes eligible for Florida KidCare can I drop my dependent coverage mid-year?

Yes, you may drop coverage for the covered dependent.

If my dependent loses eligibility for coverage under Medicaid or Florida KidCare, can I enroll them in health coverage?

Yes. If you or your dependent(s) lose eligibility for coverage under Medicaid or Florida KidCare or become eligible for premium assistance, you must notify the Risk, Benefits and Wellness within 30 days.

If I purchase an individual policy from an outside provider. Can I drop my dependent coverage midyear?

No, IRS regulations do not allow a cafeteria plan participant to cease participation if he or she becomes eligible for a plan other than an employer sponsored group plan, Medicaid, Medicare or SCHIP (*Florida KidCare*).

Can I change my benefits at any time after I have experienced a change in status?

No, you must notify the Benefits Department within 30 days of a qualifying change in status event.

What happens if I fail to notify the employee benefits department of my change in status event within 30 days?

It is the responsibility of the employee to notify Risk, Benefits and Wellness of a change in status that affects the employee's, his/her spouse's, or his/her dependent's eligibility. Failure to notify Risk, Benefits and Wellness within 30 days will result in your benefit election(s) continuing until the next plan year. You can make such changes during open enrollment to be effective January 1, or the next calendar year. It is the School Board's policy not to refund overpayment of premiums.

Mid-year plan changes qualifying events:

- 1. Marriage
- 2. Divorce
- 3. Adoption
- 4. Birth
- 5. Over-Aged Dependent
- 6. Court Order
- 7. Change in Employment
- 8. Gain Employer, Federal or State Coverage
- 9. Involuntary Loss of Coverage
- 10. Moved from Service Area

IF YOU HAVE EXPERIENCED A QUALIFYING EVENT, YOU MUST:

Contact Risk, Benefits and Wellness within 30 days of such change to request the appropriate forms to stop or modify your benefit election(s) at (352) 797 – 7007. Complete and return the change in status request forms to Risk, Benefits and Wellness with documentation that authenticate the qualifying event.

A Risk, Benefit and Wellness Specialist will determine if your change in status meets IRS regulations. If your change results from a qualifying change in status event, the change(s) to your benefit(s) will be made following receipt of all properly completed forms and necessary documentation, including but not limited to dependent verification if necessary. Premium deduction(s) or reimbursement(s) will be processed on the effective date of coverage as determined by the qualifying event date.

CHANGE IN STATUS DOCUMENTATION REQUIREMENTS:

- Marriage Copy of Marriage Certificate
- Divorce A certified copy of the "Final Judgment"
- Birth Copy of birth certificate or social security card application "Notification Letter"
- Adoption Copy of adoption decree, placement for adoption papers or forms provided by the court
- Death Copy of Death Certificate
- Legal Custody of Child Documentation that the child is your legal dependent
- Eligible for Medicare, Medicaid, or State Children Health Insurance Plan (SCHIP, i.e. Florida KidCare)
 Copy of card or letter stating the effective date of coverage and names of individual eligible for coverage
- Dependent Flexible Spending Account Letter from provider stating the effective date of change and the rate of increase or decrease
- Unpaid Leave Letter from employer stating dates of unpaid leave
- Significant Change in Coverage
 - o Loss of Coverage A letter from employer stating the date coverage terminates
 - o New Eligibility A letter from spouse's employer stating date of newly eligible coverage
- Change in Employment (Spouse)
 - o New Hire A letter from employer stating the date of hire and date eligible for medical coverage
 - o Termination–Documentation stating the effective termination date of medical coverage
- Ineligible Dependent
 - Employment A letter from dependent's employer stating date of hire and date eligible for medical coverage
 - Student If dependent has graduated or dropped out of college, a letter from the college stating such
 - o Marriage Copy of marriage certificate
 - O Plans that provide health coverage for dependents are required to extend the coverage of dependents (adult children) to age 26, regardless of their eligibility for other insurance coverage. Health Plans must provide coverage to all eligible dependents, including those who are not enrolled in school, not dependents on their parents' tax returns, and those who are married

RETIREMENT

NOTE: The information below is subject to change based on Florida Retirement System (FRS) guidelines.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Employees who reach normal retirement age/years may elect to participate in the Deferred Retirement Option Program (DROP). This program allows an employee to effectively retire under the Florida Retirement System (FRS) Pension Plan and begin accumulating his/her retirement benefits without terminating employment, for up to 96 months. While participating in DROP, monthly retirement benefits accumulate in the FRS Trust Fund. The earliest an employee may begin participation in DROP is the month they reach normal retirement date based upon age, or the month after the month of normal retirement date based upon years of service. If an employee delays application to participate in DROP, it may affect eligibility. Noninstructional employees must apply within one (1) year of reaching normal retirement age

or years of service, whichever comes first, or participation will not be allowed. For instructional personnel, there is no time limit to participate after reaching normal retirement age. To apply for DROP, an employee must complete forms Optional DP-11, Optional DP-ELE, FRS-110 and SA-1a DROP packet. These forms The packet can be obtained by calling FRS at (844) 377-1888 or logging on to MyFRS. Contact Risk, Benefits and Wellness for more information.

DROP EXTENSION REQUEST

If an employee is in an instructional or administrative position as defined in section 1012.01(2)(a)-(d) of Florida Statute, he/she may be permitted to extend his/her DROP Participation. This extension must be authorized by the Superintendent or designee and approved by the Division of Retirement. The employee must be employed on a contractual basis in an eligible position at the time they complete his/her initial 96-month eligibility period and must remain in an eligible position during his/her extended DROP participation. To request an extension of DROP, the employee must submit a written request to Risk, Benefits and Wellness along with a completed FRS DP-EXT form prior to the end of his/her initial period of DROP participation. This form can be obtained by calling FRS at (844) 377-1888 or logging on to MyFRS. DROP extension requests will only be authorized through the end of the employee's current contract year. Contact Risk, Benefits and Wellness for more information.

RE-EMPLOYMENT AFTER RETIREMENT

Before becoming reemployed in any capacity, including substituting, with any FRS employer after retiring or terminating DROP participation, the employee should contact the Bureau of Retirement Calculations Department for guidance at (844) 377-1888.

RE-EMPLOYMENT LIMITATION PERIOD

Employment with any FRS employer during the first year of your retirement may result in suspension of your retirement benefits. There are no exceptions. Prohibited employment includes full-time, part-time, temporary, other personal services (OPS), and contractual services. Contact FRS at (844) 377-1888 before beginning employment with an FRS employer to ensure that the limitation period is over.

Note: Retirement includes Pension, DROP, Investment Distribution and three percent Employee Contribution Distribution.

INSURANCE BENEFITS

School District personnel who have ended their employment by retiring may continue to participate in the current group health insurance program of the district provided the person also retires with the Florida Retirement System (FRS) within thirty (30) days of the last day of their employment and there is no interruption in insurance coverage. After completing an online Resignation/Retirement process on the District's website, the employee will receive a letter with instructions on how they can continue their insurance benefits. For more information contact Risk, Benefits and Wellness.

INTENT

In addition to the requirements for FRS, the employee must advise his/her administrator of his/her intent to retire. The employee must complete the online Resignation/Retirement process on the District's website. For additional information, please refer to <u>Initiate Your Retirement Process</u> which outlines the retirement process.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does

not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

RETIREMENT PROCESS

As per the Division of Retirement, to apply for Service Retirement or DROP via the Florida Retirement System (FRS), the employee must submit a signed and notarized application form to the Bureau of Retirement Calculations Department. Applications are accepted up to six (6) months prior to the termination of employment date. The law does not provide retroactive benefits for an employee who delays completing an application, contact the Florida Retirement System with questions. It is the responsibility of the employee to initiate his/her retirement process.

Forms and assistance can be obtained via the Division of Retirement by calling (844) 377-1888, logging on to MyFRS or contacting a Financial Advisor. Contact Risk, Benefits and Wellness for more information. Please note that Risk, Benefits and Wellness personnel in the Human Resources Department serve strictly as liaisons between the Florida Retirement System and School District employees and cannot legally provide retirement advice.

VACATION/TERMINAL PAY BENEFITS

Employees may be entitled to vacation and/or terminal pay benefits depending on years of service (see School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03). Administrators, Instructional, Professional Technical and Confidential staff must request Bencor information by calling (888) 258-3422 option 1, eligible sick—and vacation pay may be sent to Bencor. You can request a payout or rollover form from Bencor 30 days after your resignation date by calling (888) 258-3422 option 1.

See School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03. Click this link: School Board Policies

WORKERS' COMPENSATION

The procedure for filing a Workers' Compensation claim is listed below:

- An injured employee must report the incident to the site Administrator or workers' compensation coordinator. All injuries need to be recorded on the site's Employee First Aid Log within thirty (30) days of the injury.
- If medical treatment is necessary, the workers' compensation coordinator will do the following:
 - EMERGENCY: a medical emergency is an injury that is acute and poses an immediate risk to a person's life or long-term health. Call 911 and get professional help immediately. Alert Risk, Benefits and Wellness and Fire Official.
 - o Injured worker must call PMA 24 hr. nurse with the assistance of the site's worker's compensation coordinator.
 - O Advise the employee that it is his/her responsibility to give the workers' compensation coordinator and their direct Supervisor all documentation from the treating physician immediately following treatment. Employee must immediately return to work unless otherwise stated by workers' compensation provider.
- Advise employee that in order to receive workers' compensation benefits, he/she must stay within the assigned workers' compensation network of doctors. All authorizations for specialty medical services must be approved by the workers' compensation carrier.
- The employee must submit documentation from the authorized <u>workers' compensation</u> treating physician in order for time off to be considered as workers' compensation paid in line of duty leave.

Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. Once the employee has been released to return to work, he/she will notify his /her supervisor immediately. Failure to do so may subject the employee to progressive discipline that may include termination. Upon return to work the employee MUST provide a "release to return to work" from the authorized workers' compensation treating physician to the site administrator.

• If an employee with a worker's compensation injury is out for 10 consecutive days, he/she must complete an extended leave form and follow extended leave procedures with Risk, Benefits and Wellness.

While on Workers' Compensation Leave, the School District will continue to contribute its portion of the employee's health and life insurance premium payments. The employee is responsible for his/her portion of all other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. Employees will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

MODIFIED DUTY ASSIGNMENT

If an employee is placed on a modified duty assignment, the placement must be based on a condition that resulted from a workplace injury. The specific restrictions must be identified by an authorized workers' compensation doctorphysician. The employee's supervisor then determines if the regular position can be temporarily modified to meet the specific restrictions. If the employee's regular job cannot be modified, the employee may be placed in a modified duty assignment by the site Administrator or Risk, Benefits and Wellness. The employee will be paid at his/her normal rate of pay and benefits. Work hours may be modified. If the injured employee does not agree to work in the modified duty assignment, the employee will forfeit workers' compensation benefits and no longer be paid by the workers' compensation carrier or the School District. Workers' compensation Mmedical benefits will continue until the employee reaches maximum medical improvement (MMI) as determined by the assigned workers' compensation doctorphysician. If the restrictions are not able to be accommodated, as determined by Risk, Benefits and Wellness, the employee will continue on workers' compensation, and compensation and will be paid by the workers' compensation carrier. Medical benefits will continue (if applicable). Modified duty assignments will be reviewed periodically. If an employee has not been released to regular duty at the end of a 120-day period, an assessment will be made regarding the employee's progress and employment status.

See School Board Policy 1430.05, 3430.05, 4430.05, 4124 and 8442. Click this link: School Board Policies

Staff Handbook

Section 4: Employee Policies & Procedures for Students

Attendance - Student

Bullying, Harassment and Dating

Violence and Abuse

Child Abuse Reporting

Clinic

Confiscated Student Property

Counseling Services

Cumulative Folders

Dropping and Transferring Students

Field Trips

Fundraising

Grades

Instruction

Instructional Materials

Lesson Plans

Locker Room Security

Media Centers

Parent/Guardian Pick up

Passes

Reporting to Parents/Guardians

Return of Students to Classroom

(Authority of the Teacher)

Student Absences

Student Access, Referrals and

Interviews

Student Conduct Policies

Supervision of Students

Surveys of Students

ATTENDANCE - STUDENT

- Complete and accurate records of students' grades and attendance must be kept for every class. Based on each school's attendance procedure an automated phone call is made daily in reference to students who were absent and/or tardy. Grades and attendance must be up to date at all times and will be checked periodically by the administration.
- Students must attend school in order to receive a grade. A student's attendance must be in accordance with School Board Policy.
- Students are not to take attendance.
- If a student is to be absent from a class for the purpose of helping a teacher to do work for the school (pictures, newspaper, band, etc.), approval must be given in advance by the student's assigned teacher.
- Attendance will be taken daily by the teacher. Students who have a school approved activity absence are not to be listed on the official record of absence but the absence and reason should be indicated in the teacher's record book. All other absences shall be reported in accordance with school procedures.
- No student is to leave the school grounds to run an errand for any employee of the school system during the time they are under the jurisdiction of the school.

See School Board Policy 5200, 1213, 3213, 4213. Click this link: School Board Policies

BULLYING, HARASSMENT, DATING VIOLENCE AND ABUSE

The Hernando County School District is committed to creating a safe, healthy, learning environment for all students that is free from bullying and harassment. All employees are expected to model and support a school culture that promotes positive interactions and respect for others. Bullying is more specifically addressed in the <u>Student Code of Conduct</u> as well as School Board Policy.

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve: teasing, threats, intimidation, stalking, cyberstalking, physical violence, theft, sexual, religious, or racial harassment; public or private humiliation; destruction of property; and social exclusion.

Bullying can be physical, verbal, emotional, sexual or cyber in nature.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or staff employee.
*See full definition in the Student Code of Conduct

Staff members who witness or become aware of bullying will immediately intervene in the following manner:

- Establish the safety of the victim of bullying.
- Report to administration. School administrators are required to investigate all allegations of bullying.

See School Board Policy 5516, 5517, 5517.01, 5517.03. Click this link: School Board Policies

CHILD ABUSE REPORTING

Professionals in daily contact with children are the first line of defense against child abuse and neglect. Florida Statutes require that anyone who suspects that a child has been subjected to abuse or neglect is legally obligated to immediately call in their suspicion to the Abuse Registry Hotline at 1-800-96 ABUSE (1-800-962-2873). Child abuse reports can also be faxed to 1-800-914-0004 or reported online at www.dcf.state.fl.us/abuse/report. Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony. Additionally, the Ethics in Education Act requires mandatory reporting of child abuse. Failure to report child abuse is a breach of ethics and could result in job termination, as well as revocation of your teaching certificate. All reports are confidential; however, new revisions require that you provide your name, occupation, name of school and work number for contact by the Abuse Registry staff. As a professional courtesy, administration should be informed of any suspected child abuse that has been called in, but informing administration does not preclude the individual's duty to call in any suspected abuse. Florida Statute 1012.98 requires teachers in grades Pre-K — 12 to participate in continuing education training provided by the Department of Children Family Services on identifying and reporting child abuse and neglect. For further information regarding this training, contact the Professional Learning Department.

See School Board Policy 8462. Click this link: School Board Policies

CLINIC

School clinics are attended by School Health Professionals with varying levels of medical training and supervised by a HCSB/DOH RN. The clinic provides health services to students. For staff, the clinic provides emergency care only. Students and staff should not seek explanation of illness from clinic personnel as they are not able to provide a diagnosis or treatment plan. Awareness of an injury must be reported to the clinic immediately. A student who is injured should be evaluated by the clinic. If the student has suffered a major injury, do not move the student; instead notify the principal and/or designee and clinic at once. They will notify the parent or guardian of the details of the accident. An accident report must be completed by the staff member who was present at the time of the accident and must be submitted prior to the close of the school day. The report should list all staff present. If an accident occurs after hours, a report must be completed and turned in prior to noon of the next school day.

ADMINISTRATION OF EPIPENS

Florida Statute 381.88 provides that teachers and others who have the likelihood to work with children who need EpiPens must be trained in the proper administration of the medication through an injection, should the child be unable to self-administer. The School Health Professional must advise teachers of any students in their class who carry an EpiPen and arrange for training in proper administration. If a teacher has a student in his/her class who carries an EpiPen and has not had training, he/she must contact the clinic immediately.

BIOHAZARD WASTE DISPOSAL

Procedures for the disposal of biohazardous wastes are outlined in the "Biohazardous Waste Disposal Plan" which is distributed to clinic personnel and custodians.

CLINIC/SCHOOL NURSE PERSONNEL

School Health Professionals are responsible for:

- assisting the Hernando County Health Department School Health Nurses and HCSB RN's
- assisting the Hernando County Health Department School Nurse Professional in carrying out a school health service program designed to promote, maintain, and improve the health of students

per the Guidelines written by the Health Department School Health Nurses and HCSB RN's

- administering first aid to ill or injured students
- administering medication to students, as per state statute
- conducting health screenings as per FL statutes and referring students with detected health concerns
- helping to prevent and control diseases
- providing comfort measures to students with minor discomfort and remaining with and giving comfort to ill or injured students until released to their parents or guardians; and ensuring that all staff members know about student medical issues as appropriate and in compliance with the law

MEDICATION POLICY (PRESCRIBED AND OVER-THE-COUNTER)

The Hernando County School District recommends that the administration of medications for students be scheduled before and/or after school hours. In the event that this is not possible, medication guidelines must be followed:

Authorized/trained school personnel may administer medication to students in compliance with the following policy procedures as approved by the Hernando County School District and the Hernando County Public Health Department:

- Only medication trained staff may receive, return, or administer medications in clinic or classroom.
- Medications may also be administered on school sponsored events by staff who have been "Field Trip Medication" trained for the current school year.

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the- Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging.

Staff members' personal medication(s) must be secured where students have no access.

See School Board Policy 5330, 5335. Click this link: School Board Policies

CONFISCATED STUDENT PROPERTY

Staff members who confiscate inappropriate item(s) from students are responsible for the security of the items. Staff members who do not follow this procedure will be held liable for replacement costs. When weapons or potentially dangerous items have been confiscated by staff members a school administrator or the school resource officer are to be contacted **IMMEDIATELY** to retrieve the confiscated items from the staff member. At the end of the day, **all confiscated items** must be returned to the student or turned over to designated personnel for secure storage until a parent or guardian can pick them up. **No illegal item will be returned**. All staff members should know and follow their site's designated procedures for handling and turning in confiscated items.

COUNSELING SERVICES

Teachers are encouraged to use the Certified School Counselor and Social Worker services to meet the academic, behavioral, and mental wellness needs of all the students. Certified School Counselors and School Social Workers must gain informed consent from the parent to provide counseling services.

CUMULATIVE FOLDERS

Cumulative folders will **remain in a designated location at all times.** Folders may be viewed by teachers when necessary. All materials must remain in the folder, unless otherwise directed by the principal and/or designee. Folders must be signed, dated, checked out and returned for each use.

Maintenance and access to student records shall be in accordance with School Board Policy and Federal law. Per Federal law, parents have the right to review their child's cumulative folder. Student records are covered under the Family Education Right to Privacy Act.

See School Board Policy 8330. Click this link: School Board Policies

DROPPING AND TRANSFERRING STUDENTS

No teacher may drop any student from a class roster. When a teacher decides that a student is not properly placed, the request for transfer must be made to the appropriate personnel and approved by the administrator.

FIELD TRIPS

All field trips must adhere to School Board Policy. Field trips shall use school buses, regular or special-purpose school vehicles for transportation on field and other District-sponsored trips. Transportation for all field and other District-sponsored trips may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent. The Superintendent is authorized to establish transportation costs for school related and non-school related field trips. The transportation costs shall be reviewed annually by the Superintendent. This and additional information can be found in the Hernando County Schools Transportation Department Field Trip Manual.

See School Board Policy 8640 and 8660. Click this link: School Board Policies

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not conflict with the overall instructional program. The School Board does not permit the use of crowdfunding for District or school programs or activities, including co-curricular or extra-curricular activities. Other fundraising opportunities can be researched through the Hernando County Education Foundation.

All fundraising projects and activities must be submitted on a Fundraising Request Form/Recap located on the HCSD website. The application must be approved by administration and scheduled on the calendar in advance of the event.

• All fundraising requests that include the sale of food or beverages must be approved by the Administrator.

- All requests for exempt fundraisers should be sent to the Food and Nutrition Department. (Information on determining what constitutes as an exempt fundraiser can be found on the District's website under Food and Nutrition.)
- Elementary schools may not have door-to-door sales
- Selling candy and/or distributing candy as a fundraiser is not allowed on school grounds during school hours or on school buses

ELEMENTARY SCHOOL FUNDRAISING (K-5)

- Each elementary school may have no more than three (3) school-wide fundraising projects per school year.
- Each school should make an effort not to duplicate the activity of another school at the same time of year or season.
- All approved off-campus fundraising activities by a school, student club or class must have a teacher present at all times.

SECONDARY SCHOOL FUNDRAISING (6-12)

All students selling articles for any school, student club or class must have a current letter of introduction signed by the principal and/or designee. This applies to all organizations within the school, i.e., classes, clubs, athletic department, etc. Even if the project is connected with the school indirectly, the above procedure must be followed.

CHARITABLE DRIVES

- High Schools: Student participation in charitable drives is limited to voluntary participation of clubs and associations in secondary schools.
- Elementary and Middle Schools: Participation in charitable drives cannot be done in lieu of work detail.
- Raffles and other activities of chance shall not be conducted by any schools.

See School Board Policy 5830, 6605. Click this link: School Board Policies

GRADES

Reports on the progress of students shall be made by the schools to parents/guardians at regular intervals throughout the school year. These reports will contain the information prescribed by the Superintendent of Schools. Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English for Speakers of Other Languages) Lead Teacher for assistance.

- Report cards will be available digitally through the Skyward Parent Portal within ten (10) school days after the end of each nine (9) week grading period. If a parent/guardian would like a paper copy of the report card, they need to notify the school in writing.
- In addition to the nine-week report card, weekly biweekly electronic progress reports are available to parents/guardians on the Parent Portal of the district gradebook system. This is not to replace a grades will be entered weekly.
- Tteachers from notifying should notify a parent/guardian more frequently if a problem is apparent.
- Teachers are required to follow the prescribed rules dictating updates to Parent Portal.
- Teacher/parent conferences and other means of personal contact will be used whenever possible to

report the progress being made by students and to aid in developing understanding between home and school.

- Teachers are responsible for obtaining student's transfer grades from the Certified School Counselor. Certified School Counselors are responsible for obtaining transfer grades from transferring schools, or they can use the Florida electronic grade system.
- Teachers should check with the <u>guidance school counseling</u> department in order to give a student an appropriate report card when transfer grades are available to be considered with local grades
- Teachers are required to adhere to the adopted grading policies for each grade level.

See School Board Policy 5421. Click this link: School Board Policies

INSTRUCTION

Teachers are responsible for using the Multi-tiered Systems of Support (MTSS) framework as a guide to ensure effective instruction for ALL students. Instruction should be based on the appropriate grade level State Standards incorporating a variety of effective instructional strategies. Effective strategies that have been found to have a strong effect on student achievement include but are not limited to the following:

- Universal Design for Learning (UDL)
- Differentiated Instruction
- Setting goals and providing specific feedback
- Gradual Release lesson format that includes modeling
- Determination of appropriate intervention based on student need
- Use of collaborative structures and engagement strategies
- Summarizing, note taking, and use of graphic organizers
- Acceleration

In addition, teachers are expected to:

- Utilize data driven decision making and problem solving (including all demographic groups)
- Document, monitor and communicate student progress
- Make data-based decisions regarding instructional interventions needed to support struggling students
- Assist students in the development of good study habits and time management skills
- Use effective classroom management strategies
- Consider the English language proficiency levels of ELLs (English Language Learners) when planning instruction and assessment
- Consider accommodations for ESE students when planning instruction and assessment

Please refer to the MTSS Handbook for further information. Link below:

https://tinyurl.com/y4b9lq37

Multi-Tiered System of Supports

INSTRUCTIONAL MATERIALS

BOARD APPROVED INSTRUCTIONAL MATERIALS

- Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials list, adopted and purchased through a district instructional materials program under s. 1006.283, or otherwise purchased or made available.
- Teachers are expected to adhere to FL statute 1006.283 and use district approved instructional materials.

All primary instructional materials in grades K-12 must be School Board approved. The booklist is defined in the Florida BEST Benchmarks.

PURCHASING TEXTBOOKS

- All District adopted textbooks shall be consistent with District approved goals and objectives, State Standards, grade level expectations and course code descriptions.
- It is the responsibility of the principal to ensure that all textbooks for instructional use have been School Board approved and are being used at the grade level(s) or ability level(s) for which they were designed.

Purchase orders for growth and replacement are generated at the school site and must have the approval of the principal before submitting to the district office for purchasing by the Department of Teaching and Learning. Every effort will be made to submit purchase orders in a timely manner, so that materials be ready for the start of the school year.

RECEIVING TEXTBOOKS

- The principal and/or designee must carefully review an incoming textbook shipment to assure the accuracy of the order.
- If problems occur with the textbook order, the principal and/or designee should contact the supplier to correct the error.

SELECTION OF ADOPTED TEXTBOOKS

The staff of the Academic Services Department of Teaching and Learning is responsible for the textbook adoption and curriculum review process. The goal throughout the process will be the adoption of one (1) program choice for each division – elementary, middle and high. The following process will be used:

- A subject area Instructional Materials Review Team will be established.
- The Instructional Materials Review Team will adhere to the prescribed procedures for evaluating materials consisting of the following:
 - o Review the historical and current research related to the subject area.
 - o Review of the state approved instructional materials using the prescribed evaluation tool.
 - o Evaluate the materials to ensure compliance with the State Standards.
 - o Reach consensus on the final two (2) program/publishers and make a recommendation to the curriculum supervisor.
- The instructional staff for the subject area at the schools will be given an opportunity to review the recommended materials and vote for one (1) program choice.
- The votes will be submitted to the appropriate curriculum supervisor.
- The curriculum supervisors will submit the Instructional Materials Review Team recommendation and instructional staff vote results to the Superintendent of Schools.
- The Superintendent of Schools will make a recommendation to the School Board, who will be asked

- to approve the instructional materials that have been selected.
- The curriculum supervisors and the principal designee will collaborate to generate the purchase orders of the approved instructional materials for each school.
- Professional <u>development learning</u> will be planned to assure successful implementation of the new <u>instructional program</u>.
- A review of student performance data will be conducted to determine the effectiveness of the curriculum and instructional materials adopted.

CLASSROOM LIBRARIES

Please refer to the media handbook procedures.

TEXTBOOK MANAGEMENT

- The principal's designee should properly label and add all new textbooks to the District adopted circulation system before distribution.
- Textbooks will be issued using the District approved electronic circulation system.
- The principal's designee will do an inventory of teacher assigned resources with each teacher during post-school or at the time a teacher terminates employment at the school.
- An annual inventory of all textbooks at the school site must be completed to determine the quantity and quality of supply.
- A notice of obligation must be completed for all lost or damaged books and noted on the electronic file.

The principal and/or designee has the responsibility to manage the use of instructional materials. As a part of that management, authority is given by Florida Statute 1006.28(3) (b) to collect, from students, payment for the full cost of lost or damaged materials. All funds collected for lost and damaged textbooks shall be remitted to the Finance Department with the school's monthly Internal Account checklist.

LESSON PLANS

A systematic plan for organization and presentation of daily delivery of instruction should be maintained.

- Lesson plans/outlines must include full use of available material (textbooks and supplementary materials) and should be based on and include State Standards and grade level expectations.
- Lesson plans must include the documentation of strategies, accommodations or modifications for students according to federal and state law, as stated in the student's Individual Education Plan and 504 Plans.
- Lesson Plans must include documentation of English for Speakers of Other Languages (ESOL) strategies, accommodations and/or modifications for English Language Learners (ELLs) being served under the ESOL Program. In addition, all the ESOL strategies, accommodations and/or modifications for an ESOL student should be noted on the Hernando County ESOL Strategies, Adaptations and Accommodation Form (Form SO-ESOL-019).
- Teachers are expected to appropriately differentiate instruction to meet individual student needs.
- Lesson plans should include emergency procedures, regulations, seating charts and special duty assignments.
- Lesson plans should be prepared as directed by the principal/supervisor at least one (1) week in advance. These plans must be available for administrative review upon request and also may be reviewed during the evaluation process.
- Lesson plans must be readily available for substitutes and should provide continuity of instruction

when a substitute is needed. Lesson plans for substitutes should be developed in accordance with the requirements of the individual school.

- Lesson plans are the responsibility of Long-Term Substitutes.
- Elementary teachers are expected to communicate grade level expectations to parents.
- Secondary teachers are expected to develop a yearly syllabus for the purpose of communicating course content and student expectations.

ELECTRONIC MEDIA

All electronic media (Videos, CDs, DVDs, etc.) used in the classroom <u>must be related to the curriculum being taught</u>, be grade level appropriate and must be approved by school administration prior to viewing by students. See <u>media handbook</u> and audiovisual policy 2540 for more information.

See School Board Policy 2540. Click this link: School Board Policies

LOCKER ROOM SECURITY

To ensure proper supervision at secondary schools in the locker room, the principal and/or designee is to direct the Physical Education Department and Athletic Department to arrange their schedules so that a gender appropriate teacher, coach or paraprofessional is in the locker room at all times for supervision when students are present. When students are not in the locker room, the Physical Education Department and Athletic Department must be aware that they will be held responsible for making sure that locker rooms are locked and secure. When possible, it is recommended that two (2) staff members of the same sex be present for locker room supervision. Referees and anyone other than students may not use the locker room to change clothing or shower when students are present.

MEDIA CENTERS

Teachers at each site should become familiar with the procedures and resources at their site. The Principal or designee should develop a plan, to be approved by the principal, for collecting payment for lost or damaged items. When developing a plan for such items, the following guidelines are recommended:

- The plan must be consistent with F.S. 1006.28(3)(b).
- Items damaged beyond repair should be considered lost and may be discarded following the correct procedures for discarding.
- A student should pay for materials after receiving an overdue notice or parent letter. It may also be necessary to send a Notice of Obligation to the student's home by U.S. mail.
- The plan should establish procedures to determine who will collect the money.
- Payment should be in the exact amount requested and may be paid in cash, check or money order as determined by the school. Checks must be made payable to the school.
- An individual receipt from a receipt book must be issued to the student. Receipt books can be signed out to the person receiving the money by the school's bookkeeper. It is recommended that the title, call number and barcode number be written on the receipt in case the item is later retrieved.
- If the staff member is collecting the money, he/she should list all monies received by receipt number and the amount received on the correct form and give it to the bookkeeper at the end of the same day.
- Accurate records of the lost and damaged books must be kept.

If a student transfers to another school within the district without returning a media item, the Principal or designee should notify the receiving school's Principal or designee. Every effort should be made to retrieve the item(s) or payment, and the students should be allowed to use media materials in the confines of media centers. A block preventing students from checking out media materials may be placed on the student's record through the checkout system until the material(s) have been returned or reimbursement has been received.

PARENT/GUARDIAN PICK UP

When a parent/guardian desires a student to leave school during the day, or when the parent/guardian wishes to pick up the student, the parent/guardian must make such a request in person or in writing. The student must be signed out in the office. All passes to leave school will be issued by the office. School personnel shall not release any student at any time **without proper authorization.** Students are not to be released from school at the request of any person other than those listed on the student info/emergency info card. The student must be signed out and the individual must have his/her Florida state issued ID checked through the districts Safe Visitor system to ensure that the person is not a sexual offender, predator, or private alert.

PASSES

Students must have a pass when leaving a scheduled class or activity.

- To assure the safety of students, passes must be issued before students are allowed to leave the direct supervision of a staff member.
- Extreme discretion should be used by staff in giving a pass to a student. A real need should exist before the issuance of any pass by school personnel.
- A staff member shall not keep a student after class except with prior approval.
- As determined by administration, students in elementary schools should use the "buddy" system when leaving class.

REMOVAL OF STUDENT FROM CLASS (AUTHORITY OF THE TEACHER)

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable, in accordance with Florida Statute 1003.32. If a teacher makes the request that a continually disruptive student not be returned to his/her class, the principal may not return the student to the teacher's class. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

Teachers should follow their school's procedure for the removal of students who are acting out. Suggestions include: having an adult accompany the student from the class or requesting an administrator to come to the class. If the principal is recommending that the student be returned to the teacher's classroom, then the case will be presented to a school-based Placement Review Committee which consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student and one (1) teacher appointed by the principal]. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee as outlined in this section. If no teacher volunteers to participate in the Placement Review Committee, then

the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.

If the student is in Special Education, then the student should be referred to the Individual Education Plan (IEP) Committee for review per due process. If the IEP Committee feels that the most appropriate placement is with the referring teacher, that decision, with meeting minutes, is presented to the Placement Review Committee to serve as documentation.

The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.

The Placement Review Committee has the authority to make alternative placement decisions within the frameworks of federal and state laws. The District Student Code of Conduct, Civil Rights provisions and availability of appropriate alternative placements must be considered in reaching a decision. If the decision of the committee is to remove a student from a particular class, due process procedures may require additional time to implement the change in placement.

Whenever the committee meets, records must be kept. These records must include the date and time of the meeting and any written statements provided. All decisions should be signed by the committee members rendering the decision.

Parents must be notified of their right to appear before the Placement Review Committee to present information. Parents need not be present for the committee to render a decision and they shall not be present when the committee members are deliberating. The committee serves to determine whether the principal's recommended placement is the best or only available alternative. If the committee determines that such placement is not the best or only available alternative, then the committee members will determine the placement of the student. The committee may also recommend the return of the child to the teacher's class. In those cases, the committee shall provide a written reason for this decision. All decisions of the Placement Review Committee must be made within five (5) working days of the student being removed from class.

REPORTING TO PARENTS/GUARDIANS

In an effort to improve parent/guardian involvement and to ensure parent/guardian awareness of their child's progress, each teacher should contact parents/guardians to inform them of their child's progress. It is the teacher's professional responsibility to be completely straightforward with parents/guardians concerning the academic progress of their children. Should a parent/guardian contact the teacher for specific information regarding his/her child, a teacher is to provide accurate information. If a teacher does not have the information available, the teacher should arrange to contact the parent/guardian at a time when the information is available. When parents/guardians call the school and ask that the teacher call them, every effort should be made to return their call within 2 work days or sooner.

Parents/guardians may make an appointment with the teacher before or after school, or the teacher may send home notes requesting a parent conference. If a conference is requested by the administrator during the teacher's planning time, the teacher will be notified of such conference and the teacher is to attend

(HCTA Contract, section 5.13 B). A record of contacts (i.e. conferences, telephone calls) should be kept by the teacher for reference (see School Procedures Handbook for details). Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English for Speakers of Other Languages) Lead Teacher for assistance.

STUDENT ABSENCES

Statute 1003.26 requires upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

STUDENT ACCESS, REFERRALS, AND INTERVIEWS

A student will not be allowed to leave school with any person other than the student's parent/guardian or a person with a parent's/guardian's verified authorization. The enrolling parent/guardian must provide a certified court order indicating sole custody or a restraining order if they do not wish the other parent/guardian to have access to his/her child.

- Separated/Divorced Parents/Guardians: The question of legal custody of a child is not the responsibility of our educational establishment. School personnel shall assume the enrolling parent/guardian has legal custody of a child.
- **Legal Authorities:** It may be necessary at times for legal authorities, such as law enforcement officials, to take a student into custody or question a student on campus during school hours.
 - O When a student is subject to a criminal investigation for an offense that occurred off campus, the principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal or designee shall document attempts.
 - If a parent cannot be contacted, the officer will be allowed to go forth with interviewing the student. The principal or staff member shall be present at such interviews. If a high school student requests that the principal or designated staff member not be present, such requests will be honored.
 - If the parent can be contacted, they will be informed that they may be present while his/her child is being interviewed as a subject in the investigation and a reasonable time will be allowed for them to appear at the school.
 - When a student is the subject in an administrative investigation, school officials, which includes the school resource officer, shall be permitted to conduct necessary interviews.
 - When a student is not the subject in a criminal or administrative investigation, but is being interviewed as a victim or witness, the principal shall permit such interview by police officers or administrative investigators. The principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal and/or designee shall document attempts. If the investigation involves a suspected child abuse case, the principal and/or designee may be present, in

- accordance with Florida Statute for such interview, if requested by a student and/or the official conducting the interview. In suspected child abuse and/or neglect cases, school authorities are not to contact the parent/guardian. This is the sole responsibility of law enforcement and the investigating agency.
- Each student has certain rights when an officer (defined as a police officer or an identified representative of the court) wishes to remove a student from school premises.
 - Should the officer request to take the student out of the school, he/she shall do so only with the consent of the parent/guardian or with a subpoena, which requires the student to be a witness. If the officer desires to make an arrest, either with or without an arrest warrant, he/she shall be allowed to do so without objection by the administrator or teacher in charge. If a student is removed by an officer, the administrator shall endeavor to notify the parent/guardian prior to the student's removal from the school premises or as soon thereafter as possible.
 - If an officer demonstrates to a principal and/or designee that a child needs to be taken into protective custody, pursuant to Florida Statute 39.401, the officer shall be permitted to remove the student.
- Referrals to outside agencies involving punitive action against a student shall be made on the referral form by the agency concerned.

STUDENT CONDUCT POLICIES

All student conduct policies are subject to School Board regulations. The Student Code of Conduct contains these regulations and is available to parents/guardians, students and teachers in both English and Spanish.

The Student Code of Conduct and the Suicide Prevention Guide and the Threat Assessment Manual will be adhered to at all times.

RISK ASSESSMENT

Suicidal Individual

ALL SUICIDAL IDEATIONS/ATTEMPTS ARE TO BE TAKEN SERIOUSLY

Procedural Guidelines for Students – The student should be taken directly to the Certified School Counselor's Office to be screened for possible risk assessment. The child should not be left alone at any time. All suicidal ideation or attempts must be attended to **immediately.** If a certified school counselor or school social worker is not available, notify administration immediately and contact the Director of Student Services Department at (352) 797-7008. In the event that any student is taken into custody and subject to an involuntary examination, the Director of Student Services shall be notified. The Director of Student Services will notify the Superintendent and any affected departments.

Administration, School Counselors, and Student Services Staff refer to the Suicide Prevention Flowchart for detailed process and statutory requirements of parental notification.

THREAT ASSESSMENT

Individual Engaging in Threatening Behavior

ALL HOMICIDE THREATS/ATTEMPTS TO HARM SELF OR OTHERS ARE TO BE TAKEN SERIOUSLY AND REPORTED IMMEDIATELY

Procedural Guidelines – The goal of all school safety efforts is to prevent violence or harm to members of the school community. A Threat Assessment must be completed any time a student threatens to harm or kill another student or staff member or that student exhibits concerning behaviors that may indicate that they pose a threat to the school community. The threat must be immediately reported to the Chair of the school's established Threat Management Team so it can be assessed for level of concern and necessary protective measures and interventions can be established. Each school's Threat Management Team must include the "Core Four" members as outlined in the Florida Model for Harm Prevention and Threat Management. The "Core Four" member roles are School Administrator, Instructional Staff Member, Mental Health Professional and Certified Law Enforcement Officer (SRO). These members must have completed the required training in the Florida Model. All threats that are being investigated must be reported to the Director of Safe Schools immediately to allow for proper notification to the Superintendent and Board Members. If any assistance is needed in completion of the Threat Assessment, The District Threat Management Coordinator should be contacted.

Please refer to the Threat Assessment Manual for further details.

SUPERVISION OF STUDENTS AND GROUNDS

Employees are advised that they should not touch students in any way except for the protection of the health, safety and/or welfare of a student or for protection of themselves.

Notice of Limited Supervisory Times: The school will provide supervision to its students during regular school hours; and during the time the student is on the school premises participating with authorization in a school-sponsored activity; and during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity. There is a rebuttable presumption that the term "reasonable time" means 30 minutes before or after the activity is scheduled or actually begins or ends, whichever is longer (Florida Statute). However, it is the policy of the Hernando County School Board to not leave students unattended at any time.

Do Not Leave Your Class Unattended: Teachers are responsible for students in their class at all times. If it is necessary to leave class for any length of time or if an emergency arises, contact the main office, principal and/or designee so that arrangements can be made for classroom coverage. **Teachers are not to leave their classes unsupervised at any time. Only school personnel may supervise students.** This includes, but is not limited to, students being placed in the hallway unsupervised for testing purposes and/or disciplinary reasons. Whenever a class is moved, notify the office and post a note on the regular classroom door. **Never send a student back to an unsupervised classroom for any reason.**

SURVEYS OF STUDENTS

Students are not required to participate in any survey that concerns one or more of the following protected areas without prior written consent:

- 1. Political affiliations or beliefs of the student or the student's parents
- 2. Mental and psychological problems of the student or the student's family
- 3. Sexual behavior or attitudes
- 4. Illegal, antisocial, self-incriminating, or demeaning behavior
- 5. Critical appraisals of other individuals with whom the respondent has close family relationships
- 6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers
- 7. Religious practices, affiliations, or beliefs of the student or the student's parent
- 8. Income (other than required by law to determine program eligibility)

Parents have the right to inspect any survey before it is administered or distributed by contacting the school and making an appointment during regular school hours.

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of Family Educational Rights Privacy Act (FERPA). The address of the office that administers Family Educational Rights Privacy Act is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

The School District of Hernando County Florida



2025-2026 Staff Handbook

Vision: To inspire and support the pursuit of individual greatness.

Mission: The Hernando County School District collaborates with students, parents, and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

SUPERINTENDENT

Ray Pinder

SCHOOL BOARD MEMBERS

Shannon Rodriguez, Chairperson Mark Johnson, Vice Chairperson Michelle Bonczek, Board Member Susan Duval, Board Member Kayce Hawkins, Board Member

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Staff Handbook

Section 1: Opening

Welcome
Hernando School District Strategic Plan
Education Standards Commission
Nondiscrimination Statement
Workplace Harassment of Employees
Drug-Free Workplace
Important Numbers
Additional District Information

Welcome to the School District of Hernando County

It is our pleasure to welcome you to the Hernando County School District. We believe we are successful every day we can offer our students the fullest opportunities to learn and experience greatness. This includes everything from appropriate and rigorous curriculum to clean and sanitary facilities, to timely, efficient, and safe transportation.

We value every member of our team for the vital roles they play in this process and recognize that a collective effort is essential to our success. You will experience from those around you the team attitude and hard work that motivate us toward better educational opportunities for our students. It is our hope that your efforts as a member of this team will effectively and efficiently contribute to the mission.

GUIDING PRINCIPLES:

We believe:

- Education is the foundation for a better future.
- Family and community involvement are critical to a high-quality educational system.
- Diverse individuals, ideas, talents, and learning styles strengthen our communities.
- All stakeholders share in the responsibility and decision-making as part of supporting student success and school improvement.
- Individuals and organizations are accountable for their behaviors and actions.
- Commitment to teaching methodologies that foster student engagement, critical thinking, and content mastery will prepare all students to graduate ready for work and postsecondary education.
- Shared purpose, collaboration, commitment to continuous improvement, and an innovative spirit are essential in effective teaching cultures.
- Safe, caring environments are essential for learning and the well-being of all students.
- High expectations and recognition empower individuals and lead to improved performance.
- Aligned expectations and policies that reflect best business practices are essential for success.

This handbook is intended as an overview of the District's policies and procedures. It is not a contract and is not intended to be. As a school board employee, it is important that you become acquainted with the policies, procedures and benefits contained within this manual that will contribute to your success. Please read through it. You are expected to know and adhere to the information and regulations it contains. Administrative efficiency and effective public relations require that all staff members conform to the information and regulations. If any policy or regulation needs clarification, please consult your supervisor at once.

Answers to many questions are in this handbook, as well as information which will make your work easier. All departments should create Standard Operating Procedures (SOPs) to direct the work associated with the information outlined in the Staff Handbook and School Board Policies.

This Staff Handbook shall be deemed amended to comply with all laws, all lawful rules of the State Board of Education, all lawful rules and actions of the School Board, and all terms of any applicable ratified collective bargaining agreement. In the event an actual or perceived conflict arises between the language contained in it and the terms and conditions of employment set forth in the respective collective bargaining agreement(s), the language in the bargaining agreement shall prevail. All policies, collective bargaining agreements, board member and board meeting information for the Hernando County School District is available for review at www.hernandoschools.org. Again we wish you much success in Hernando County.

HERNANDO COUNTY SCHOOLS Strategic Plan: 2023 – 2028 To inspire and support the pursuit of individual greatness.

Key Priorities 2023 - 2028

Priority 1 – Student Success

GOAL: Provide standards-based instruction in all classes, in all content areas to ensure all students are college or career ready to be contributing members of society.

Strategy 1

Ensure teachers, visited during administrative walk-throughs, deliver grade- level, benchmark-based instruction to engage all learners.

- Meet or exceed the state average of students scoring proficient.
- Meet or exceed the state average of students making learning gains.
- Meet or exceed the state average of students in the lowest quartile making learning gains on Florida Assessment of Student Thinking in English Language Arts and Math

Strategy 2

Ensure schools engage in evidence-based strategies and interventions to support subgroups and close achievement gaps.

- ➤ Close the achievement gaps as measured by state metrics.
- ➤ Increase the percentage of English Language Learners becoming proficient in language acquisition on Assessing Communication and Comprehension in English-State to State for English Language Learners.
- ➤ Increase percentage of students with individual Education Plans being served in the regular class 80% of the day.
- > Decrease the drop-out rate for students with disabilities.
- Meet or exceed the state graduation rate of all Every Student Succeeds Act subgroups.

Strategy 3

Prepare K-12 students for post-secondary education, employment, or military service.

- ➤ Increase middle school acceleration through advanced courses and career & technical opportunities.
- Increase the number of high school credits earned by students in grades 6-8.
- ➤ Increase the number of K-5 students participating in Career & Professional Education.
- ➤ Increase district average of Advanced Placement and Advanced International Certificate of Excellence exam pass rates for all courses.
- ➤ Increase the number of students receiving an Advanced Placement Capstone Certificate or diploma or Advanced International Certificate of Excellence diploma.
- Meet or exceed the state average for high school district acceleration rate.
- > Increase student participation in dual enrollment courses.
- ➤ Meet or exceed the state average for Scholastic Aptitude Test total and American College Test composite score.
- ➤ Increase Students with Disabilities' access to post-secondary education.
- > Increase Florida Application for Federal Student Aid completion rate to meet or exceed average state rate.
- ➤ Increase the number of industry certifications earned by students.
- Decrease truancy for students in grades 6-12.
- > Continue to exceed the state's rate for graduation.
- Increase the number of students who take the Armed Services Vocational Aptitude Battery.

Priority 2 – Talent Management

GOAL: Create a culture that attracts, develops, and retains quality employees passionate about supporting student success

Strategy 1

Create opportunities and pipelines for our community to become employees of Hernando County Schools.

- ➤ Increase annually the number of Associate Teachers.
- Reduce annually the number of classroom vacancies for the first day of school and beginning of the second semester.

Strategy 2

Provide opportunities for continued professional growth.

- > Increase the number of Associate Teachers achieving professional certification.
- ➤ Increase participation in apprenticeship programs.
- > Increase participation in Learn lt University.
- ➤ Decrease the number of teachers identified as out of field for English for Speakers of Other Languages/Gifted.
- Increase satisfaction for professional development by providing a variety of meaningful activities to be measured for effectiveness by yearly staff survey results.

Strategy 3

Retain our workforce to reduce turnover of high-quality employees.

- > Increase percentage annually of alternative certified teachers achieving professional certification.
- Reduce resignations due to a lack of job satisfaction.
- Increase the number of first year teachers retained for a second year.

Priority 3 – Safe and Healthy Learning Environment

GOAL: Enhance and strengthen a safe and healthy learning environment.

Strategy 1

Ensure students have access to and receive high quality, nutritious meals provided by the Food & Nutrition Department.

- Annually increase the number of students participating in National School Lunch program.
- Annually increase the number of students participating in the Seamless Summer program by increasing the number of mobile feeding sites.

Strategy 2

Increase the preparedness of staff and students to respond to critical incidents on campus or at school-sponsored events by providing ongoing training activities.

- > Through student surveys, annually increase the percentage of students reporting their schools are safe.
- > Through staff surveys, annually increase the percentage of staff reporting their schools are safe.

Strategy 3

Improve student resiliency and life skills by providing school-based mental health supports.

- Annually reduce the number of students who are referred to the pre-expulsion hearing process for drug offenses.
- > Increase parent and student participation in tobacco/drug awareness training.
- ➤ All students in grades 6-12 will receive resiliency and life skills training.

Strategy 4

Improve the student-to-school connection by monitoring early warning data to determine student needs and provide additional support.

- Annually increase the number of students who have 90% or better average daily attendance.
- > Reduce the number of students with two or more early warning indicators.
- Maintain 80% compliance with Youth Mental Health First Aid certification with all required staff

Strategy 5

Provide safe, on-time transportation to and from school for all students.

- Reduce the number of accidents that receive point penalties as measured by the annual Safe Driver Committee review process.
- > Improve on-time arrival to schools.

Strategy 6

Provide students and staff with a clean campus environment.

- ➤ Increase the number of Environmental Services Technicians participating in training opportunities.
- > Improve the annual ratings as determined by school cleanliness reports.

Priority 4 – Community Connection

GOAL: Create opportunities to engage the greater community for the purpose of fostering trust and advancing student excellence.

Strategy 1

Improve student learning opportunities by strengthening community and business partnerships.

- > Increase sponsorship contributions to enhance school and district student learning outcomes.
- ➤ Increase participation rate for family and community engagement events.

Strategy 2

Enhance two-way district communication and engagement with families and the community.

- ➤ Increase the number of respondents to the feedback structures.
- > Improve overall satisfaction ratings from feedback structures.

Strategy 3

Elevate the quality of internal communications and ensure staff receive timely and constructive information.

- Increase the number of staff responding to feedback structures.
- > Improve overall satisfaction ratings from feedback structures.

Strategy 4

Develop authentic ways to celebrate the contributions and achievements of all employees.

- > Open pathways to partner with other HCSD departments, schools and teams to develop recognition opportunities.
- Monitor and update feedback systems to determine areas of improvement.

Priority 5 – Financial Transparency and Capital Planning

GOAL: Ensure public funds are used efficiently to maintain quality educational needs and facilities for our students.

Strategy 1

Maximize all district resources to enhance the learning environment and ensure financial sustainability.

- ➤ Increase purchasing card participation & annual rebates.
- > Strive to increase revenue from local revenue sources.
- > Increase interest earning strategy by expanding investment portfolio.
- Maintain an assigned and unassigned fund balance of 5%.
- Maintain the current bond rating as reported by designated agencies.

Strategy 2

Improve and maintain district facilities by utilizing appropriate funding effectively to provide the best quality education and services to our students, staff and community.

- > Improve existing district facilities by utilizing planned life cycle replacement.
- > Decrease the average age of the bus fleet.
- Increase the number of sites with upgraded bandwidth.

Strategy 3

Monitor the projected growth of Hernando County over the next several years, and plan accordingly to ensure student growth does not outgrow student stations.

- > Study and analyze growth population in county.
- ➤ Plan for new construction for additional student stations so Florida Inventory of School Houses capacity meets or exceeds student enrollment.

Hernando County Schools 919 North Broad Street, Brooksville, FL 34601

Phone: (352) 797-7000

Website: www.hernandoschools.org

Education Standards Commission

The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida

The State of Florida has established the Principles of Professional Conduct for the Education Profession in Florida which are found in State Board Rule 6A-10.081. As professionals, all employees must be aware of and adhere to these rules at all times. These rules are established by the State of Florida and govern the teaching certificates of instructional personnel. In the event the language conflicts with Board policy (i.e. self-reporting of arrests), employees are required to abide by the rules outlined in Board policy. Employees may be disciplined for unprofessional conduct.

All employees are required to adhere to School Board Policies and Florida Statutes regarding ethics. Employees are expected to abide by policy and act in a professional manner at all times. Employees may be disciplined for unethical or unprofessional conduct.

See School Board Policy 1129, 3129, 4129, 1210, 3210, 4210, 1139, 3139, 3139.01 and 4139.01. Click this link: School Board Policies

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida

- (1) Florida educators shall be guided by the following ethical principles:
 - (a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
 - (b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
 - (c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.
- (2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
 - (a) Obligation to the student requires that the individual:
 - 1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - 2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - 3. Shall not unreasonably deny a student access to diverse points of view.
 - 4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - 5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - 6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.
 - 7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for

which a student's parent has the option to have his or her student not attend.

- 8. Shall not intentionally violate or deny a student's legal rights.
- 9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.
- 10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.
- 11. Shall not exploit a relationship with a student for personal gain or advantage.
- 12. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- 13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
- 14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.
- (b) Obligation to the public requires that the individual:
 - 1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - 2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - 3. Shall not use institutional privileges for personal gain or advantage.
 - 4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - 5. Shall offer no gratuity, gift, or favor to obtain special advantages.
- (c) Obligation to the profession of education requires that the individual:
 - 1. Shall maintain honesty in all professional dealings.
 - 2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - 3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - 4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - 5. Shall not make malicious or intentionally false statements about a colleague.
 - 6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - 7. Shall not misrepresent one's own professional qualifications.
 - 8. Shall not submit fraudulent information on any document in connection with professional activities.
 - 9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - 10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - 11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- 12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- 13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
- 14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
- 15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
- 16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- 17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23, 8-22-23.

THE POLICY OF NONDISCRIMINATION OF THE SCHOOL DISTRICT OF HERNANDO COUNTY

GENERAL: It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws. Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center, or adult education programs.

EMPLOYMENT: Neither the Hernando County School District nor its employees shall illegally discriminate in its employment policies and practices on the basis of race, religion, color, national origin, sex, marital status, disability, age or any other legally protected status as defined by applicable law.

STUDENTS: The Hernando County School Board prohibits exclusion of any student from participation in or the denial of the benefits of any educational program or activity as well as any and all forms of illegal discrimination against any student on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status as provided by applicable law.

PRECEDENCE: This policy shall take precedence over any other statement in the policies, procedures, rules, and regulations of the Hernando County School Board wherever such may appear unless in conflict with any collective bargaining agreement.

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

The compliance officer for Employee related issues is Matthew Goldrick, Director of Labor Relations & Professional Standards, 352-797-7005.

Compliance officers for student related issues are Jill Kolasa, Director of Student Services 352-797-7008, and Anna Jensen, Director of ESE 352-797-7022.

See School Board Policy 1122, 3122 and 4122. Click this link: School Board Policies

WORKPLACE HARASSMENT OF EMPLOYEES

The School District of Hernando County forbids the discrimination against any employee, applicant for employment, or student on the basis of sex or race. The District will not tolerate any type of bullying or harassment activity by any of its employees, including but not limited to sexual, racial, religious, national origin, disability, or pregnancy. This policy also applies to non-employee volunteers who work subject to the control of school authorities. Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent or designee may address the conduct before it becomes severe, pervasive, or persistent.

Sexual harassment is defined in school board policy to include:

- Unwelcome sexual conduct conditioned for something or quid pro quo harassment.
- Unwelcome sexual conduct determined by a reasonable person to be severe, pervasive, and objectionably offensive.
- Sexual assault: rape, sodomy, sexual assault with object, fondling, incest, statutory rape.
- Domestic Violence
- Dating Violence
- Stalking

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

Racial harassment consists of verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any employee based upon race when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or employment opportunities.

Racial harassment as defined above may include but is not limited to the following conduct which is based upon race:

- epithets and slurs;
- written or graphic material that shows hostility or aversion toward an individual group;
- negative stereotyping;
- threatening, intimidating or hostile acts.

Disability harassment is oral, written, graphic or physical conduct or any act as relating to an individual's disability that is sufficiently severe, pervasive, or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from district programs or activities; harassment that has the effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile or offensive working or school environment.

Examples of disability harassment include, but are not limited to conduct directed at the characteristics of a person's disabling condition such as:

- imitating manner of speech;
- interfering with necessary equipment;
- negative stereotyping;

- threatening, intimidating or hostile acts;
- written or graphic material that shows aversion or hostility towards an individual or group with disabling attitudes.

SPECIFIC PROHIBITIONS

It is sexual harassment for a school district employee or non-employee volunteer to use his or her authority to solicit sexual favors or attention from subordinates or students, including but not limited to incidents when the subordinate's or student's failure to submit will result in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment. It is racial harassment for a school board employee or non-employee volunteer to create or be responsible for a racially hostile environment i.e., harassing conduct that is sufficiently severe, pervasive, or persistent so far as to interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the District. It is disability harassment when a school district employee, non-employee volunteer or student seeks to involve a student or employee with a disability in antisocial, dangerous, or criminal activity where the student or employee because of a disability, is unable to comprehend fully or consent to the behavior.

PROCEDURES

Any person who alleges harassment by any staff member may report directly to his/her administrator or supervisor. If the direct administrator or supervisor is the offending person, the report should be made to the next higher level of administration or supervision. Filing of a complaint or otherwise reporting harassment will not affect the individual's status, future employment, future promotion, extracurricular activities, or work assignments. It is unlawful to retaliate against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of harassment.

A substantiated charge against a school district employee shall subject such employee to disciplinary action up to and including termination.

Any employee, applicant for employment, student, or applicant for admission who believes he/she has been discriminated against or harassed is encouraged to use the District's established complaint procedures or directly contact his/her administrator or supervisor.

See School Board Policy 1362, 2266, 3362, 4362, 5517, 5517.01 and 5517.03. Click this link: <u>School Board Policies</u>

DRUG-FREE WORKPLACE POLICY

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensing, possession or use of alcohol, illicit drugs or any controlled substances is prohibited. Only prescribed medications are permitted on School Board premises or during any official School District related activity, and it is the responsibility of the employee to ensure that any prescribed medication is properly secured. To facilitate enforcement of this Policy, following an offer of employment by the Hernando County School Board, all job applicants will be required to take and pass a drug test. Current employees will be tested for drugs and/or alcohol for any of the following:

- 1. reasonable suspicion/cause;
- 2. post-accident/injury as required for DOT reporting;
- 3. random testing as per Department of Transportation regulations;
- 4. follow-up after an employee returns from a drug treatment or counseling program;
- 5. as required as part of any medical examination required by the HCSB.

Refusal to submit to testing upon request, for any of the reasons authorized, shall subject the employee to the same disciplinary consequences as would result from a positive test result including termination for cause, denial of Unemployment Benefits, denial of Workers' Compensation, and medical and indemnity benefits.

Any employee violating this policy shall be immediately suspended by the Superintendent and a report shall be made to the School Board for further action, which could result in termination of employment.

Failure by any employee to report a known violation of this policy will constitute an act of insubordination and willful neglect of duty. The Employee Assistance Program is available, and information can be found on the District website under Risk, Benefits and Compliance. For additional information, see School Board Policy and Human Resources Standard Operating Procedures.

See School Board Policy 1124, 3124, 4124, and 4162. Click this link: School Board Policies

CONTACTS AND INFORMATION

DISTRICT OFFICE

919 N. Broad Street, Brooksville, FL 34601 – Phone: (352) 797-7000

Central Printing Services	797-7023
Communications & Government Relations	797-7009
Department of Teaching and Learning	797-7051
Exceptional Student Support Services (ESSS)	797-7008
Facilities Department	797-7050
Equity	797-7019
Facility Rental	Call Site
Finance Department	797-7004
Food and Nutrition Department	797-7028
Hearing Impaired Telephone Line – County Office	544-6404
Hernando County Adult Ed	797-7018
Hernando Instructional Television (HITV) – Communications/Public Relations	797-7009
Human Resources Department	797-7005
Maintenance Department	797-7071
Parent Academy	797-7315
Payroll	797-7012
Purchasing Department	797-7060
Risk, Benefits and Wellness	797-7007
Safe Schools	797-7233
Safety and Security Department	797-7054
School Choice	797-7000
Student Services Department	797-7008
Substance Abuse (ESSS Department)	797-7008
Technology and Information Services Department (TIS)	797-7006
Teen Parenting Program (ESSS Department)	797-7051
Transportation Department	797-7003
Volunteers in Education Program	797-7054
Warehouse and Property Inventory	797-7061

CONTACT THE TRANSPORTATION DEPARTMENT FOR SCHOOL ATTENDANCE ZONES AND BUS ROUTES

(352) 797-7003 or www.hernandoschools.org

SCHOOL BOARD MEETINGS

Meetings are held on Tuesdays at 6 p.m. Refer to District website for meeting dates and streaming options.

ADDITIONAL DISTRICT INFORMATION

In addition to this Staff Handbook, please review the following documents/resources:

School Board Policies School/Department Procedural Handbooks

<u>www.hernandoschools.org</u> Collective Bargaining Agreements

School Board Policies

Information about our district and school board policies can be accessed from our website at: <u>Hernando</u> County School Board Policies

School/Department Procedural Handbooks

Many district departments produce informative handbooks pertaining to the services and procedures applicable to their departments. Schools produce handbooks/handouts specific to the campus and population of the individual school. These handbooks are a source for specific policies and procedures, available instructional material, and campus "whereabouts." It is important to note that all policies and procedures in school/department handbooks must align with applicable statutory requirements, school board policy and collective bargaining agreements. Please visit our school district website at hernandoschools.org.

Collective Bargaining Agreements

For information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for your review on our website at hernandoschools.org. The Agreements are very detailed regarding procedures and provision applicable to your position with the District. Two Agreements exist with the Hernando County School District:

HCTA – Hernando Classroom Teachers' Association – Represents teachers and instructional personnel excluding paraprofessionals.

HUSW – Hernando United School Workers – Represents non-instructional support personnel including paraprofessionals.

Staff Handbook

Section 2: Policies and Procedures

Americans with Disabilities Act

Anti-Fraud

Arrests/Self-Reporting Arrests

Athletics/Academics

Attendance

Care of Building, Furniture and

Equipment

Certification

Change of Address

Communications

Computer Software

Conflict of Interest

Copyrighted Materials

Dress

Duty

Emergency School Closures

Employee Assistance Program

Equity

Evaluation/Assessment

Grievances

Higher Degree Payment

Hours

Human Resources FAQs

Internal & District Funds

Leave of Absence

Meetings

Parking

Payroll Information

Payroll FAQs

Personnel Records

Probationary Period

Public Records Requests

Reappointments and Employment

Contracts

Resignations

Safe Driver Plan

Safety and Security

Suspensions/Dismissals

Tobacco-Free Environment

Toxic Substances at Work

Use of School Facilities &

Equipment

Volunteers/Sponsors

Weapons/Firearms

Work Experience

AMERICANS WITH DISABILITIES ACT

The Hernando County School District will reasonably accommodate qualified individuals who have a disability so that they can perform the essential functions of their position. In order to make a determination about the nature of the employee's medical condition and whether the employee might be considered a qualified individual with a disability under the Americans with Disabilities Act Amendment Act (ADAAA), a Request for Accommodation Form must be completed and submitted to the Human Resources Department. This information is treated confidentially, is not maintained in the employee's main personnel file, and will be used only by authorized individuals. The Request for Accommodation Form can be found on the district website under "Employment".

See School Board Policy 1122.01, 3122.01 and 4122.01. Click this link: School Board Policies

ANTI-FRAUD

Fraud and fraudulent activity is strictly prohibited. This applies to any fraud, or suspected fraud, involving elected officials, employees, consultants, vendors, contractors, outside agencies and employees of such agencies, and any other parties with a business relationship with the District.

See School Board Policy 8700. Click this link: School Board Policies

ARRESTS/SELF-REPORTING ARRESTS

As per School Board Policy, employees **shall self-report** any and all arrests and convictions (including misdemeanor citations), regardless of the level of the charges, within forty-eight (48) hours. Please note this includes arrest citations – these will register as arrests in the state database.

Employees shall report to their supervisor.

Failure to report arrests and/or convictions as required by policy shall be grounds for termination of employment.

See School Board Policy 1121.01, 3121.01, and 4121.01. Click this link: School Board Policies

ATHLETICS/ACADEMICS

Staff will not be permitted to conduct supplemental activities before the end of the contractual workday without the approval of the principal and/or designee. Prior to beginning coaching activities, the individual must be either cleared by Human Resources or must be a registered volunteer through Safety and Security. No one will receive compensation for any coaching activity prior to being cleared to work by the Human Resources Department. The Athletic Handbook governs student participation in athletics.

See School Board Policy 3120.03 and 4120.03. Click this link: School Board Policies

ATTENDANCE

All employees are expected to be present during all working hours. Absence without prior approval (also called absence without authority –AWA) from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of

duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning the absence.

See School Board Policy 1430, 3430, and 4430. Click this link: School Board Policies

CARE OF BUILDING, FURNITURE AND EQUIPMENT

School administrators and/or designee will provide staff members with an inventory sheet for their room at the beginning of the school year. This sheet is to be completed and returned to the administrator and/or designee. Each room is equipped with the necessary furniture as far as circumstances permit; therefore, furniture and equipment may not be moved from one room to another without the approval of the principal and/or designee and recorded on the inventory sheet. The furniture is assigned to the room, not the teacher. The condition of the furniture and equipment in any classroom is the direct responsibility of the teacher and any damage or defacing of same must be reported in writing to the principal and/or designee immediately.

Furniture and equipment may not be moved from one campus to another without the approval of the principal and/or designee, recorded on the proper form (SO-PC-009) and forwarded as an attachment to the Property Department to schedule transfer via entry through the School Dude program. Furniture and equipment purchased with Federal Funds may not be moved from one campus to another without the approval of the Director of Federal Programs or designee.

Furniture and other district owned property are not to be left outside the school overnight unless arrangements have been made directly with the Property Department. If the property has been deemed no longer in safe usable condition by the Property Department, instructions will be given as to how the items are to be handled.

CERTIFICATION

The state Certification Office processes applications for initial certification, certain add-ons, and all other services for non-employees. The district certification office processes requests of initial FLDOE certificates (upon the issuance of clearance to work), renewals, certain add-ons, and name changes. The state Certification Office approves all coursework for certification purposes. Teachers must call the toll free number 1-800-445-6739 with the following information: the name of the institution; the course prefix, number and title; and the certification requirement they are attempting to satisfy by completing the course. This line is extremely busy during registration periods, so be sure to plan ahead. Also, you can e-mail the Florida Department of Education (FLDOE) at education@fldoe.org.

Please include your name, certificate number, and your FLDOE number, if known, in your e-mail.

You may access the FLDOE website, http://www.fldoe.org/edcert/, for the following services: Certification Lookup, Application Status Lookup, and Request Materials. If you click on Application Status Lookup, you will be prompted to create a Login I.D. and Password. Once you are on this site, you will be able to access the following information about your certification file: the status/progress of your valid application and Statement of Status of Eligibility; a record of any valid Florida educator's certificate that you hold; and the official transcripts, score report and information received from the district within the last calendar year.

Teachers who hold a five-year non-renewable temporary certificate must follow their Statement of Status of Eligibility. This document is an individualized listing of all the deficiencies that you must satisfy to be issued a Professional Certificate. If your Statement of Status of Eligibility (SOE) reflects that you have

specific testing requirements to meet, you must register for the exams at www.fl.nesinc.com. For more information about the requirements listed on your Statement of Status of Eligibility, you may visit the FLDOE website: http://www.fldoe.org/edcert/cert_types.asp.

For reappointment purposes, all the deficiencies outlined on your Statement of Status of Eligibility must be completed and documented with the district certification office no later than March 1st of the year of expiration of your temporary certificate. As a courtesy to our teachers, the district certification office sends reminder notices to teachers on temporary certificates throughout the validity period of the certificate.

Teachers who hold five-year Professional certificates must renew their certificates every five years. During the validity period of this certificate, you are required to earn either a minimum of 120 in-service points to include 20 in-service points in teaching Students with Disabilities (SWD) or six semester hours of college credit to include one semester hour in teaching Students with Disabilities (SWD).

An educator whose certificate has a beginning validity date of July 1, 2020, or thereafter, must have earned at least two (2) college credits, forty (40) inservice points, or a combination thereof, in evidence-based instruction and interventions grounded in the science of reading per Rule 6A-6.053, F.A.C., specifically designed for students with characteristics of dyslexia, including the use of explicit, systematic, and sequential approaches to reading instruction, developing phonological and phonemic awareness, decoding, and implementing multisensory intervention strategies if the educator is renewing any of the following coverages: Elementary Education (K-6), Prekindergarten/Primary Education (age 3 through grade 3), Elementary Education (grades 1-6), Primary Education (grades K-3), English (grades 1-6), Middle Grades English (grades 5-9), Middle Grades Integrated Curriculum (grades 5-9), English (6-12), Exceptional Student Education (grades K-12) (renewal beginning with a validity date of July 1, 2025), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL) (grades K-12).

For individuals who holds a certificate in educational leadership, the individual must earn a minimum of one college credit or 20 inservice points in Florida's educational leadership standards to renew their professional certificate with renewals beginning July 1, 2025 or later. This is included in the total 120 in-service points required for renewal as well.

Information pertaining to renewal requirements, and in-service equivalent renewal credit, is available on the FLDOE website: https://www.fldoe.org/teaching/certification/renewal-requirements/

The earliest that the district certification office will accept your application for renewal is July 1st for the following June 30th expiration (in other words, 1 year before your professional certificate expires).

As a courtesy to our teachers, the district certification office notifies teachers of expiring professional certificates. Notification of expiring professional certificates is sent in July of the year your professional certificate expires by the FLDOE directly to the email attached to your FLDOE account.

If you are teaching out-of-field, proof of required in-service, coursework, or a passing score on the appropriate subject area exam and add-on application, must be submitted to the district certification office or the Florida Department of Education (depending on the type of certificate held) by April of the year you were placed out-of-field. Refer to your out-of-field documentation for more information.

When you earn a higher degree from an accredited institution, you must submit an official transcript with the higher degree conferred to Certification in the Human Resources Department. If your degree major matches an area of certification on your certificate, a pay change will take effect as soon as official transcripts have been received and reviewed along with the signed Request for Advanced degree form by the Human Resources Department. The HCSD accepts all diplomas and degrees from sources accredited

or approved by the Florida Department of Education, including foreign institutions. In other words, the Florida DOE requires the HCSD to reject any fraudulent or questionable diploma or degree from a disreputable source. Tendering a worthless diploma or degree constitutes just cause for termination for violating the Principles of Professional Conduct.

CONTACT INFORMATION UPDATE

Current employees who need to report a change of address and/or name change may do so by accessing the Hernando County School District website at hernandoschools.org. Click on "Staff" then "How to Update Your Contact Information" and follow the directions.

The Human Resources Department will process your request. If you have any questions or can't log into your Hire Enterprises account, please call Human Resources for help at 352-797-7005.

COMMUNICATIONS

Employees are reminded that in all communications, including any electronic communication (text, email), they are to ensure that they meet the ethical standards required by School Board Policy, State Board Rules 6A-10.081, and State Statutes (Chapter 112).

Refer to the Student Code of Conduct regarding student use of electronic devices.

The School District encourages positive and professional communication between staff and students. The School District has provided staff with the means to communicate electronically with students and/or parents concerning school matters. These means include:

- official school website
- parent portal
- official school social media,
- district-approved messaging applications
- District email

and are sufficient for the purposes intended. For staff to communicate regarding school matters with students and/or parents by personal electronic means when sufficient District means are available exposes the School District to possible violation of its legal obligations. Such communication could cause the appearance of inappropriate association with students.

Staff communications via private electronic media concerning non-school related matters are governed by School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct. Violation of these policies may lead to disciplinary action.

CELL PHONES - DISTRICT

District cell phones are provided to specific staff members to use for school-related business as needed. No personal calls should be made or received using District cell phones which are the property of the school district. Employees who are assigned District cell phones are responsible for the proper care of the cell phone. Employees are responsible for the cost of replacing their District phone if it is lost, stolen, or damaged. Each case will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The employee's cost for the replacement phone will be determined by the actual replacement cost the District incurs for the phone.

CELL PHONES - PERSONAL

Students and staff shall refrain from using cell phones for **personal use** during emergency situations. The use of cell phones by students and staff during emergencies could overload cell towers and hamper emergency response personnel's ability to communicate.

Staff members should avoid the use of personal cell phones during student contact time.

EMAIL

All staff members should check email at least once each morning and afternoon. The Hernando County email system is to be used for School Board related business and educational projects only.

District emails not for personal use. These restrictions also apply to accessing the email system on Hernando County School Board computers. Communications reside on servers within the District and can be monitored by administrative directive. **District email is public record and can be viewed in accordance with public record laws.** It is advised not to use student names in email in a manner that violates School Board Policy, Florida Statute or the Code of Ethics and Principles of Professional Conduct. It is important to check District email regularly because important information is distributed in this manner.

INTERNET & NETWORK USAGE

All staff users of the HCSD network and internet must acknowledge receipt of and adhere to the Hernando County Staff Technology Acceptable Use and Safety Policy and Internet Acceptable Use Agreement. It is a requirement that all computers accessing the internet through the county-wide area network will start on the same homepage. The homepage is the District's homepage located at http://www.hernandoschools.org.

No unauthorized devices, including but not limited to, computers, printers and mobile devices shall be connected to the HCSD network without the express permission of the Director of Technology Information Services, or designee. Under no circumstances shall any router (wireless or wired), switch, wireless access point, or any other device to allow computers and other devices to connect to a network, be connected to the HCSD network by wire, wirelessly or otherwise without the express written permission of the Director of Technology Information Services or designee.

The use of VPNs, SD-WAN, SASE or any other service, software or hardware for similar purpose is prohibited on the HCSD network, other than that provided by Technology and Information Services.

<u>VPN – Virtual Private Network</u>: A virtual private network, or VPN, is an encrypted connection over the Internet from a device to a network. The encrypted connection helps ensure that sensitive data is safely transmitted. It prevents unauthorized people from eavesdropping on the traffic and allows the user to conduct work remotely.

<u>SD-WAN - Software-Defined Wide Area Network</u>: A software-defined wide area network is a wide area network that uses software-defined networking technology, such as communicating over the Internet using overlay tunnels which are encrypted when destined for internal organization locations.

<u>SASE – Secure Access Service Edge</u>: A secure access service edge is technology used to deliver wide area network and security controls as a cloud computing service directly to the source of connection rather than a data center.

See School Board Policy 7540.04, 7542 and 7543. Click this link: School Board Policies

MAILBOXES

All staff members should check their mailboxes each day upon arrival at their site and again before leaving their site. Administrative approval is required before placing <u>any</u> material in the staff mailboxes or on any bulletin board and access to mailboxes is determined by the site administrator. If items being put in mailboxes were delivered by a representative of HUSW and HCTA, the items should be considered approved by those organizations.

PASSWORDS

No staff member's computer passwords should be disseminated to students or any unauthorized person. Passwords are confidential and should not be shared. Unauthorized sharing of passwords violates School Board Policy, and such violation is subject to disciplinary action up to and including termination.

PHONE CALLS

Telephones are provided for use during planning periods. Calls made during student contact time shall be for school related matters only.

TEXT MESSAGING

Staff may utilize text messaging for communicating with other staff using "transitory" messages only. A transitory message is defined by Florida law to be one which is created primarily to communicate information of short-term value such as scheduling appointments. They are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. If there is any question about the type of information being sent, staff are advised to consult with their administrator before sending the information.

No employee may communicate with a student or students via text messaging. Electronic communication with students, if any, may only be made via District provided resources and only in compliance with the guidelines for such set forth in this Handbook.

Employees are advised that text messages, even if sent or received on a privately owned device, may be considered public record and subject to review by district administration and possibly the public.

Accordingly, staff are consenting to a review and/or search of their personal electronic device if such is used for text messaging in violation of School Board Policy, Florida Statute and the Code of Ethics and Principles of Professional Conduct.

See School Board Policy 7530.02, 7544, 7540.02 and 7540.04 Click this link: School Board Policies

COMPUTER AND ONLINE SOFTWARE, RESOURCES AND APPLICATIONS

All staff members, prior to installing, using, or otherwise accessing online resources, including webpages and applications must first obtain approval by submitting a completed Software Approval form and following the Software Approval Process. If the software, online resource, or application is not purchased by the Hernando County School District and is purchased by the staff member or other party, the software approval process must still be followed, and the appropriate Software Approval Form files and a donated property form must be completed and submitted as well.

In no event shall any such software, online resource or application be used, accessed or installed on any

computer or other device owned by the Hernando County School District nor used or otherwise accessed on the HCSD network without the required approval.

All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

All the above shall also apply to any free software, online resource, or application.

See School Board Policy Board Policy 7540.02(D). Click this link: School Board Policies

USE OF ARTIFICIAL INTELLIGENCE (AI) AND NATURAL LANGUAGE PROCESSING TOOLS (NLP TOOLS)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – *Academic Honesty*; Policy 5500 – *Student Conduct*; Policy 5517 – *Anti-Harassment*; Policy 5517.01 – *Bullying and Harassment*; Policy 2266 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*; Policy 8330 – *Student Records*; Policy 2240 – *Controversial Issues*; Policy 7540.03 – *Student Internet Safety and Acceptable Use*; and Policy 7540.04 – *Staff Technology Acceptable Use and Safety*.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. <u>Research assistance</u>: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. <u>Data Analysis:</u> AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments e.g., scientific experiments and marketing research.
- C. <u>Language translation:</u> AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

- D. <u>Writing assistance:</u> AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. <u>Accessibility:</u> AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

Staff may be disciplined for violations, up to and including suspension or termination of employment.

The administration will refer any illegal acts to law enforcement.

See School Board Policy Board Policy 7540.08. Click this link: School Board Policies

CONFLICT OF INTEREST

Any School District employee who also works for an organization doing business with the School Board must reveal such a contractual agreement, in writing, to the Superintendent. The Superintendent may approve such an arrangement; however, if the Superintendent determines the relationship to be a conflict of interest, a request will be made for the employee to terminate his/her employment with either the organization or the School District.

See School Board Policy 1129, 3129 and 4129. Click this link: School Board Policies

COPYRIGHTED MATERIALS

According to Board Policy 2531, staff shall abide by all provisions of the copyright laws.

- Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
- The School District does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
- Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or the Academic Services Department.
- Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the School Board.

Any staff member shall, prior to installing any computer software not purchased by the School District, obtain approval for such by completing a donated property form and delivering same and providing a valid license for the utilization of such software. In the event such software is not to be donated, the staff member shall lease the software to the School District at no cost to the District by denoting such on the donated property form. In no event shall any such software be installed upon any computer owned by the Hernando

County School District without the approval required herein from the Director of Technology Information Services, or designee. All requested installs of software are subject to Rule 6A-1.0955 and S.B. 662 or their successors and if student data will be transmitted or typed into such software, online resource or application, or students will use such software, online resource or application, an approved Digital Security and Privacy Agreement (DSPA) must be signed by the vendor prior to any installation or use of that software, online resource or application.

See School Board Policy 2531. Click this link: School Board Policies

DRESS

As professionals, employees are expected to dress professionally and appropriately for their job assignments. Personal hygiene and appearance set examples for students. When building-level questions arise, employees should contact their immediate supervisor. All employees must wear identification badges while on duty.

DUTY

A duty roster and guidelines will be issued during pre-school and at other times, when necessary. Teachers will be assigned various types of duty on an equitable rotation basis, and rosters will be in accordance with the Hernando Classroom Teachers' Association (HCTA) bargaining agreement.

EMERGENCY SCHOOL CLOSURES

Employees who had previously requested paid leave (sick/personal/vacation) for only the day(s) of the emergency closure AND were in attendance the day before AND the day after the emergency closure(s), will not be charged leave for the day(s) of the closure.

Employees who previously requested paid leave (sick/personal/vacation) which included the **DAY BEFORE** the emergency closure and the **DAY(S) OF** the emergency closure, will be charged leave for the emergency closure day(s).

Employees who previously requested multiple days paid leave (sick/personal/vacation) which was to begin **ON** the first day of the emergency closure and **CONTINUE AFTER**, shall be charged for the entire requested leave.

Any employee on an extended leave or scheduled to begin an extended leave after the emergency closure, will remain in that leave status and will be required to use leave accrual or in leave accrual is exhausted, will be unpaid. During the emergency closure, leave donations will be suspended.

EMPLOYEE ASSISTANCE PROGRAM

Behavioral health services are available to all permanent employees of the Hernando County School District and their eligible dependents through our group health plan with Florida Blue. For those employees and dependents not covered under our group health plan, assistance is available through BayCare Behavioral Health by contacting (800) 878-5470.

See School Board Policy 1170.01, 3170.01 and 4170.01. Click this link: School Board Policies

EQUITY

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required within 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or English Language Learners (ELL) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

To file concerns, please follow the complaint procedures found in School Board Policy.

The compliance officer for Employee related issues is Matthew Goldrick, Director of Labor Relations & Professional Standards, 352-797-7005. Compliance officers for student related issues are Anna Jensen, Director of Exceptional Student Education, 352-797-7022 and Jill Kolasa, Director of Student Services (504 coordinator). The compliance officer for ADA related issues is Matthew Goldrick, Director of Labor Relations & Professional Standards, 352-797-7005.

See School Board Policy 1122, 3122 and 4133. Click this link: School Board Policies

EVALUATION/ASSESSMENT

Please refer to the appropriate employee evaluation manual for evaluation procedures for all employees. This information is available on the District website https://www.hernandoschools.org

GRIEVANCES

Refer to the appropriate union or association contract for guidelines on grievances. Union contracts can be found on the District website http://www.hernandoschools.org.

HIGHER DEGREE PAYMENT

- Instructional employees hired prior to July 1, 2011 may receive additional pay if they earn a higher academic degree and provide a transcript with a conferred date within the guidelines of the applicable union contract and School Board approved salary schedule.
- Instructional employees and school-based administrators hired on or after July 1, 2011 may receive
 additional pay if they earn a higher academic degree if the degree matches their area of certification as
 per Statute. An official transcript must be provided along with the signed Request for Advanced Degree
 form.
- Administrative employees hired prior to July 1, 2011 may receive additional pay based on the degree

- earned in accordance with the School Board approved Administrative Salary Schedule.
- Administrative employees hired on or after July 1, 2011 may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a signed Personnel Action Form.
- Confidential and noninstructional employees, who have acquired 60 semester hours or more, as verified
 by an official transcript, will be paid an additional amount per the School Board approved salary
 schedule.
- Professional/Technical/Supervisory employees may receive an additional amount if they earn a degree beyond that which their job description requires. An official transcript must be provided along with a Personnel Action Form.

Transcripts with a conferred date must be received in the Human Resources Department in order for the salary adjustment to occur. The adjustment will be made from the beginning of the pay period during which the appropriate documentation was received. It is the responsibility of the employee to ensure that the Human Resources Department receives the official transcripts and appropriate documentation in order for the higher degree payment to continue.

HOURS

Work hours for staff will be in accordance with School Board policy, the Fair Labor Standards Act and contractual obligations. No staff member is permitted to leave earlier than the designated time unless they have notified and have permission from their supervisor or designee. Please refer to the Hernando County School District Fair Labor Standards Act Compliance Manual and the HCTA and HUSW contracts for guidance.

School staff members are to be at their assigned stations to supervise students as directed by the school administration before, during and after student hours. All staff must follow the designated procedures at each site regarding the use of sign-in sheets and, if applicable, time clocks.

<u>HUMAN RESOURCES – FREQUENTLY ASKED QUESTIONS</u>

1. How do I obtain tenure status if I am a noninstructional employee?

A noninstructional employee must work three (3) full consecutive years and be reappointed to a fourth year within the district in order to obtain tenure. If a noninstructional employee has a break in service, he/she returns on a non-tenured status. The only exception to this is made for Interim Food Service Assistant Managers due to the temporary nature of the position. A full year is defined as one day more than half of the contracted year.

2. How do I verify military experience? How many years of military experience can I bring in?

To verify military experience, a copy of a DD-214 must be given to the Human Resources Department. Professional/Technical/Supervisory and Administrative personnel will not be granted military experience. Instructional employees can bring in ten (10) years of military experience. Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a DD-214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. If the DD-214 is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the DD-214 is received after the first forty-five (45) days of employment, the new pay will start at the

beginning of the pay period in which it is received.

3. How do I verify my previous experience? How many years of experience can I bring in?

To verify previous experience, a Verification of Experience form must be given to the Human Resources Department. Professional/Technical/Supervisory employees can verify ten (10) years of experience. Administrative employees can verify fifteen (15) years of experience. Instructional employees can verify twenty (20) years of prior teaching experience. If the experience form is received within forty-five (45) days of the employee's start date, the new pay will be retroactive back to his/her start date. If the experience form is received after the first forty- five (45) days of employment, the new pay will start at the beginning of the pay period in which it is received. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Once a determination is made by Human Resources, the employee shall have thirty (30) days to request an appeal.

4. Are there unions in Hernando County?

Instructional personnel are represented by the Hernando Classroom Teachers' Association. Noninstructional personnel are represented by the Hernando United School Workers. Confidential, professional/technical/supervisory and administrative personnel are not eligible for membership in unions.

5. How do I transfer sick leave from my previous school district?

Sick leave can be transferred to the Hernando County School District from any accredited Florida school district. Employees must request that their previous district send their balance of sick leave to the Human Resources Department, 919 N. Broad Street, Brooksville, FL 34601. According to School Board Policy, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School District.

6. How do I find additional resources?

In addition to this Staff Handbook, there are other reference sources including:

- School Board Policies Click this link: School Board Policies
- School/Department Handbooks and Procedures many district departments produce excellent and
 informative handbooks and/or procedures pertaining to the services and procedures applicable to
 their departments. Schools produce handbooks specific to the procedures applicable to schools and
 students. It is important to note that all policies and procedures in school/department handbooks
 must align with applicable statutory requirements, School Board Policy and collective bargaining
 agreements.
- Collective Bargaining Agreements for information specific to your own position, refer to your respective Collective Bargaining Agreement. A copy of each Agreement is available for view on our website at www.hernandoschools.org. The Agreements are very detailed regarding the procedures and provisions applicable to your position within the District. Two Agreements exist:
 - HCTA Hernando Classroom Teachers' Association represents all instructional classified employees.
 - HUSW Hernando United School Workers represents all non-instructional classified employees.
- School District Website www.hernandoschools.org

GENERAL INFORMATION – DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

For guidance with district funds, refer to the "Red Book" located on the district website, www.hernandoschools.org/departments/budget-finance/index.

FUNDING SOURCES

Schools are provided funding from the following sources:

- District Budget Funds- allocations from district
- Small Grants/Donations determined by the amount of the grant
- Internal/Student Funds all funds collected (e.g. general sales, gate receipts, fundraising & donations) at the school level become part of the internal funds unless they have been accounted for at the district level.

DISTRICT BUDGET FUNDS

The funds in the district budget are separate from the Internal Account/Student funds. The principal determines the funding level for each grade level, department, team and/or teacher. District funds not spent by June 30th, the end of the fiscal year, will generally not roll forward into the new fiscal year. Internal account funds roll from one year to the next in most cases.

GRANT AND FEDERAL PROJECT FUNDS

Grants and Federal project funds are school specific and often come with restrictions on how the funds can be spent. For more information regarding regular grants and federal project grants, contact the Budget & Finance Department.

PURCHASE ORDERS - DISTRICT & INTERNAL ACCOUNT/SCHOOL FUNDS

All requests for purchase orders go to the bookkeeper and must be supported by documentation (i.e. quote, order form, copy of registration form, etc.). Vendors must have a completed W-9 on file before a purchase order or check can be processed. The Purchasing Department adds new vendors for items applicable to the schools. All receipts, invoices, and packing slips must be signed, dated, and returned to the bookkeeper within five (5) workdays from the delivery or receipt of the merchandise or services.

PROCUREMENT CARDS (P-CARDS)

The district's purchasing card (P-Card) program is designed to improve efficiency in processing purchases (e.g. office supplies, cleaning supplies and equipment) by allowing approved district employees to purchase approved goods and services directly from a vendor using the P-Card as the payment vehicle. This program is an alternative approach to utilizing purchase orders and is in alignment with Best Business Practices.

The P-Card program works very much like a personal credit card. The administrator requests a card for an employee by completing the Individual Purchasing Card Holder's Agreement. In order to use the card, the employee must go through training and sign that he/she understands his/her responsibilities as a cardholder. The cardholder has a spending limit each month and the P-card has restrictions on certain merchant codes in order to prevent purchase of restricted items. Under NO circumstances is the card to be used to make personal purchases.

Individuals that are authorized to use a site purchasing card must properly sign the card out and sign the card back in when the card is returned. Individuals checking out the card are responsible for the security of their card. All precautions should be taken to maintain confidentiality of all information relating to the card, such

as the card holder account number and expiration date. The card or the account number should never be left in a conspicuous place for others to access.

Individuals who have checked out the card are required to turn in invoices or itemized receipts signed "Approved for Payment" by the next working day to the site coordinator. Repeated failure to turn required information in to the site coordinator may result in the employee personally reimbursing the district for the expenditure, revocation of the Purchasing Card privilege and/or possible disciplinary action.

Disciplinary Action Guidelines Unauthorized use of the Purchasing VISA Card will result in appropriate disciplinary action being taken. The disciplinary action may range from a warning up to the revocation of the Purchasing Card privilege and/or possible disciplinary action. For more information regarding the P-card program go to www.hernandoschools.com/Purchasing.

DISTRICT BIDS AND STATE VENDORS – DISTRICT & INTERNAL ACCOUNT/ SCHOOL FUNDS

The district has various bids and state contracted vendors that offer discounts to the school system. Schools are obligated to honor the currently awarded vendor bids and contracts for purchases. See the bookkeeper for information about when and how bid vendors must be used. The current bid list can be found by accessing the Purchasing Department's website at www.hernandoschools.org/Purchasing.

SALES TAX EXEMPT STATUS

A copy of the district's sales tax exemption certificate can be obtained from the bookkeeper upon request. The sales tax certificate is to be used for district and school purchases only. Outside Parent Teacher Organizations and Booster Clubs must obtain their own sales tax exemption certificate from the state and meet the requirements for a non-profit organization as required by law. Outside organizations cannot under any circumstances use the district's sales tax-exempt certificate.

EMPLOYEE TRAVEL

Employee and student travel requires approval from the Administrator and/or Superintendent's staff and/or School Board depending upon whether the travel is in-county, out-of-county or out-of-state travel. Be sure to check current policies before planning, registering, or encumbering funds that require travel.

More detailed information can be found on the district website,

<u>www.hernandoschools.org/departments/budget-finance/travel</u>. Staff should work with the bookkeeper who will provide all the required information prior to travel (i.e. scheduling travel, authorized approval(s), allowable expenses and completion of paperwork with receipts for reimbursement to staff). All employee travel paid by the district must be submitted to Finance no later than 30 days from the last day of travel.

INTERNAL ACCOUNT/SCHOOL FUNDS

The Finance Department offers reference guidance for handling money and making purchases through the "Internal Account Procedures Manual" and "Purchasing Card Manual." These guides are available on the district website and the school's bookkeeper office for all staff. It is important that staff comply with requirements stated.

Internal/School Activity funds are collected internally by the school. The school's internal account funds shall be used to benefit the students and those activities as authorized by the district. These funds generally come from field trips, fundraisers, and ticket sales. Internal funds shall be administered in accordance with Florida Statutes, State Board of Administrative Rules, Financial and Program Cost Accounting and

Reporting for Florida Schools ("Red Book"), Hernando County School Board policies, and the Internal Accounts Procedures Manual.

SPENDING FUNDS

All purchases for merchandise and services must be pre-approved by district or school administration as applicable and processed by the bookkeeper prior to purchase. All orders (mail, telephone, internet or direct pick up) may only be placed when the purchase order has been processed by the bookkeeper and the approved copy has been returned to the person requesting approval.

Vendors with district bids or a state contract must be utilized first, regardless of the price or convenience. Additional vendors may be considered when the requested item is unavailable.

Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees or extend credit. Employees of the school district who are compensated for additional services, such as working at athletic events, shall be paid through the school district payroll department or, when appropriate, as prescribed by district school board rules. Blanket Purchase Orders may not be issued to HCSD employees. All reimbursements to HCSD employees may not exceed \$50.00 for a single purchase and only be issued in an emergency circumstance.

CASH COLLECTIONS

Internal Account/School funds are collected internally by the school. The school's internal account funds shall be used to benefit the students and those activities as authorized by the district. Refer to School Board Policy 6610 located on the district website, School Board Policy.

All money should be collected in the school office. Funds collected by the school must be substantiated by a Monies Collected form from school activities and are to be turned in to the bookkeeper at the end of the day. Collections made outside of normal business hours must be remitted to the school office no later than the next business day. If the bookkeeper is unavailable, monies collected should be placed in the school's safety drop box or given to the site administrator or designated backup. If there is no drop box or no administrator present, a note to that effect should be included with the supporting documentation turned in with the money. This is considered an extreme circumstance. No monies are to be held by employees overnight except in the case of an extreme circumstance as noted (documentation required). Do not leave the money unattended in the bookkeeping office.

Students and/or volunteers may not handle cash collections without the direct supervision of a HCSD employee.

RECEIPT BOOKS

Receipt books issued to staff members during the year must be returned to the bookkeeper as part of the teacher check-out process. If an issued receipt book is not returned, the staff member is responsible for signing a letter of acknowledgement to that effect for review by auditor. See Red Book requirements.

All collections received by any club or school organization, other than PTA/PTSAs/PTOs and those previously designated as a 501(c)(3) organization, must be deposited in the school internal account fund. These funds must be properly safeguarded, and the person having custody of the money will be held fully accountable.

STUDENT FEES

Student fees will be collected at the time of registration for the new school year and also during the first few weeks of school. These fees, including certain class fees, are deposited in the school's Internal Account/School funds and are to be used for consumable supplies. Athletic participation, band, and choral

fees are required and the money collected is remitted to the bookkeeper.

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not be in conflict with the overall instructional program. Refer to School Board Policy #5830.

All fundraising projects and activities must be submitted on SO-Gadm-053 – Fundraising Request Form & Recap located on the district website, www.hernandoschools.org/departments/budget-finance/internal-accounts. The application must be approved by administration and scheduled on the calendar in advance of the event.

ASSEMBLIES & OTHER ACTIVITIES DURING THE SCHOOL DAY

Activities that take students out of class during the school day must receive administrative approval prior to any planning and advertising. Events that will impact large numbers of students may be reviewed before administrative approval is given. The staff sponsor of students participating in performances and/or assemblies during the school day must send a list of all participants to the attendance secretary and teachers one week prior to the event.

Assemblies, performances, and other school-wide programs that support the school and student body as a whole will be approved by school administration on a limited basis during the school year. When school-wide activities are held, school staff will assist in the supervision of students at the activity or by supervising those students who choose not to participate. A list of duty assignments may be published.

ACTIVITY ADMISSION FEES

Per Board Policy 6610, fundraising activities for which students are charged an admission shall not be present during school hours.

LEAVE OF ABSENCE

All staff are expected to be on duty each day unless there is a compelling reason why they cannot be in attendance. Questions concerning absences should be directed to the substitute coordinator at the site. The instructional employee is responsible for providing detailed plans for the substitute. When an employee is going to be absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form SO-PER-018 which can be obtained through the designated staff member at the site or the school district website. The Request for Extended Leave Form SO-PER-018 must be completed by the employee and approved by the site administrator, a Human Resources Administrator and the School Board prior to taking leave when need is known in advance and as soon as possible when leave is an emergency. Employees will be notified if any additional paperwork is required. If an employee is on a leave of absence without pay, he/she is responsible for his/her benefit premium payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated.

It is imperative that staff members review and become familiar with the School Board policies governing leaves of absence. Leaves must be officially granted in advance and may not be granted retroactively. Absence without prior approval from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning

this absence.

When requesting a leave, the staff member must complete a Leave of Absence form <u>SO-PER-025</u> and return it to the site administrator and/or designee as stated in Board policy and bargaining unit agreements.

Any employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work. This requirement is applicable to both sick leave and illness-in-the-line-of-duty leave.

All leaves, except sick leave, are to be approved in advance by the site administrator and/or designee. It is necessary to notify the appropriate personnel when a leave is canceled or if other changes are made from the original request.

See School Board Policy 1430, 3430 and 4430. Click this link: School Board Policies

ABSENT WITHOUT AUTHORITY

All employees are expected to be present during all working hours. Absence from work without approval will be documented as Absent Without Authority.

If an employee is absent without authority for more than five (5) consecutive days it will be considered job abandonment. The site will initiate correspondence with the employee. If an employee does not respond to the notice of job abandonment, it will constitute his/her voluntary resignation. The Superintendent will take the appropriate employment action.

ABSENCE WITHOUT LEAVE OR EXCESSIVE ABSENTEEISM

Punctual and regular attendance is an essential function of an employee's job. If an employee has extensive absences during a school year, the timekeeper should notify the site administrator as soon as the employee takes time off without pay. If the employee, or the employee's family member, has a serious medical condition that is contributing to the need for unpaid leave then a Request for Extended Leave SO-PER-018 & Certification of Physician form SO-PER-178 must be completed and forwarded to the Human Resources Department for consideration of intermittent or extended FMLA. Administrators should not approve leaves without pay (unless first approved by Professional Standards for extreme cases). Excessive absences, chronic absences and absences without leave are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

FAMILY MEDICAL LEAVE ACT (FMLA)

As required in the Family Medical Leave Act (see Appendix H), in order to qualify for FMLA, an employee must have worked for the Hernando County School District for at least twelve (12) months and at least 1,250 hours during the preceding twelve (12) months. The Family Medical Leave cannot exceed twelve (12) weeks for any employee within a twelve (12) month period. This leave can only be taken for specific reasons as required by law. Once the Human Resources Department is notified of a leave request that might meet FMLA requirements, the appropriate forms will be sent to the employee. A final determination of eligibility will be made by the Human Resources Department.

When an employee is on Family Medical Leave, continuous or intermittently, the School District will continue to contribute its portion of the employee's health and life insurance, and the employee is responsible for his/her portion and any other benefit premium payments. The premium payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is

deficient in paying premiums, the employee's benefits will be terminated.

Upon return from Family Medical Leave, the employee is entitled to be restored to the same position that the employee held when the leave began, or to an equivalent position with the equivalent benefits, pay and other terms and conditions of employment.

Employees who are the spouses, children, parents or next-of-kin of a service member may take up to twenty-six (26) weeks of leave under the FMLA to care for the service member who incurred an injury during military service when that injury results in the service member being unable to perform his/her duties. The employee requesting such leave will be notified by the Human Resources Department regarding eligibility.

EMPLOYEES RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA)

See School Board Policy 1430.01, 3430.01 and 4430.01. Click this link: School Board Policies

PERSONAL LEAVE

All personal leave taken with pay is charged against sick leave and will reduce the employee's sick leave balance. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy 1430.04, 3430.04 and 4430.04. Personal leave may or may not be approved for the days preceding or following school holidays as determined by the supervisor or principal. As per School Board Policy, requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the School Board.

Any employee may request to take up to three (3) working days of leave from work in any 12-month period if the employee, or a family or household member of an employee, is the victim of domestic violence. This leave must be approved by the administrator if it meets the criteria listed below. This leave must be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in cases
 of repeat violence, dating violence or sexual violence; obtain medical care, mental health
 counseling or both for the employee or a family or household member to address physical or
 psychological injuries resulting from the act of domestic violence;
- obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide to his/her employer appropriate advance notice of the leave as required by the employer's policy along with sufficient documentation of the act of domestic violence as required by the employer.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: School Board Policies

SICK LEAVE

The 1984 Florida Legislation states, "an employee who is absent because of illness must file an appropriate sick leave claim within five (5) working days following return to work." The immediate

supervisor, director or administrator must be notified when an employee is going to be late or absent. If the employee cannot contact his/her immediate work supervisor, he/she must contact his/her office. Per School Board Policy 1430.03, 3430.03 and 4430.03, any claim for sick leave must be filed "within five (5) working days upon return of the employee to duty."

Note: In accordance with School Board Policy, any claim for sick leave shall be filed with the Superintendent, or his/her designee, within five (5) working days upon return of the employee to duty. Any leave that is not verified within the five (5) day limit may be recorded as "absence without authority" and may result in nonpayment. When an employee is absent in excess of ten (10) consecutive days, he/she must complete an Extended Leave Form SO-PER-018 which can be obtained through the designated staff member at the site or the school district website under Print Shop Documents. The Request for Extended Leave Form SO-PER-018 must be completed and approved by the site administrator, a Human Resources Administrator and the School Board. Employees will be notified if any additional paperwork is required.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: School Board Policies

SICK LEAVE - DONATION TO FAMILY MEMBERS

A district employee may allow his/her immediate family members to use his/her sick leave as outlined in Florida Statute and School Board policy.

SICK LEAVE - DONATION TO OTHER EMPLOYEES

A district employee may authorize any district employee to use sick leave that has been accrued by the authorizing employee as outlined in Florida Statute and School Board policy 1430.03, 3430.03 and 4430.03. A request for donations must be made through the Sick Leave Donations channel, located in the District Communication Team, after proper documentation is received per School Board Policy. Please refer to Appendix M: Frequently Asked Questions about Sick Leave Donation for additional information.

See School Board Policy 1430.03, 3430.03 and 4430.03. Click this link: School Board Policies

SICK LEAVE – DONATION TO SICK LEAVE BANK FOR INSTRUCTIONAL PERSONNEL

Per HCTA contract: At the time of resignation, the employee may choose to donate or bank the sick leave balance. If no choice is elected upon resignation, as a default the hours will be donated to the sick leave bank.

SICK LEAVE - TRANSFER FROM OTHER FLORIDA SCHOOL DISTRICTS

An employee may transfer sick leave earned with another Florida school district to the Hernando County School District. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Hernando County School Board. It is the responsibility of the employee to acquire and submit the required documentation to the Human Resources Department.

SICK LEAVE DONATION FREQUENTLY ASKED QUESTIONS

1. How do I ask for donations?

Employees that want to request donations must be on an approved extended leave of absence. They can then send an email to the Payroll Department with their name, id#, job title and site name. requesting that their name be added to the sick leave donation icon in TEAMS under "DISTRICT COMMUNICATIONS".

2. When can sick leave be donated?

An employee may donate his/her accrued sick leave to another HCSD employee provided that the donation relates to a catastrophic illness or disability of the employee, maternity, or catastrophic illness or death of an immediate family member of the employee requesting leave donation. Immediate family member is defined as sibling, spouse, parent, or dependent child. The authorizing employee must retain at least ten (10) days of sick leave as of the time of donation.

3. Who must be sick in order for me to donate sick leave?

The employee requesting donation or an immediate family member as defined in #2 above.

4. What documentation do I need to supply in order to receive donated sick time?

Prior to requesting donations for the employee's own personal illness or for the illness of an immediate family member as defined in #2 above, the recipient employee must have provided appropriate documentation (Certification of Physician form) from a physician licensed to treat or provide service related to the condition requiring leave and the recipient must already be on an approved Extended Leave or approved Intermittent FMLA leave.

5. How many days of sick leave must I anticipate needing before I can participate in this program?

You must anticipate the need for at least 10 days of sick leave in order to receive transfers under this program.

6. Do I need to apply for extended leave if other employees are donating their sick time to me?

Yes. Only employees with a verified, catastrophic illness, accident or injury requiring an extended leave are eligible to receive donated sick leave. Please refer to question #2.

7. Can I use sick leave for the death of a family member as defined above?

No, refer to #2 above for use of donated sick time. However, employees may ask for three days of bereavement leave for the death of a family member. Employees must have exhausted their bereavement leave first and then may ask that subsequent days be counted as sick leave.

8. How do I know how much sick time I have accumulated?

Employees can log into Skyward under "EMPLOYEE ACCESS" and choose the "TIME OFF STATUS" tab to see their current leave balances. Employees can also see their site timekeeper to get this information.

9. May I donate to a family member?

Yes. District employees may allow their family members (spouse, child, parent or sibling) to use the sick leave that has accrued to the employee if the family members are also district employees. The family member can only use the donated sick leave when all of his/her sick leave has been depleted.

10. Do I have to donate full days or can I just donate hours?

There is no minimum number of "days" that have to be donated by an employee but the hours donated have to equal one day. Therefore, if an employee is donating time to someone who regularly works a 7.75 hour day, exactly 7.75 hours must be donated. If the employee receiving donated time regularly works a 4 hour day then the donor must donate exactly 4 hours. Please make sure that the donation form is filled in correctly by knowing how many hours the employee requesting time regularly works before submitting the paperwork. Any paperwork with an insufficient number of hours to equal 1 paid day will be returned for reprocessing. This may cause the employee, who is requesting the time, to not receive the donation. The donor must fill out the form completely by indicating how many hours the recipient needs for the current payroll run. Only hours for the current payroll run should be submitted to the timekeeper at the recipients cost center. Donors who are submitting hours for another HCSD employee must maintain at least (2) weeks of sick leave hours in their balance. Family to family donations do not require the (2) week balance. All donation forms for the current school year become invalid on the last day of the school year.

11. When will sick leave donations be credited to my sick leave balance?

After all Extended leave documentation is received and the employee is approved to receive sick leave donations, an email will be sent out on TEAMS under "DISTRICT COMMUNICATIONS". At that time, employees may donate leave time to the employee requesting donations. Completed donation forms should be sent to the recipient's timekeeper. Credit of donated sick leave will only be posted for the current payroll run. Requests will not be processed retroactively. Timely submission of required documentation is required due to the time needed to review and determine if an employee qualifies to receive sick leave donations.

12. Is there a cutoff time when donations can no longer be accepted?

Yes, once an employee is out of time and no more donations have come in for the current payroll cycle, the employee will no longer be eligible for donations and no more donations can be accepted. After Human Resources closes the employee in Skyward he/she can no longer receive donations.

13. What forms do I use?

The forms required to request Family Donations or Employee to Employee Donations can be found at www.hernandoschools.org under Human Resources Department / Payroll / Sick Leave Donations.

TEMPORARY DUTY LEAVES AND REIMBURSEMENTS

Temporary duty may be approved for in-services, district meetings, conferences, competitions, and field trips. Any other request for temporary duty leave must be tied to position and must be of benefit to the District. Such activities require administrative approval. Any request for temporary duty that involves additional expenses such as registration, hotel, per diem, etc. must be approved in advance and submitted within 30 days of the last travel date. School Board approval is required in advance for all out of state travel. Travel reimbursement for hotel stays will be reimbursed for one room at a single conference room rate when the destination is greater than 50 miles for HCSD employees only. Travel procedures can be found on the District website http://www.hernandoschools.org.

See School Board Policy 1440, 3440 and 4440. Click this link: School Board Policies

UNPAID EXTENDED LEAVE

If an unpaid extended leave is approved for any reason, it will only be approved for the current school year. Unpaid extended leaves will not be approved past the current school year except in cases of personal illness as verified by the Human Resources Department, or one (1) full school year to provide child care after birth or adoption. Extensions of such leave must be approved by the School Board. Military leave orders will be

honored. Unpaid Personal leave will only be approved for reasons outlined in School Board Policy.

See School Board Policy 1430.04, 3430.04 and 4430.04. Click this link: School Board Policies

VACATION LEAVE

The following schedule shall be used in determining the accrual of annual leave:

Employees on 12-month contracts are entitled to accrue leave as follows:

1 year of service: 1/2 day per month 2 thru 5 years of service: 1 day per month 6 thru 10 years of service: 1 1/4 days per month Over 10 years of service: 1 1/2 days per month

Vacation days must be earned before they can be used and may be accrued without limit, however, as per School Board Policy, there is a limit on the number of hours that may be paid out upon resignation, retirement or if transferred to a position that is not eligible to earn vacation leave. The scheduling of vacation leave shall be by mutual agreement between the employee and his/her supervisor.

See School Board Policy 1430.06, 3430.06 and 4430.06. Click this link: School Board Policies

MEETINGS

Faculty meetings will be called primarily on the basis of need of either the administration or upon request from the faculty. Attendance is required at all faculty meetings unless otherwise approved by the principal. Meetings of other staff members shall be scheduled, as needed. Any staff member may contribute to the agenda. Please refer to HCTA and HUSW contracts for additional information.

See School Board Policy 1243 and 3243. Click this link: School Board Policies

PARKING

All staff must park in the designated area. Parking on grass, sidewalks or designated fire lanes may result in the vehicle being towed at the owner's expense. Towed vehicles may be recovered from the designated wrecker service.

PAYROLL INFORMATION

In compliance with federal labor laws, employees must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination.

- Paychecks for regular employees are subject to mandatory payroll deductions for social security tax, FRS, Medicare tax and federal withholding tax, based on Forms W-4 and the tax tables furnished by the Internal Revenue Service. Payroll matters concerning salary, payroll deductions and pay date should be handled through the work site timekeeper when possible.
- Personnel Action Form PAF forms can be used to drop payroll deductions such as Annuity account deductions. Only your signature is required on this form.
- Payroll Calendar The payroll calendar, which designates payroll due date and pay dates, will be

- developed and issued annually by the Payroll Department.
- Notices of Deposit No Notices of Deposit will be released before payday.
- Substitutes, temporary and part-time employees [less than four (4) hours per day] will be paid an hourly rate.

DIRECT DEPOSIT

Direct Deposit is mandatory for all employees. Employees can change their direct deposit at any time but cannot stop their direct deposit status. The inability to maintain a direct deposit account will result in the non-renewal of your annual employment contract. To make changes to your direct deposit information, you will need to present original documents to the timekeeper at your cost center. If you prefer, you can visit the District Office and ask for a representative from the Payroll Department. Your identification must be verified at the time you submit these documents. We will not accept direct deposit changes by email or fax.

PAYROLL - FREQUENTLY ASKED QUESTIONS

1. As a new hire, when can I expect my first paycheck?

If you begin work at the start of the school year, you should expect to receive your first check on the pay date according to the payroll calendars you will find online, as they are job specific. After the start of the school year, where your start date falls within the pay periods on the payroll calendars, determines when you will receive your first check. After the first check, the pay date is every two weeks.

2. What is "pro-rated" pay?

Employees who work for the HCSD will have their pay pro-rated, if applicable. The overall intent is to give employees as close to equal payments as possible, even when employees are off for Winter and Spring breaks. Employees can view and print paystubs from Employee Access.

3. What if my employment in a position did not begin until after the first day of the school year?

When your job is opened by H.R., the annual contract amount will be set according to the number of working days remaining in the current contract year. Payroll will provide an explanation of your bi-weekly pay.

4. What if I have a change in my salary or a change in my work schedule?

Your bi-weekly pay will be adjusted for the number of working days left in the current school year, and you will be paid accordingly.

5. When I terminate my employment with the school board, when may I expect to receive payment for unused sick leave, vacation leave, and extra pay earned but not paid due to pro- rata?

The termination date is the determining factor as to when payouts are paid. The Payroll Calendar shows the Pay Period and the corresponding Pay Date. If the termination date falls in the middle of the 'pay period' it is still calculated and paid out on that 'pay date'.

6. How will I be paid for my sick leave when my employment ends?

An employee's sick leave payout is determined by the number of years they have worked for the district. Per School Board Policy: after 10 years and up to 12 years = 50% payout. 13 years or more = 100% payout. After the termination date is entered by Human Resources, the Payroll Department can then calculate the sick leave payout. The actual pay date is determined by the termination date and where it coincides with

the Payroll Calendar for that school year. Teachers, Administrators, Professional Technical and Confidential employee's eligible sick leave payoffs go to Bencor if the total is \$1,000 or more. The actual portion that is eligible to go to Bencor is based on the fiscal earnings of the employee at the time of resignation/retirement.

7. What if I have any unpaid absences? How will they affect my pay?

Unpaid absences are deducted from the pay period in which the absence occurs on the Payroll Schedule. Any unpaid absences will result in an employees' paycheck being lower than normal for that pay period. For contract employees, the unpaid absence appears on their paystub as negative pay under the DOCK code. The negative pay is calculated by multiplying the DOCK hours by the employee's primary hourly rate.

8. What if I want to put in extra time over 40 hours to get my work done?

If you are a non-exempt employee, you may only do so with the prior approval of your supervisor. Employees who disregard this rule will be disciplined.

9. What if my supervisor asks me to stay late to finish work?

You must first both agree that you will receive comp time for the extra time worked and an Authorization to Accrue Comp Time Form must be signed. If you prefer to be paid for overtime your supervisor must secure prior approval of the superintendent by having the Authorization to be Paid for Overtime Worked Form signed.

10. What is the HCSB policy on Comp time?

Compensatory or "comp" time is given to any non- exempt employee who works over 40 hours in a workweek and follows Fair Labor Standards Act (FLSA) guidelines. See <u>FLSA Manual</u> and <u>HUSW contracts</u> for additional information. A non-exempt employee can only have a maximum balance of 240.0 hrs. comp time at any given time.

11. Do teachers earn comp time?

Teachers do not earn comp time. An administrator may give permission for a teacher to have some time off if the teacher has been asked to work beyond his/her normally scheduled hours. Supervisors must not allow time off on an hour-per-hour basis for work performed by an exempt employee. Please refer to the HCTA contract for additional information on Alternate Schedule Time (AST).

12. Do paras earn comp time?

Paras earn comp time (time and a half) if they are asked to work over 40 hours in a workweek.

13. When can they use it?

Paras can use comp time whenever they have prior approval of their administrator.

14. Can I use comp time before it is accrued?

No

15. How do I document that I have earned comp time?

Non-exempt employees will notate the hours worked on the Authorization to Accrue Comp Time Form and

have it signed prior to working extended hours. The non-exempt employee will also note hours worked on his/her time sheet.

16. Do I keep my comp time if I transfer to another site?

Yes. Your Comp Time Balance will transfer with you to any location. You are, however, asked to use the time before transferring to a new site, if possible. If you transfer to an exempt position, your comp time will be paid out to you.

17. Can I choose to get paid time and a half instead of earning comp time?

Yes. It is your choice to receive pay rather than earn comp time, however, the <u>Superintendent</u> must <u>preapprove</u>, in <u>writing</u>, any request for <u>overtime pay in lieu of comp time</u>. Requests to accrue comp time must be mutually agreed upon by you and your immediate supervisor prior to working extended hours.

18. I am a supervisor who has told my nonexempt employees to NOT come in early or stay late but they do so anyway. What should I do? Do I have to pay them overtime?

You must compensate them for any time worked over 40 hours even if your employees have been told not to work early or late. However they will be disciplined for insubordination and this discipline may lead to termination.

19. What is the HCSB policy on Flex-time?

Flex-time may be used either by non-exempt or exempt employees, during non-student contact hours only. All flex-time must be approved by an immediate supervisor in advance. Employees should request flex-time on a temporary and infrequent basis. Flex-time is earned at the site level only and is not recorded in Skyward. Flex-time must be utilized during the same pay period the flex-time is earned. Example, an employee requests to leave half an hour prior to the end of their shift Monday but will remain half an hour after the end of their shift Tuesday. Flex-time does not accumulate.

20. A non-exempt employee asks to take his lunch hour during the last hour of the day. Can the supervisor allow this?

This change to lunch schedule should only be allowed when it does not disturb the workflow and is not done frequently by the same employee. The employee should sign out on a site/department sign out sheet indicating that lunch is being taken at the end of the workday. This sheet should be retained by the timekeeper. The employee should sign his/her timesheet indicating the correct time that he/she left.

21. Is an employee permitted to change his/her work hours by taking lunch or break time at the end of each day and leaving early?

No.

22. Do times on timesheets have to be exact?

Timesheets must accurately reflect the hours worked. Employees may sign in up to 7 minutes prior to the scheduled work time and sign out up to 7 minutes after the scheduled work time without the expectation of additional compensation. This does not permit employees to report to work later than the assigned time or leave prior to the end of shift.

23. Where can I learn more?

Visit the U.S. Department of Labor's website at: www.dol.gov/whd/regs/compliance/hrg.htm. Or review our FLSA Manual.

PERSONNEL RECORDS

Personnel/employment records are processed and maintained in the Human Resources Department. All personnel files are public records and as such are available for public inspection. If you would like to review your personnel file, please contact the Human Resources Department for an appointment. You may also make an electronic request by following this link: https://www.hernandoschools.org/our-district/public-records-request

The School Board automatically exempts some confidential and sensitive personal information, such as social security numbers and medical information, from your personnel file before public disclosure in accordance with the Public Records Law. An agency that is the custodian of the personal information specified shall maintain the exempt status of the personal information only if the officer, employee, justice, judge, or other person, or employing agency of the designated employee, submits a written request for maintenance of the exemption to the custodial agency. If you are a current School District employee who is either an active or former employee in one of the above categories, and/or you are the spouse of an active or former employee, you may exercise your right of exemption from certain Public Records laws. If you elect to exempt your address and telephone number from all School District publicists, please fill out the Exempt from Public Record form and return it to the Human Resources Department. For more information about this written exemption or to see if you qualify, please refer to Florida Statute 119.071. If you qualify, you will need to complete in writing the Exempt from Public Record form. If you need additional assistance, please contact Human Resources.

Use of Social Security Numbers

The Human Resource Department should be notified in writing of any changes in personal status such as changes in name, address or marital status. Please notify Risk, Benefits and Wellness regarding any changes in beneficiary for life insurance purposes and/or changes in the number of dependents.

See School Board Policy 1590, 3590 and 4590. Click this link: School Board Policies

PROBATIONARY PERIOD

New employees and current employees with employment unit changes work a probationary period during which they can be terminated without cause. There are five (5) employment units within the school system: Administrative, Confidential, Instructional, Noninstructional and Professional/Technical/Supervisory. For administrative (that require a Florida Educator's Certificate) employees, the probationary period is 97 work days as per Florida Statute. For instructional employees, the probationary period is one (1) year as per Florida Statute. For instructional staff who work less than one-half of their contract year, if reappointed, will be issued a probationary contract for the next full school year. If an instructional employee has a break in service, they will be issued a new probationary contract upon return to active employment as long as the break in service was not for an approved extended leave. A break in service occurs when an employee resigns, retires, is terminated or is nonreappointed and is not re-hired before the first day of the teacher contract for the next school year.

For all other employees, the probationary period is 60 work days. The probationary period begins on the first work day. The probationary period excludes weekends, paid/unpaid holidays and orientations.

PUBLIC RECORDS REQUESTS

WHAT IS A PUBLIC RECORD? Any document or record that is created or received by an agency in connection with official agency business, and not considered confidential.

- Email messages sent from and to the district network
- Staff employment records
- Staff discipline records (10 days after investigation is complete)
- Social media posts to and from the district network
- Staff Directory Information (addresses, personal phone numbers, email, etc.) unless exempt.

While personal notes and/or emails are exempt from public record, the Hernando County School Board Policy states that employees are to use school board equipment for business use only.

All public record requests are to be forwarded to the Communications & Government Relations Department. An electronic request may be submitted by following this link: https://www.hernandoschools.org/our-district/public-records-request. The Communications and Government Relations Department staff will work with the appropriate custodian of the record and respond to the requester in a timely manner.

REAPPOINTMENTS AND EMPLOYMENT CONTRACTS

Employees who are classified as Confidential, Professional/Technical/Supervisory, Administrative, and Instructional (hired after July 1, 2011) are on Annual Contract status regardless of how long they have worked within the district.

Instructional employees are hired on a probationary contract. The employee will remain on probationary contract during the first full year of service. Once the employee is reappointed, after a full year of service, an annual contract will be issued in accordance with Florida Statute 1012.335. An instructional employee on probationary is not guaranteed reemployment each year and may be recommended for non-reappointment. Additional information regarding annual contract can be found in 8.105 of the Agreement between the Hernando County School Board and the Hernando Classroom Teachers' Association. If a teacher was employed within the Hernando County Schools on a Professional Services Contract and is rehired after a break in service, he/she will be placed back on Probationary Contract, in accordance with Florida law.

Noninstructional employees gain tenure after completing three (3) years of service. A noninstructional employee without tenure is not guaranteed reemployment each year and may be recommended for non-reappointment by the site administrator. After successfully completing three (3) years of experience with the Hernando County School District and being recommended for reappointment by the site administrator for the fourth consecutive year, a noninstructional employee gains tenure.

If an employee on an annual or probationary contract is not being recommended for reappointment, a reason or justification is not required due to annual contract status.

RESIGNATIONS

Any person who wishes to resign is expected to complete the electronic resignation form on the District's Application Management System. The Superintendent is authorized to accept resignations on behalf of the School Board. Upon submitting their resignation, an employee must provide keys and identification/access badge to their supervisor prior to final departure from their worksite.

A resignation cannot be rescinded or amended by the employee after submission.

Employees who wish to schedule an Exit Interview may do so by contacting the Coordinator of Retention at 352-797-7005 ext. 467.

SAFE DRIVER PLAN

Employees of the School District or employees who volunteer to drive who, during the performance of their job assignments, operates a School District vehicle or regularly uses their personal vehicle for School District use are required to adhere to the Safe Driver Plan. All drivers shall sign a receipt acknowledging they have received a copy of the Safe Driver Plan and shall supply a copy of their driver's license to the Transportation Department so their driving record can be checked. For more information, please click here: Safe Driver Plan

SAFETY AND SECURITY

ELECTRONIC SURVEILLANCE DEVICES

All HCSD property is protected by electronic surveillance devices. These devices may be used to monitor students, staff, and visitors while on HCSD property. All cameras are digitally recorded 24 hours a day. Video generally remains available for approximately 30 days unless a prior request to preserve video has been made through the Office of Safe Schools. Cameras used to monitor activity may be installed by the Office of Safe Schools in any room or area with the exception of bathrooms and changing rooms in any school district facility. Video and audio from HCSD buses and other video equipped HCSD vehicles is generally available for 3 to 30 days, depending on the recording equipment used. There is no expectation of visual or audio privacy in any HCSD-owned vehicles.

The cameras used in HCSD-owned vehicles record both video and audio input.

DOORS AND GATES

It is the directive of HCSD that **all** classroom doors and gates are to remain closed and locked during the school day when students are present. Pedestrian gates are to be closed and locked unless manned for the periods of arrival and dismissal.

Teachers and staff are responsible for maintaining locked doors and windows of their classrooms at all times. Failure to follow this procedure may put students and staff at risk. Failure to secure doors and gates may be subject to employee disciplinary procedures.

DRONES

At all times, the use of drones on school board property is strictly prohibited unless as part of approved

curriculum AND under the supervision of an HCSD staff member.

EMERGENCY NOTIFICATIONS

In order to streamline the HCSD Emergency Notifications, a district contact has been assigned the task of receiving all emergency notifications during the school day and after hours. The lead site administrator or his/her designee will be responsible for ensuring the timely reporting of any and all incidents at each HCSD school. The Director of Safe Schools must be notified at the first opportunity. In turn, the Director of Safe Schools will immediately notify the Superintendent of Schools and any other required emergency response agencies or affected departments. If a facilities or maintenance emergency exists, notification must be made to the Director of Facilities Operations Division or his/her designee. Notifications will follow state rules.

Each site will be responsible for calling 911 if the situation requires it and then calling the Director of Safe Schools at (352)797-7233 or cell (352) 263-5869. It is essential that all other elements of the site's emergency plans are followed during an emergency. This includes, but is not limited to, evacuations, secure campus events, lockouts, lockdowns, active shooter events, and/or weather-related emergencies.

The principal, site administrator or designee is responsible to ensure that any incident involving first responders beyond the SRO on campus is reported to the Director of Safe Schools at (352)797-7233 or cell (352)263-5869 as immediately as possible.

Reportable incidents which should be called in as immediately as possible include:

- Evacuations (for any reason to include, but not limited to: fire, bomb, chemical spill)
- Active Campus Threat (secure perimeter, hold in place, reverse evacuation)
- Weapons found, fired or reported on or near campus
- Sexual Battery
- Kidnapped or missing children
- Hostage situation
- Any threat or act of violence against a student, staff member, or site
- Any student, staff member or other person who is injured on an HCSD site AND is transported to the hospital
- Break-ins, vandalism, or theft of property from a site
- The on-site arrest of any student, staff member or other person
- The death or attempted suicide of any student or staff member off site and student, staff member or other person on site
- Any prolonged loss of utility service (electrical, water, phone, internet, digital radios and air conditioning) that creates a disruption of the school/site.
- Any motor vehicle accident that takes place on HCSD property or involves a HCSD owned, rented
 or leased vehicle on or off HCSD property. This includes golf carts, gators, tractors, and all other
 motorized vehicles.
- All other incidents that take place on or off- site that may cause a disruption to the normal operation of a facility or requires a response from an outside agency such as: Law Enforcement, Fire Departments, Emergency Management, Health Department, Hazmat Team or the Department of Environmental Protection.

The contact numbers for reporting incidents are: Director of Safe Schools: Office 352-797- 7233, Cell Phone: 352-263-5869 OR Fire Official: Office (352)797-7050, or Personal Cell (352)573-7878.

EMERGENCY PROCEDURES

See your site administrator for site specific emergency plans/procedures.

EMERGENCY SHELTERS

The following locations are made available for use by the general public in case of natural disasters (such as hurricanes or tornadoes) or man-made disasters and provide an orderly method of operating the facility should the need arise. The facilities named below have been designated as emergency shelters, should the County Director of Emergency Management determine it is necessary. These will be the only school facilities open to the public for this purpose unless the Superintendent of HCSD makes the decision to open other locations as needed:

- Central High School
- Challenger K-8 School of Science and Mathematics (special needs and service animals only)
- Chocachatti Elementary School
- D.S. Parrott Middle School (Pet Friendly: accepts dogs and cats only at shelter)
- Deltona Elementary School
- Explorer K-8 School
- Fox Chapel Middle School
- F.W. Springstead High School
- Hernando High School
- Moton Elementary School
- Nature Coast Technical High School
- Suncoast Elementary School
- Weeki Wachee High School
- West Hernando Middle School
- Winding Waters K-8 School

These facilities will be supervised by Hernando County School District staff members as determined/directed by the HCSD Superintendent or designee. All general population shelters may be activated as pet friendly shelters.

EMERGENCY EMPLOYEE SCREENING FOR SUICIDALITY OR THREAT ASSESSMENT

- All cases where an individual who is reportedly (by self or others) displaying signs of suicidal or threatening behavior must be taken seriously. At no time shall the individual be left alone. The site supervisor shall follow the steps below:
- The individual of concern should be escorted to a location separate from other staff members and placed in the presence of a confidential employee.
- The site administrator must immediately inform the District's Director of Labor Relations & Professional Standards who will inform the Superintendent of the situation.
- The site administrator must contact the Director of Safe Schools who will inform the Coordinator of Threat Assessment of the need for a suicide risk assessment or behavioral threat assessment. This assessment will be separate from any interviews or investigations by site administrators that may lead to discipline. To protect privacy, union representation is not permitted during these assessments.
- The Coordinator of Threat Assessment will communicate findings to the Director of Labor Relations & Professional Standards.
- The Director of Labor Relations & Professional Standards will advise the Superintendent of assessment findings and make appropriate recommendations.

I.D. BADGES/ELECTRONIC ACCESS CARDS

Employee ID badges are photo IDs provided by the Office of Safe Schools Department and are free of charge to all employees. ID badges/Access badges <u>must</u> be worn at all times by staff for security purposes. Replacement of broken or damaged badges are provided free of charge to all employees. If it is determined

by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged.

Lost badges are replaced at a cost of \$20.00. Employee ID badges can be kept year-round for ID and discount purposes.

KEYS AND ELECTRONIC ACCESS CARDS

Keys are to be secured through the principal and/or designee. Requests for additional or duplicate keys must be approved by the principal. A request for additional keys must be requested through the work order system. Keys may only be duplicated by the HCSD Office of Safe Schools and only after approval is gained through the work-site administrator and Safe School's designated staff member. Staff may not issue or loan keys or electronic access cards to students or other staff members. Keys and electronic access cards are assigned to specific staff members who are responsible for the security of the areas to which they provide access. Staff may not unlock doors to other rooms at the request of students nor allow students to enter rooms unsupervised. Keys and Electronic Access Cards are to be kept secured at all times, so as to avoid the possibility of loss or theft.

Keys and electronic access cards for district equipment, vehicles and buildings are the responsibility of the staff member to whom the keys were assigned. In the event an employee's assigned keys or electronic key cards are lost or stolen, the employee will be responsible for the cost of replacing them and/or the equipment associated with them (re-keying locks, key blanks, reprogramming locks, etc.). The wages of an employee who does not timely reimburse the district may be garnished until reimbursement is made. Each case of a lost or stolen key will be reviewed individually to determine if the employee acted with due diligence or if an unusual circumstance existed that may hold the employee harmless for replacement costs. The cost of replacing a damaged Electronic Access Card is free as long as the damaged card is available for review. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. The cost of replacing a lost or stolen Electronic Access Card is \$20.00. At the time Keys or Electronic Access Cards become lost or stolen, the site administrator and HCSD Office of Safe Schools must be informed immediately so that the site administrator can be made aware, and the electronic access card can be removed from the system. When sending electronic access cards and payment for lost or stolen badges through interoffice mail, the designated Office of Safe Schools transit bag must be used. All transactions using the secured transit bags must go through the site access coordinator.

The site administrator or his/her designee shall collect all keys, electronic access cards (specific for that site) from any employee whose employment is ending with the HCSD, transferring to a different site, or on leave of absence. If keys and or electronic access cards are not retrieved, the HCSD Office of Safe Schools shall be notified immediately. Keys issued to all employees who work less than 249- day contracts must be turned in to each school/site administrator at the end of each school year.

Exceptions may be made on an individual basis as agreed upon by the site administrator and Office of Safe Schools Director or designee. Keys will be reissued to employees returning for the following school year during pre-school week.

ID/Access badges must be audited by each work-site's key coordinator annually. Once the key coordinator has verified the possession and quality of each employee's ID/Access Badge, the badge may be returned to the employee. Any broken, significantly faded, or non-functioning badge should be returned to the Office of Safe Schools for replacement. If it is determined by the Office of Safe Schools, that any badge was damaged by neglect, improper storage, or purposeful damage then a replacement cost of \$20 will be charged. Employees who work less than 249 days per year will have their electronic access temporarily

disabled (for their scheduled time off) unless explicit permission is sought by the site administrator and granted by the Office of Safe Schools.

VENDORS

Vendors who come on school campuses must have a current State and HCSD-issued Vendor ID showing they have successfully completed the proper background check. Any vendor who does not have a valid HCSD vendor ID must be directed to the Office of Safe Schools and must not enter school grounds. The visitor management program cannot be used as a substitute for the required background check and School District-issued Vendor-ID.

All staff should redirect vendors without the proper vendor ID to the front office where they will be given instruction on how to get the proper vendor ID. If a vendor does not return to the main office or leave the premises staff are instructed to call law enforcement and have them removed from the premises. See Appendix J for specific information about badge colors and requirements for vendors and contractors.

VISITORS

A visitor's pass must be issued to all non-employee and non-vendor persons, including family members and parents/ guardians, who are on the campus. All visitors must be escorted or with a HCSD staff member while on campus and should never be alone with students. Staff members are to escort any persons without the proper visitor pass to the office. All visitors to school campuses during normal business hours must present a valid driver's license, State ID or military ID. The ID must be scanned through the visitor management program to ensure that the visitor or volunteer is not a sexual offender or predator. No sexual offenders or predators may enter any Hernando County School District site unless they have been cleared by the Safe Schools Department and follow the restriction placed on them by the School District.

HCSD staff, and/or Hernando County first responders who are wearing their agency identification badge should sign in at the main office using the current sign in method (visitor management system). If employees or first responders in uniform are signed into the visitor management program, the school can enter a birthdate of 01/01/11. This way all visitors to campus can be accounted for in the event of an emergency. Any district staff member who is **NOT** wearing his/her badge **must** produce a driver's license and be scanned in through the visitor management software system.

STAFF INVESTIGATIONS

If there is an allegation of misconduct made about a staff member, then an investigation is initiated. An investigation should be completed by the supervisor of that employee. The Superintendent will designate investigator in extenuating circumstances. Human Resources will coordinate investigations where multiple supervisors may be involved due to student involvement and/or multiple worksites. A staff member will be informed of the complaint/general allegation coming to the attention of the supervisor and that he/she is under investigation, prior to public notification being made. A staff member may be removed from student contact or work duties. That removal may be to report to a specific place at the work site, another work site, or in certain cases may include administrative leave. Administrative leave will mean that the employee will not report to work and will continue to receive regular pay during the investigation. Employees will receive all due process provided by policy, applicable bargaining contracts, and applicable law. Employees who are members of a bargaining unit are entitled to representation in accordance with the bargained employment contract. It is up to the employee to coordinate that representative, though supervisors or may make direct contact with the appropriate union representative when that action may simplify scheduling issues. After the investigation has been concluded discipline may be issued in accordance with district policy, due process, applicable bargaining agreements, and applicable law. Certificated employees whose

misconduct requires reporting to the Department of Education will be informed that such a report has been made.

Other agencies may have parallel investigation(s), separate from those being conducted by the school district. When the district has knowledge and is able to notify staff member(s) of these investigations, they will do so. Every effort will be made to maintain employee confidentiality during the investigation.

See School Board Policy 1139, 1139.01, 1140, 1550, 3139, 3139.01, 3140, 3140.01, 3550, 4139.01, 4140, 4550, and 8141 Click this link: School Board Policies

TOBACCO FREE ENVIRONMENT

TOBACCO USE AND E-CIGARETTES

School Board Policies prohibit the use of any form of tobacco products anywhere on the campus of any facility owned or leased or contracted for the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, all open areas and in any area utilized by students or designated for student activities. Additionally, the use of tobacco products in any form in facilities, vehicles and areas designated for various student programs and activities is prohibited. This includes the use of e-cigarettes, "vapor", or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

NICOTINE PATCHES

The wearing of a nicotine patch is allowed by staff when prescribed by a medical doctor. Patches should be worn under clothing, if possible.

See School Board Policy 7434, 1215, 3215, 4215 and 5512. Click this link: School Board Policies

TOXIC SUBSTANCES AT WORK

Employees have a right to know about exposures to toxic substances in the workplace. A list of toxic substances is listed at each school or District facility. Toxic Hazard Preparedness (THP) is the responsibility of the Facilities and Operations Division. Current files of Safety Data Sheets (SDSs) will be maintained for every hazardous material present on District property. In fulfilling these responsibilities, the Facilities and Operations Division may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazards.

See School Board Policy 8431. Click this link: School Board Policies

USE OF SCHOOL FACILITIES AND EQUIPMENT

Use of facilities is governed by Board Policy. Any individual or organization leasing Board facilities must comply with the Use of Facilities Procedures. Site administrators do not have the authority to waive Use of Facility fees. Events may not take place which will interfere in any way with regular school activities, adult education programs, or community school programs. Requests for use of facilities should be made in such a fashion to assure adequate time for consideration by the Superintendent to either grant or deny approval of a request. Final approval must be obtained before advertising the activity. Facility Use process documents can be found on the District website: https://www.hernandoschools.org/departments/budget-

finance/use-of-facilities

Employees should not use district-owned equipment for personal use.

The Loan of District Equipment form (SO-PC-002) must be completed by the employee when any type of district equipment is loaned (i.e., bringing a laptop computer home). Employees are responsible for the cost of any damages to, or the loss of, the equipment. Equipment loaned will be for business use only and shall not be used for gainful outside employment or private use of employees for personal gain, or by any outside group or organization, in accordance with School Board policy.

See School Board Policy 7510 and 7530. Click this link: School Board Policies

AUDIO-VISUAL EQUIPMENT

Equipment will be available from the media center and can be checked out by the media center staff. Employees are responsible for the prompt return and care of the equipment.

VOLUNTEERS LEVEL I AND LEVEL II (A+)/SPONSORS

Volunteers who are NOT employees will be addressed through the School Board-Adopted Volunteer Guidelines Manual and policy.

Any staff member who serves as a volunteer for any school-sponsored activity remains governed by Board policies related to employee behavior and action.

See School Board Policy 2430.01. Click this link: School Board Policies

WEAPONS/FIREARMS

It is the expressed policy of the Hernando County School Board that District employees are prohibited from openly carrying a handgun or carrying a concealed weapon or firearm, in a school safety zone, into any elementary or secondary school, administration building, as well as into any Board meeting, any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

All persons, including school personnel, violating the provisions of this policy, while on School Board property or while attending school activities, wherever located, shall be immediately reported to the proper law enforcement authority. Employees violating the above provisions shall also be reported to the School Board and to the Professional Practice Commission. The Superintendent shall report any Employee violation of the provisions hereof to the School Board and shall also include a recommendation for disciplinary action, which may include suspension or dismissal.

Authorized school programs such as School Safety Guardians which require the usage of firearms shall be exempted as follows:

*The only District employees who may possess weapons on campus include Safe Schools' employees who hold positions of School Safety Guardians. Guardians may open carry only when they are in uniform and

on duty fulfilling the job responsibilities of their role as School Safety Guardian for the site to which they are assigned – at school, on school transportation or at a school-sponsored event, e.g. football game, or a School Board Meeting. School Safety Guardians may not carry a weapon concealed at any time while on duty. The Director of Safe Schools may, under extraordinary circumstances, briefly possess a firearm that has been assigned to a School Safety Guardian.

See School Board Policy 1217, 3217 and 4217. Click this link: School Board Policies

WORK EXPERIENCE – (salary purposes only)

EARNING YEARS OF WORK EXPERIENCE

Employees must work one (1) full day more than one-half (1/2) of the contract year (assigned to their position) in order to earn a year of experience. If an employee does not earn a year of experience, he/she will remain on the current salary schedule step/level until the following school year ends.

WORK EXPERIENCE GRANTED FOR MILITARY EXPERIENCE

Professional/Technical/Supervisory and Administrative personnel will not be granted military experience unless the military experience is deemed like to said PTS or Administrative job description.

Instructional personnel may receive up to ten (10) years of credit for military experience. A copy of the DD-214 must be submitted to the Human Resources Department.

Non-instructional and Confidential Military Veterans may be granted a \$500 supplement for military experience provided a DD214 is submitted to the Human Resources Department for review and approval. At least one year of full-time military active duty is required to be eligible for the supplement. The DD-214 form(s) must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

WORK EXPERIENCE GRANTED FOR PREVIOUS EMPLOYMENT

All experience must be verified by the former employer(s). Verification of Work Experience Forms are available on the Human Resources Department link on the HCSD website. The Work Experience Forms are also provided at the time of on-boarding. It is the responsibility of the employee to request these forms and provide the completed forms to the Human Resources Department.

The verification of employment forms must be received in the Human Resources Department within 45 calendar days of the employee's start date to be retroactive to the employee's start date. If the forms are received after the 45 days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

Instructional personnel may be granted up to twenty (20) years of teaching experience if the following criterion is met:

- Must have documentation of a satisfactory evaluation rating in a full-time teaching position for each year verified
- Must have the previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must

- include contact information (address, phone number, etc.)
- Previous position must have required a valid teaching certificate
- Previous employer must have been an accredited institution

Professional/Technical/Supervisory personnel may be granted up to ten (10) years of like experience if the following criteria are met:

- Must be like job experience (similar duties) as determined by Human Resources
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

Administrative personnel may be granted up to fifteen (15) years of administrative experience if the following criteria are met:

- Must be like job experience (similar duties)
- Must have been in a supervisory or administrative capacity
- Must have previous employer listed on the occupational experience section of the application for employment
- Form(s) must be complete and signed by previous employer or employment agency and must include contact information (address, phone number, etc.)

The employee may be required to provide additional documentation, such as a job description, if required by the Human Resources Department administrator. Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Employee has up to 30 days from the date experience is granted to appeal the number of years granted.

WORK EXPERIENCE SUBSTITUTED FOR REQUIRED POST SECONDARY EDUCATION

Related work experience equivalencies may be substituted in lieu of postsecondary education as per Senate Bill 1310 for a position of employment if the person seeking the position is otherwise qualified for such position. Related work experience may not substitute for any required licensure, certification, or registration required for the position of employment as indicated in the board approved job description of the position of employment.

A public employer may include a postsecondary degree as a baseline requirement only as an alternative to the number of years of direct experience required, not to exceed:

- (a) Two years of direct experience for an associate degree;
- (b) Four years of direct experience for a bachelor's degree;
- (c) Six years of direct experience for a master's degree;
- (d) Seven years of direct experience for a professional (specialist) degree; or
- (e) Nine years of direct experience for a doctoral degree.

Any years used to substitute for a required postsecondary education may not be used as experience towards

salary. Only years in excess of those used to substitute for the required postsecondary education may be applied towards determining the starting salary for said position, as applicable.

Staff Handbook

Section 3: Employee Benefits and Risk Management

Employee Benefits

Qualifying Event/Change in Status

Retirement

Workers' Compensation

EMPLOYEE BENEFITS

NEW EMPLOYEE BENEFIT ELECTIONS

An election confirmation and enrollment form, provided as a downloadable document via the new employee orientation, must be completed and returned to Human Resources during onboarding. The new employee can make changes within the first 30 days from the first day of employment by emailing a new election confirmation form marked "revised" to a Risk, Benefits & Wellness Specialist. When adding dependents, you must provide dependent verification: birth certificate, marriage certificate, etc. Benefits will be effective on the first of the month following a sixty (60) day waiting period. The employee will not be eligible to make changes to his/her insurance until the open enrollment period unless he/she is experiencing a qualifying event as per IRS Section 125 regulation. If an employee elects to participate, premiums will be charged retroactively to the employee's effective date via payroll deduction. The effective date will be the 1st of the month following a sixty (60) day waiting period. Visit the Benefits page on our website for more information.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

BENEFITS WHILE ON UNPAID EXTENDED LEAVE OF ABSENCE

While on unpaid extended leave of absence, the employee is responsible for 100% of benefit premium payments. Life insurance must be converted to an individual policy. If the leave is due to illness, the employee may be eligible for a waiver of premium from the life insurance company. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment.

BENEFITS WHILE ON FAMILY MEDICAL LEAVE

When an employee is out on continuous or intermittent Family Medical Leave, the School District will continue to contribute its portion of the employee's health and life insurance premium, and the employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON MILITARY LEAVE

While on Military Leave, the employee is responsible for 100% of benefit premium payments. The life insurance must be converted to an individual policy. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk,

Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON RETIREMENT

Retired School District personnel and their eligible dependents may be able to continue participation in their current group insurance plans. Insurance premiums are paid by the retiree. Retirees will be required to have their benefit payments deducted from their FRS Pension check. If the employee is not receiving a pension check because they elected the Investment Plan option or if their pension check is not sufficient to be able to deduct the benefit payment, the retiree may pay the benefit premium direct to the Hernando County School District, Attention Benefit Payments. If the retiree is deficient in paying premiums, the retiree's benefits will be terminated. Contact Risk, Benefits and Wellness for more information.

BENEFITS WHILE ON SUSPENSION WITH OR WITHOUT PAY

While on suspension with or without pay, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

BENEFITS WHILE ON WORKER'S COMPENSATION LEAVE

When an employee is out on Worker's Compensation Leave, the School District will continue to contribute its portion of the employee's health and life insurance. The employee is responsible for his/her portion of any other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If the employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. The employee will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

TERMINATION OF EMPLOYMENT

An employee will continue coverage via the Hernando County School District's group insurance policy until the end of the month in which he/she terminates. The termination date is determined by the last day an employee worked or was on an approved leave. A COBRA election notice will be sent with directions on how to continue benefits.

WAIVER OF BENEFITS

If an employee does not choose to enroll in the health, vision or dental plan, the employee must complete the Election Confirmation and Enrollment Form to decline coverage, elect a beneficiary and forward to Risk, Benefits and Wellness. The employee will automatically be enrolled in the District's group life insurance plan and will not be eligible for benefits until the next open enrollment period unless the employee

experiences a qualifying event as described in IRS Section 125 regulation. The employee will have thirty (30) days from the date of the qualifying event to make changes.

QUALIFYING EVENT/CHANGE IN STATUS

What is a qualifying event/change in status?

A Qualifying Event/Change in Status is an IRS permitted mid-year plan election change.

Can I change my benefits during the year?

In general, during the plan year, under limited circumstances as provided by the District School Board of Hernando County's plans and IRS regulations, a Change in Status event may permit you to change a benefit election if you, your spouse, or dependent gained or lost eligibility for coverage under a qualified plan, as described in IRS Section 125 regulation.

What type of changes can I make?

The IRS requires that mid-year plan election changes must be on account of and corresponds with a change in status that affects your own, your spouse's, or your dependent's eligibility. The IRS requires mid-year plan election changes be on account of, and consistent with, a permitted event. Mid-year plan election changes are not automatic. Even if you experience a permitted Change in Status election change event under IRS regulations, your employer's component plans' insurance contracts may not allow (or may limit) mid-year plan election changes.

How do I know if I have experienced a change in status?

The 2-Step Rule: You can only change your benefit election(s) during the plan year if:

- 1. a qualifying change in status event has occurred and
- 2. the requested election change(s) corresponds with the event

What are qualifying events?

- 1. Change in your legal marital status including marriage, death of a spouse, or divorce.
- 2. Change in number of tax dependents including marriage, birth, death, adoption, or placement for adoption.
- 3. Change in employment status that affects your own, your spouse or dependent's eligibility including termination or commencement of employment, commencement or return from unpaid leave of absence.
- 4. The gain or loss of a dependent eligibility status such as attainment of specified age; student status; marital status; or any similar circumstances which satisfy or cease to satisfy eligibility status.
- 5. Change of residence of employee, spouse, or dependent that affects his/her eligibility for coverage.

When can I complete paperwork to add my newborn?

You can enroll your newborn by completing and returning the necessary paperwork to Risk, Benefits and Wellness within 30 days. If you do not enroll your newborn within 30 days of the birth date, the newborn's claims will not be paid and you will have to wait until the next open enrollment to enroll him/her in the Board's health care plan.

Can I add other dependents when I add my newborn?

Yes, you can add existing dependents whenever a dependent gains eligibility because of a qualifying change in status event.

If one of my dependents becomes eligible for Medicaid/Medicare, can I cancel coverage for all of my dependents at this time?

No, you may cancel coverage for that dependent only.

If my dependent becomes eligible for Florida KidCare can I drop my dependent coverage mid- year?

Yes, you may drop coverage for the covered dependent.

If my dependent loses eligibility for coverage under Medicaid or Florida KidCare, can I enroll them in health coverage?

Yes. If you or your dependent(s) lose eligibility for coverage under Medicaid or Florida KidCare or become eligible for premium assistance, you must notify the Risk, Benefits and Wellness within 30 days.

If I purchase an individual policy from an outside provider. Can I drop my dependent coverage midvear?

No, IRS regulations do not allow a cafeteria plan participant to cease participation if he or she becomes eligible for a plan other than an employer sponsored group plan, Medicaid, Medicare or SCHIP (*Florida KidCare*).

Can I change my benefits at any time after I have experienced a change in status?

No, you must notify the Benefits Department within 30 days of a qualifying change in status event.

What happens if I fail to notify the employee benefits department of my change in status event within 30 days?

It is the responsibility of the employee to notify Risk, Benefits and Wellness of a change in status that affects the employee's, his/her spouse's, or his/her dependent's eligibility. Failure to notify Risk, Benefits and Wellness within 30 days will result in your benefit election(s) continuing until the next plan year. You can make such changes during open enrollment to be effective January 1, or the next calendar year. It is the School Board's policy not to refund overpayment of premiums.

Mid-year plan changes qualifying events:

- 1. Marriage
- 2. Divorce
- 3. Adoption
- 4. Birth
- 5. Over-Aged Dependent
- 6. Court Order
- 7. Change in Employment
- 8. Gain Employer, Federal or State Coverage
- 9. Involuntary Loss of Coverage
- 10. Moved from Service Area

IF YOU HAVE EXPERIENCED A QUALIFYING EVENT, YOU MUST:

Contact Risk, Benefits and Wellness within 30 days of such change to request the appropriate forms to stop or modify your benefit election(s) at (352) 797 – 7007. Complete and return the change in status request forms to Risk, Benefits and Wellness with documentation that authenticate the qualifying event.

A Risk, Benefit and Wellness Specialist will determine if your change in status meets IRS regulations. If your change results from a qualifying change in status event, the change(s) to your benefit(s) will be made following receipt of all properly completed forms and necessary documentation, including but not limited to dependent verification if necessary. Premium deduction(s) or reimbursement(s) will be processed on the

effective date of coverage as determined by the qualifying event date.

CHANGE IN STATUS DOCUMENTATION REQUIREMENTS:

- Marriage Copy of Marriage Certificate
- Divorce A certified copy of the "Final Judgment"
- Birth Copy of birth certificate or social security card application "Notification Letter"
- Adoption Copy of adoption decree, placement for adoption papers or forms provided by the court
- Death Copy of Death Certificate
- Legal Custody of Child Documentation that the child is your legal dependent
- Eligible for Medicare, Medicaid, or State Children Health Insurance Plan (SCHIP, i.e. Florida KidCare)
 Copy of card or letter stating the effective date of coverage and names of individual eligible for coverage
- Dependent Flexible Spending Account Letter from provider stating the effective date of change and the rate of increase or decrease
- Unpaid Leave Letter from employer stating dates of unpaid leave
- Significant Change in Coverage
 - o Loss of Coverage A letter from employer stating the date coverage terminates
 - o New Eligibility A letter from spouse's employer stating date of newly eligible coverage
- Change in Employment (Spouse)
 - o New Hire A letter from employer stating the date of hire and date eligible for medical coverage
 - o Termination–Documentation stating the effective termination date of medical coverage
- Ineligible Dependent
 - Employment A letter from dependent's employer stating date of hire and date eligible for medical coverage
 - Student If dependent has graduated or dropped out of college, a letter from the college stating such
 - o Marriage Copy of marriage certificate
 - O Plans that provide health coverage for dependents are required to extend the coverage of dependents (adult children) to age 26, regardless of their eligibility for other insurance coverage. Health Plans must provide coverage to all eligible dependents, including those who are not enrolled in school, not dependents on their parents' tax returns, and those who are married

RETIREMENT

NOTE: The information below is subject to change based on Florida Retirement System (FRS) guidelines.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Employees who reach normal retirement age/years may elect to participate in the Deferred Retirement Option Program (DROP). This program allows an employee to effectively retire under the Florida Retirement System (FRS) Pension Plan and begin accumulating his/her retirement benefits without terminating employment, for up to 96 months. While participating in DROP, monthly retirement benefits accumulate in the FRS Trust Fund. The earliest an employee may begin participation in DROP is the month they reach normal retirement date based upon age, or the month after the month of normal retirement date based upon years of service. If an employee delays application to participate in DROP, it may affect eligibility. Noninstructional employees must apply within one (1) year of reaching normal retirement age or years of service, whichever comes first, or participation will not be allowed. For instructional personnel, there is no time limit to participate after reaching normal retirement age. To apply for DROP, an employee must complete a DROP packet. The packet can be obtained by calling FRS at (844) 377-1888 or logging on to MyFRS. Contact Risk, Benefits and Wellness for more information.

DROP EXTENSION REQUEST

If an employee is in an instructional or administrative position as defined in section 1012.01(2)(a)-(d) of Florida Statute, he/she may be permitted to extend his/her DROP Participation. This extension must be authorized by the Superintendent or designee and approved by the Division of Retirement. The employee must be employed on a contractual basis in an eligible position at the time they complete his/her initial 96-month eligibility period and must remain in an eligible position during his/her extended DROP participation. To request an extension of DROP, the employee must submit a written request to Risk, Benefits and Wellness along with a completed FRS DP-EXT form prior to the end of his/her initial period of DROP participation. This form can be obtained by calling FRS at (844) 377-1888 or logging on to MyFRS. DROP extension requests will only be authorized through the end of the employee's current contract year. Contact Risk, Benefits and Wellness for more information.

RE-EMPLOYMENT AFTER RETIREMENT

Before becoming reemployed in any capacity, including substituting, with any FRS employer after retiring or terminating DROP participation, the employee should contact the Bureau of Retirement Calculations Department for guidance at (844) 377-1888.

RE-EMPLOYMENT LIMITATION PERIOD

Employment with any FRS employer during the first year of your retirement may result in suspension of your retirement benefits. There are no exceptions. Prohibited employment includes full-time, part-time, temporary, other personal services (OPS), and contractual services. Contact FRS at (844) 377-1888 before beginning employment with an FRS employer to ensure that the limitation period is over.

Note: Retirement includes Pension, DROP, Investment Distribution and three percent Employee Contribution Distribution.

INSURANCE BENEFITS

School District personnel who have ended their employment by retiring may continue to participate in the current group health insurance program of the district provided the person also retires with the Florida Retirement System (FRS) within thirty (30) days of the last day of their employment and there is no interruption in insurance coverage. After completing an online Resignation/Retirement process on the District's website, the employee will receive a letter with instructions on how they can continue their insurance benefits. For more information contact Risk, Benefits and Wellness.

INTENT

In addition to the requirements for FRS, the employee must advise his/her administrator of his/her intent to retire. The employee must complete the online Resignation/Retirement process on the District's website. For additional information, please refer to <u>Initiate Your Retirement Process</u> which outlines the retirement process.

NEW EMPLOYEE RETIREMENT ELECTION

New employees must choose to participate in a Florida Retirement System (FRS) plan before the deadline, 4:00pm ET on the last business day of the eighth month following their month of hire. If the employee does not submit a plan choice by the deadline, the Investment Plan will be considered their 1st Election by default. Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377, Option 2 for free retirement planning.

RETIREMENT PROCESS

As per the Division of Retirement, to apply for Service Retirement or DROP via the Florida Retirement

System (FRS), the employee must submit a signed and notarized application form to the Bureau of Retirement Calculations Department. Applications are accepted up to six (6) months prior to the termination of employment date. The law does not provide retroactive benefits for an employee who delays completing an application, contact the Florida Retirement System with questions. It is the responsibility of the employee to initiate his/her retirement process.

Forms and assistance can be obtained via the Division of Retirement by calling (844) 377-1888, logging on to MyFRS or contacting a Financial Advisor. Contact Risk, Benefits and Wellness for more information. Please note that Risk, Benefits and Wellness personnel in the Human Resources Department serve strictly as liaisons between the Florida Retirement System and School District employees and cannot legally provide retirement advice.

VACATION/TERMINAL PAY BENEFITS

Employees may be entitled to vacation and/or terminal pay benefits depending on years of service (see School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03). Administrators, Instructional, Professional Technical and Confidential staff must request Bencor information by calling (888) 258-3422 option 1, eligible sick pay may be sent to Bencor. You can request a payout or rollover form from Bencor 30 days after your resignation date by calling (888) 258-3422 option 1.

See School Board Policy 1430.06, 4430.06, 1430.03, 3430.03 and 4430.03. Click this link: School Board Policies

WORKERS' COMPENSATION

The procedure for filing a Workers' Compensation claim is listed below:

- An injured employee must report the incident to the site Administrator or workers' compensation coordinator. All injuries need to be recorded on the site's Employee First Aid Log within thirty (30) days of the injury.
- If medical treatment is necessary, the workers' compensation coordinator will do the following:
 - EMERGENCY: a medical emergency is an injury that is acute and poses an immediate risk to a person's life or long-term health. Call 911 and get professional help immediately. Alert Risk, Benefits and Wellness and Fire Official.
 - Injured worker must call PMA 24 hr. nurse with the assistance of the site's worker's compensation coordinator.
 - Advise the employee that it is his/her responsibility to give the workers' compensation coordinator and their direct Supervisor all documentation from the treating physician immediately following treatment. Employee must immediately return to work unless otherwise stated by workers' compensation provider.
- Advise employee that in order to receive workers' compensation benefits, he/she must stay within the assigned workers' compensation network of doctors. All authorizations for specialty medical services must be approved by the workers' compensation carrier.
- The employee must submit documentation from the authorized workers' compensation treating physician in order for time off to be considered as workers' compensation paid in line of duty leave. Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. Once the employee has been released to return to work, he/she will notify his /her supervisor immediately. Failure to do so may subject the employee to progressive discipline that may include termination. Upon return to work

- the employee MUST provide a "release to return to work" from the authorized workers' compensation treating physician to the site administrator.
- If an employee with a worker's compensation injury is out for 10 consecutive days, he/she must complete an extended leave form and follow extended leave procedures with Risk, Benefits and Wellness.

While on Workers' Compensation Leave, the School District will continue to contribute its portion of the employee's health and life insurance premium payments. The employee is responsible for his/her portion of all other benefit premium payments. The employee's payment should be made through the Hernando County School District, Attention Benefit Payments. If an employee is deficient in paying premiums, the employee's benefits will be terminated. It is the employee's responsibility to notify Risk, Benefits and Wellness and the life insurance company when he/she returns to active employment. Employees will automatically be enrolled in the District's group life insurance plan on the first of the month following a sixty (60) day waiting period unless the employee elects differently by completing and returning the election confirmation and enrollment form within the first 30 days of returning to active employment status.

MODIFIED DUTY ASSIGNMENT

If an employee is placed on a modified duty assignment, the placement must be based on a condition that resulted from a workplace injury. The specific restrictions must be identified by an authorized workers' compensation physician. The employee's supervisor then determines if the regular position can be temporarily modified to meet the specific restrictions. If the employee's regular job cannot be modified, the employee may be placed in a modified duty assignment by the site Administrator or Risk, Benefits and Wellness. The employee will be paid at his/her normal rate of pay and benefits. Work hours may be modified. If the injured employee does not agree to work in the modified duty assignment, the employee will forfeit workers' compensation benefits and no longer be paid by the workers' compensation carrier or the School District. Workers' compensation medical benefits will continue until the employee reaches maximum medical improvement (MMI) as determined by the assigned workers' compensation physician. If the restrictions are not able to be accommodated, as determined by Risk, Benefits and Wellness, the employee will continue on workers' compensation and will be paid by workers' compensation carrier. Medical benefits will continue (if applicable). Modified duty assignments will be reviewed periodically. If an employee has not been released to regular duty at the end of a 120-day period, an assessment will be made regarding the employee's progress and employment status.

See School Board Policy 1430.05, 3430.05, 4430.05, 4124 and 8442. Click this link: School Board Policies

Staff Handbook

Section 4: Employee Policies & Procedures for Students

Attendance - Student

Bullying, Harassment and Dating

Violence and Abuse

Child Abuse Reporting

Clinic

Confiscated Student Property

Counseling Services

Cumulative Folders

Dropping and Transferring Students

Field Trips

Fundraising

Grades

Instruction

Instructional Materials

Lesson Plans

Locker Room Security

Media Centers

Parent/Guardian Pick up

Passes

Reporting to Parents/Guardians

Return of Students to Classroom

(Authority of the Teacher)

Student Absences

Student Access, Referrals and

Interviews

Student Conduct Policies

Supervision of Students

Surveys of Students

ATTENDANCE - STUDENT

- Complete and accurate records of students' grades and attendance must be kept for every class. Based on each school's attendance procedure a phone call is made daily in reference to students who were absent and/or tardy. Grades and attendance must be up to date at all times and will be checked periodically by the administration.
- Students must attend school in order to receive a grade. A student's attendance must be in accordance with School Board Policy.
- Students are not to take attendance.
- If a student is to be absent from a class for the purpose of helping a teacher to do work for the school (pictures, newspaper, band, etc.), approval must be given in advance by the student's assigned teacher.
- Attendance will be taken daily by the teacher. Students who have a school approved activity absence are not to be listed on the official record of absence but the absence and reason should be indicated in the teacher's record book. All other absences shall be reported in accordance with school procedures.
- No student is to leave the school grounds to run an errand for any employee of the school system during the time they are under the jurisdiction of the school.

See School Board Policy 5200, 1213, 3213, 4213. Click this link: School Board Policies

BULLYING, HARASSMENT, DATING VIOLENCE AND ABUSE

The Hernando County School District is committed to creating a safe, healthy, learning environment for all students that is free from bullying and harassment. All employees are expected to model and support a school culture that promotes positive interactions and respect for others. Bullying is more specifically addressed in the <u>Student Code of Conduct</u> as well as School Board Policy.

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve: teasing, threats, intimidation, stalking, cyberstalking, physical violence, theft, sexual, religious, or racial harassment; public or private humiliation; destruction of property; and social exclusion.

Bullying can be physical, verbal, emotional, sexual or cyber in nature.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or staff employee.
*See full definition in the Student Code of Conduct

Staff members who witness or become aware of bullying will immediately intervene in the following manner:

- Establish the safety of the victim of bullying.
- Report to administration. School administrators are required to investigate all allegations of bullying.

See School Board Policy 5516, 5517, 5517.01, 5517.03. Click this link: School Board Policies

CHILD ABUSE REPORTING

Professionals in daily contact with children are the first line of defense against child abuse and neglect. Florida Statutes require that anyone who suspects that a child has been subjected to abuse or neglect is legally obligated to immediately call in their suspicion to the Abuse Registry Hotline at 1-800-96 ABUSE (1-800-962-2873). Child abuse reports can also be faxed to 1-800-914-0004 or reported online at www.dcf.state.fl.us/abuse/report. Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony. Additionally, the Ethics in Education Act requires mandatory reporting of child abuse. Failure to report child abuse is a breach of ethics and could result in job termination, as well as revocation of your teaching certificate. All reports are confidential; however, new revisions require that you provide your name, occupation, name of school and work number for contact by the Abuse Registry staff. As a professional courtesy, administration should be informed of any suspected child abuse that has been called in, but informing administration does not preclude the individual's duty to call in any suspected abuse. Florida Statute 1012.98 requires teachers in grades Pre-K — 12 to participate in continuing education training provided by the Department of Children Family Services on identifying and reporting child abuse and neglect. For further information regarding this training, contact the Professional Learning Department.

See School Board Policy 8462. Click this link: School Board Policies

CLINIC

The clinic is attended by a School Health Professional with varying levels of medical training and supervised by a HCSB/DOH RN. The clinic provides health services to students. For staff, the clinic provides emergency care only. Students and Staff should not seek explanation of illness from clinic personnel as they are not able to provide a diagnosis or treatment plan. Awareness of an injury must be reported to the clinic immediately. A student who is injured should be evaluated by the clinic. If the student has suffered a major injury, do not move the student; instead notify the principal and/or designee and clinic at once. They will notify the parent or guardian of the details of the accident. An accident report must be completed by the staff member who was present at the time of the accident and must be submitted prior to the close of the school day. The report should list all staff present. If an accident occurs after hours, a report must be completed and turned in prior to noon of the next school day.

ADMINISTRATION OF EPIPENS

Florida Statute 381.88 provides that teachers and others who have the likelihood to work with children who need EpiPens must be trained in the proper administration of the medication through an injection, should the child be unable to self-administer. The School Health Professional must advise teachers of any students in their class who carry an EpiPen and arrange for training in proper administration. If a teacher has a student in his/her class who carries an EpiPen and has not had training, he/she must contact the clinic immediately.

BIOHAZARD WASTE DISPOSAL

Procedures for the disposal of biohazardous wastes are outlined in the "Biohazardous Waste Disposal Plan" which is distributed to clinic personnel and custodians.

CLINIC/SCHOOL NURSE PERSONNEL

School Health Professionals are responsible for:

- assisting the Hernando County Health Department School Health Nurses and HCSB RN's
- assisting the Hernando County Health Department School Nurse Professional in carrying out a school health service program designed to promote, maintain, and improve the health of students

per the Guidelines written by the Health Department School Health Nurses and HCSB RN's

- administering first aid to ill or injured students
- administering medication to students, as per state statute
- conducting health screenings as per FL statutes and referring students with detected health concerns
- helping to prevent and control diseases
- providing comfort measures to students with minor discomfort and remaining with and giving comfort to ill or injured students until released to their parents or guardians; and ensuring that all staff members know about student medical issues as appropriate and in compliance with the law

MEDICATION POLICY (PRESCRIBED AND OVER-THE-COUNTER)

The Hernando County School District recommends that the administration of medications for students be scheduled before and/or after school hours. In the event that this is not possible, medication guidelines must be followed:

Authorized/trained school personnel may administer medication to students in compliance with the following policy procedures as approved by the Hernando County School District and the Hernando County Public Health Department:

- Only medication trained staff may receive, return, or administer medications in clinic or classroom.
- Medications may also be administered on school sponsored events within the state of Florida by staff who have been "Field Trip Medication" trained for the current school year.

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the- Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging.

Staff members' personal medication(s) must be secured where students have no access.

See School Board Policy 5330, 5335. Click this link: School Board Policies

CONFISCATED STUDENT PROPERTY

Staff members who confiscate inappropriate item(s) from students are responsible for the security of the items. Staff members who do not follow this procedure will be held liable for replacement costs. When weapons or potentially dangerous items have been confiscated by staff members a school administrator or the school resource officer are to be contacted **IMMEDIATELY** to retrieve the confiscated items from the staff member. At the end of the day, **all confiscated items** must be returned to the student or turned over to designated personnel for secure storage until a parent or guardian can pick them up. **No illegal item will be returned**. All staff members should know and follow their site's designated procedures for handling and turning in confiscated items.

COUNSELING SERVICES

Teachers are encouraged to use the Certified School Counselor and Social Worker services to meet the academic, behavioral, and mental wellness needs of all the students. Certified School Counselors and School Social Workers must gain informed consent from the parent to provide counseling services.

CUMULATIVE FOLDERS

Cumulative folders will **remain in a designated location at all times.** Folders may be viewed by teachers when necessary. All materials must remain in the folder, unless otherwise directed by the principal and/or designee. Folders must be signed, dated, checked out and returned for each use.

Maintenance and access to student records shall be in accordance with School Board Policy and Federal law. Per Federal law, parents have the right to review their child's cumulative folder. Student records are covered under the Family Education Right to Privacy Act.

See School Board Policy 8330. Click this link: School Board Policies

DROPPING AND TRANSFERRING STUDENTS

No teacher may drop any student from a class roster. When a teacher decides that a student is not properly placed, the request for transfer must be made to the appropriate personnel and approved by the administrator.

FIELD TRIPS

All field trips must adhere to School Board Policy. Field trips shall use school buses, regular or special-purpose school vehicles for transportation on field and other District-sponsored trips. Transportation for all field and other District-sponsored trips may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent. The Superintendent is authorized to establish transportation costs for school related and non-school related field trips. The transportation costs shall be reviewed annually by the Superintendent. This and additional information can be found in the Hernando County Schools Transportation Department Field Trip Manual.

See School Board Policy 8640 and 8660. Click this link: School Board Policies

FUNDRAISING

The purpose of fundraising projects is to contribute to the educational experience of the students. All fundraisers must comply with Hernando County School Board policies and should not conflict with the overall instructional program. The School Board does not permit the use of crowdfunding for District or school programs or activities, including co-curricular or extra-curricular activities. Other fundraising opportunities can be researched through the Hernando County Education Foundation.

All fundraising projects and activities must be submitted on a Fundraising Request Form/Recap located on the HCSD website. The application must be approved by administration and scheduled on the calendar in advance of the event.

• All fundraising requests that include the sale of food or beverages must be approved by the Administrator.

- All requests for exempt fundraisers should be sent to the Food and Nutrition Department. (Information on determining what constitutes as an exempt fundraiser can be found on the District's website under Food and Nutrition.)
- Elementary schools may not have door-to-door sales
- Selling candy and/or distributing candy as a fundraiser is not allowed on school grounds during school hours or on school buses

ELEMENTARY SCHOOL FUNDRAISING (K-5)

- Each elementary school may have no more than three (3) school-wide fundraising projects per school year.
- Each school should make an effort not to duplicate the activity of another school at the same time of year or season.
- All approved off-campus fundraising activities by a school, student club or class must have a teacher present at all times.

SECONDARY SCHOOL FUNDRAISING (6-12)

All students selling articles for any school, student club or class must have a current letter of introduction signed by the principal and/or designee. This applies to all organizations within the school, i.e., classes, clubs, athletic department, etc. Even if the project is connected with the school indirectly, the above procedure must be followed.

CHARITABLE DRIVES

- High Schools: Student participation in charitable drives is limited to voluntary participation of clubs and associations in secondary schools.
- Elementary and Middle Schools: Participation in charitable drives cannot be done in lieu of work detail.
- Raffles and other activities of chance shall not be conducted by any schools.

See School Board Policy 5830, 6605. Click this link: School Board Policies

GRADES

Reports on the progress of students shall be made by the schools to parents/guardians at regular intervals throughout the school year. These reports will contain the information prescribed by the Superintendent of Schools. Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English for Speakers of Other Languages) Lead Teacher for assistance.

- Report cards will be available digitally through the Skyward Parent Portal within ten (10) school days after the end of each nine (9) week grading period. If a parent/guardian would like a paper copy of the report card, they need to notify the school in writing.
- In addition to the nine-week report card, grades will be entered weekly.
- Teachers should notify a parent/guardian more frequently if a problem is apparent.
- Teachers are required to follow the prescribed rules dictating updates to Parent Portal.
- Teacher/parent conferences and other means of personal contact will be used whenever possible to report the progress being made by students and to aid in developing understanding between home and school.

- Teachers are responsible for obtaining student's transfer grades from the Certified School Counselor. Certified School Counselors are responsible for obtaining transfer grades from transferring schools, or they can use the Florida electronic grade system.
- Teachers should check with the school counseling department in order to give a student an appropriate report card when transfer grades are available to be considered with local grades.
- Teachers are required to adhere to the adopted grading policies for each grade level.

See School Board Policy 5421. Click this link: School Board Policies

INSTRUCTION

Teachers are responsible for using the Multi-tiered Systems of Support (MTSS) framework as a guide to ensure effective instruction for ALL students. Instruction should be based on the appropriate grade level State Standards incorporating a variety of effective instructional strategies. Effective strategies that have been found to have a strong effect on student achievement include but are not limited to the following:

- Universal Design for Learning (UDL)
- Differentiated Instruction
- Setting goals and providing specific feedback
- Gradual Release lesson format that includes modeling
- Determination of appropriate intervention based on student need
- Use of collaborative structures and engagement strategies
- Summarizing, note taking, and use of graphic organizers
- Acceleration

In addition, teachers are expected to:

- Utilize data driven decision making and problem solving (including all demographic groups)
- Document, monitor and communicate student progress
- Make data-based decisions regarding instructional interventions needed to support struggling students
- Assist students in the development of good study habits and time management skills
- Use effective classroom management strategies
- Consider the English language proficiency levels of ELLs (English Language Learners) when planning instruction and assessment
- Consider accommodations for ESE students when planning instruction and assessment

Please refer to the MTSS Handbook for further information. Link below:

Multi-Tiered System of Supports

INSTRUCTIONAL MATERIALS

BOARD APPROVED INSTRUCTIONAL MATERIALS

• Each district school board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school or classroom library, or included on a reading list, whether adopted and purchased from the state-adopted instructional materials

list, adopted and purchased through a district instructional materials program under s. <u>1006.283</u>, or otherwise purchased or made available.

• Teachers are expected to adhere to FL statute 1006.283 and use district approved instructional materials.

All primary instructional materials in grades K-12 must be School Board approved. The booklist is defined in the Florida BEST Benchmarks.

PURCHASING TEXTBOOKS

- All District adopted textbooks shall be consistent with District approved goals and objectives, State Standards, grade level expectations and course code descriptions.
- It is the responsibility of the principal to ensure that all textbooks for instructional use have been School Board approved and are being used at the grade level(s) or ability level(s) for which they were designed.

Purchase orders for growth and replacement are generated by the Department of Teaching and Learning. Every effort will be made to submit purchase orders in a timely manner.

RECEIVING TEXTBOOKS

- The principal and/or designee must carefully review an incoming textbook shipment to assure the accuracy of the order.
- If problems occur with the textbook order, the principal and/or designee should contact the supplier to correct the error.

SELECTION OF ADOPTED TEXTBOOKS

The staff of the Department of Teaching and Learning is responsible for the textbook adoption and curriculum review process. The goal throughout the process will be the adoption of one (1) program choice for each division – elementary, middle and high. The following process will be used:

- A subject area Instructional Materials Review Team will be established.
- The Instructional Materials Review Team will adhere to the prescribed procedures for evaluating materials consisting of the following:
 - o Review the historical and current research related to the subject area.
 - o Review of the state approved instructional materials using the prescribed evaluation tool.
 - o Evaluate the materials to ensure compliance with the State Standards.
 - Reach consensus on the final two (2) program/publishers and make a recommendation to the curriculum supervisor.
- The instructional staff for the subject area at the schools will be given an opportunity to review the recommended materials and vote for one (1) program choice.
- The votes will be submitted to the appropriate curriculum supervisor.
- The curriculum supervisors will submit the Instructional Materials Review Team recommendation and instructional staff vote results to the Superintendent of Schools.
- The Superintendent of Schools will make a recommendation to the School Board, who will be asked to approve the instructional materials that have been selected.
- The curriculum supervisors and the principal designee will collaborate to generate the purchase orders of the approved instructional materials for each school.
- Professional learning will be planned to assure successful implementation of the new instructional program.

• A review of student performance data will be conducted to determine the effectiveness of the curriculum and instructional materials adopted.

CLASSROOM LIBRARIES

Please refer to the <u>media handbook</u> procedures.

TEXTBOOK MANAGEMENT

- The principal's designee should properly label and add all new textbooks to the District adopted circulation system before distribution.
- Textbooks will be issued using the District approved electronic circulation system.
- The principal's designee will do an inventory of teacher assigned resources with each teacher during post-school or at the time a teacher terminates employment at the school.
- An annual inventory of all textbooks at the school site must be completed to determine the quantity and quality of supply.
- A notice of obligation must be completed for all lost or damaged books and noted on the electronic file

The principal and/or designee has the responsibility to manage the use of instructional materials. As a part of that management, authority is given by Florida Statute 1006.28(3) (b) to collect, from students, payment for the full cost of lost or damaged materials. All funds collected for lost and damaged textbooks shall be remitted to the Finance Department with the school's monthly Internal Account checklist.

LESSON PLANS

A systematic plan for organization and presentation of daily delivery of instruction should be maintained.

- Lesson plans/outlines must include full use of available material (textbooks and supplementary materials) and should be based on and include State Standards and grade level expectations.
- Lesson plans must include the documentation of strategies, accommodations or modifications for students according to federal and state law, as stated in the student's Individual Education Plan and 504 Plans.
- Lesson Plans must include documentation of English for Speakers of Other Languages (ESOL) strategies, accommodations and/or modifications for English Language Learners (ELLs) being served under the ESOL Program. In addition, all the ESOL strategies, accommodations and/or modifications for an ESOL student should be noted on the Hernando County ESOL Strategies, Adaptations and Accommodation Form (Form SO-ESOL-019).
- Teachers are expected to appropriately differentiate instruction to meet individual student needs.
- Lesson plans should include emergency procedures, regulations, seating charts and special duty assignments.
- Lesson plans should be prepared as directed by the principal/supervisor at least one (1) week in advance. These plans must be available for administrative review upon request and also may be reviewed during the evaluation process.
- Lesson plans must be readily available for substitutes and should provide continuity of instruction when a substitute is needed. Lesson plans for substitutes should be developed in accordance with the requirements of the individual school.
- Lesson plans are the responsibility of Long-Term Substitutes.
- Elementary teachers are expected to communicate grade level expectations to parents.
- Secondary teachers are expected to develop a yearly syllabus for the purpose of communicating

course content and student expectations.

ELECTRONIC MEDIA

All electronic media (Videos, CDs, DVDs, etc.) used in the classroom <u>must be related to the curriculum</u> <u>being taught</u>, be grade level appropriate and must be approved by school administration prior to viewing by students. See <u>media handbook</u> and audiovisual policy 2540 for more information.

See School Board Policy 2540. Click this link: School Board Policies

LOCKER ROOM SECURITY

To ensure proper supervision at secondary schools in the locker room, the principal and/or designee is to direct the Physical Education Department and Athletic Department to arrange their schedules so that a gender appropriate teacher, coach or paraprofessional is in the locker room at all times for supervision when students are present. When students are not in the locker room, the Physical Education Department and Athletic Department must be aware that they will be held responsible for making sure that locker rooms are locked and secure. When possible, it is recommended that two (2) staff members of the same sex be present for locker room supervision. Referees and anyone other than students may not use the locker room to change clothing or shower when students are present.

MEDIA CENTERS

Teachers at each site should become familiar with the procedures and resources at their site. The Principal or designee should develop a plan, to be approved by the principal, for collecting payment for lost or damaged items. When developing a plan for such items, the following guidelines are recommended:

- The plan must be consistent with F.S. 1006.28(3)(b).
- Items damaged beyond repair should be considered lost and may be discarded following the correct procedures for discarding.
- A student should pay for materials after receiving an overdue notice or parent letter. It may also be necessary to send a Notice of Obligation to the student's home by U.S. mail.
- The plan should establish procedures to determine who will collect the money.
- Payment should be in the exact amount requested and may be paid in cash, check or money order as determined by the school. Checks must be made payable to the school.
- An individual receipt from a receipt book must be issued to the student. Receipt books can be signed out to the person receiving the money by the school's bookkeeper. It is recommended that the title, call number and barcode number be written on the receipt in case the item is later retrieved.
- If the staff member is collecting the money, he/she should list all monies received by receipt number and the amount received on the correct form and give it to the bookkeeper at the end of the same day.
- Accurate records of the lost and damaged books must be kept.

If a student transfers to another school within the district without returning a media item, the Principal or designee should notify the receiving school's Principal or designee. Every effort should be made to retrieve the item(s) or payment, and the students should be allowed to use media materials in the confines of media centers. A block preventing students from checking out media materials may be placed on the student's

record through the checkout system until the material(s) have been returned or reimbursement has been received.

PARENT/GUARDIAN PICK UP

When a parent/guardian desires a student to leave school during the day, or when the parent/guardian wishes to pick up the student, the parent/guardian must make such a request in person or in writing. The student must be signed out in the office. All passes to leave school will be issued by the office. School personnel shall not release any student at any time **without proper authorization.** Students are not to be released from school at the request of any person other than those listed on the student info/emergency info card. The student must be signed out and the individual must have his/her Florida state issued ID checked through the districts Safe Visitor system to ensure that the person is not a sexual offender, predator, or private alert.

PASSES

Students must have a pass when leaving a scheduled class or activity.

- To assure the safety of students, passes must be issued before students are allowed to leave the direct supervision of a staff member.
- Extreme discretion should be used by staff in giving a pass to a student. A real need should exist before the issuance of any pass by school personnel.
- A staff member shall not keep a student after class except with prior approval.
- As determined by administration, students in elementary schools should use the "buddy" system when leaving class.

REMOVAL OF STUDENT FROM CLASS (AUTHORITY OF THE TEACHER)

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable, in accordance with Florida Statute 1003.32. If a teacher makes the request that a continually disruptive student not be returned to his/her class, the principal may not return the student to the teacher's class. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

Teachers should follow their school's procedure for the removal of students who are acting out. Suggestions include: having an adult accompany the student from the class or requesting an administrator to come to the class. If the principal is recommending that the student be returned to the teacher's classroom, then the case will be presented to a school-based Placement Review Committee which consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student and one (1) teacher appointed by the principal]. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee as outlined in this section. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.

If the student is in Special Education, then the student should be referred to the Individual Education Plan (IEP) Committee for review per due process. If the IEP Committee feels that the most appropriate placement is with the referring teacher, that decision, with meeting minutes, is presented to the Placement Review Committee to serve as documentation.

The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.

The Placement Review Committee has the authority to make alternative placement decisions within the frameworks of federal and state laws. The District Student Code of Conduct, Civil Rights provisions and availability of appropriate alternative placements must be considered in reaching a decision. If the decision of the committee is to remove a student from a particular class, due process procedures may require additional time to implement the change in placement.

Whenever the committee meets, records must be kept. These records must include the date and time of the meeting and any written statements provided. All decisions should be signed by the committee members rendering the decision.

Parents must be notified of their right to appear before the Placement Review Committee to present information. Parents need not be present for the committee to render a decision and they shall not be present when the committee members are deliberating. The committee serves to determine whether the principal's recommended placement is the best or only available alternative. If the committee determines that such placement is not the best or only available alternative, then the committee members will determine the placement of the student. The committee may also recommend the return of the child to the teacher's class. In those cases, the committee shall provide a written reason for this decision. All decisions of the Placement Review Committee must be made within five (5) working days of the student being removed from class.

REPORTING TO PARENTS/GUARDIANS

In an effort to improve parent/guardian involvement and to ensure parent/guardian awareness of their child's progress, each teacher should contact parents/guardians to inform them of their child's progress. It is the teacher's professional responsibility to be completely straightforward with parents/guardians concerning the academic progress of their children. Should a parent/guardian contact the teacher for specific information regarding his/her child, a teacher is to provide accurate information. If a teacher does not have the information available, the teacher should arrange to contact the parent/guardian at a time when the information is available. When parents/guardians call the school and ask that the teacher call them, every effort should be made to return their call within 2 work days or sooner.

Parents/guardians may make an appointment with the teacher before or after school, or the teacher may send home notes requesting a parent conference. If a conference is requested by the administrator during the teacher's planning time, the teacher will be notified of such conference and the teacher is to attend (HCTA Contract, section 5.13 B). A record of contacts (i.e. conferences, telephone calls) should be kept by the teacher for reference (see School Procedures Handbook for details). Notification of student progress and other home school communication should be made in a language understood by the parent unless it is not feasible. Each school has a designated translator for Spanish. If communication is needed in other languages that the school does not have resources to support, please contact your school's ESOL (English

for Speakers of Other Languages) Lead Teacher for assistance.

STUDENT ABSENCES

Statute 1003.26 requires upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

STUDENT ACCESS, REFERRALS, AND INTERVIEWS

A student will not be allowed to leave school with any person other than the student's parent/guardian or a person with a parent's/guardian's verified authorization. The enrolling parent/guardian must provide a certified court order indicating sole custody or a restraining order if they do not wish the other parent/guardian to have access to his/her child.

- **Separated/Divorced Parents/Guardians:** The question of legal custody of a child is not the responsibility of our educational establishment. School personnel shall assume the enrolling parent/guardian has legal custody of a child.
- **Legal Authorities:** It may be necessary at times for legal authorities, such as law enforcement officials, to take a student into custody or question a student on campus during school hours.
 - O When a student is subject to a criminal investigation for an offense that occurred off campus, the principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal or designee shall document attempts.
 - If a parent cannot be contacted, the officer will be allowed to go forth with interviewing the student. The principal or staff member shall be present at such interviews. If a high school student requests that the principal or designated staff member not be present, such requests will be honored.
 - If the parent can be contacted, they will be informed that they may be present while his/her child is being interviewed as a subject in the investigation and a reasonable time will be allowed for them to appear at the school.
 - o When a student is the subject in an administrative investigation, school officials, which includes the school resource officer, shall be permitted to conduct necessary interviews.
 - O When a student is not the subject in a criminal or administrative investigation, but is being interviewed as a victim or witness, the principal shall permit such interview by police officers or administrative investigators. The principal shall make an attempt to contact the student's parent/guardian before allowing law enforcement officers to interview the student. The principal and/or designee shall document attempts. If the investigation involves a suspected child abuse case, the principal and/or designee may be present, in accordance with Florida Statute for such interview, if requested by a student and/or the official conducting the interview. In suspected child abuse and/or neglect cases, school authorities are not to contact the parent/guardian. This is the sole responsibility of law enforcement and the investigating agency.

- Each student has certain rights when an officer (defined as a police officer or an identified representative of the court) wishes to remove a student from school premises.
 - Should the officer request to take the student out of the school, he/she shall do so only with the consent of the parent/guardian or with a subpoena, which requires the student to be a witness. If the officer desires to make an arrest, either with or without an arrest warrant, he/she shall be allowed to do so without objection by the administrator or teacher in charge. If a student is removed by an officer, the administrator shall endeavor to notify the parent/guardian prior to the student's removal from the school premises or as soon thereafter as possible.
 - If an officer demonstrates to a principal and/or designee that a child needs to be taken into protective custody, pursuant to Florida Statute 39.401, the officer shall be permitted to remove the student.
- o Referrals to outside agencies involving punitive action against a student shall be made on the referral form by the agency concerned.

STUDENT CONDUCT POLICIES

All student conduct policies are subject to School Board regulations. The Student Code of Conduct contains these regulations and is available to parents/guardians, students and teachers in both English and Spanish.

The Student Code of Conduct and the Suicide Prevention Guide and the Threat Assessment Manual will be adhered to at all times.

RISK ASSESSMENT

Suicidal Individual

ALL SUICIDAL IDEATIONS/ATTEMPTS ARE TO BE TAKEN SERIOUSLY

Procedural Guidelines for Students – The student should be taken directly to the Certified School Counselor's Office to be screened for possible risk assessment. The child should not be left alone at any time. All suicidal ideation or attempts must be attended to **immediately.** If a certified school counselor or school social worker is not available, notify administration immediately and contact the Director of Student Services Department at (352) 797-7008. In the event that any student is taken into custody and subject to an involuntary examination, the Director of Student Services shall be notified. The Director of Student Services will notify the Superintendent and any affected departments.

Administration, School Counselors, and Student Services Staff refer to the Suicide Prevention Flowchart for detailed process and statutory requirements of parental notification.

THREAT ASSESSMENT

Individual Engaging in Threatening Behavior

ALL HOMICIDE THREATS/ATTEMPTS TO HARM SELF OR OTHERS ARE TO BE TAKEN SERIOUSLY AND REPORTED IMMEDIATELY

Procedural Guidelines – The goal of all school safety efforts is to prevent violence or harm to members of the school community. A Threat Assessment must be completed any time a student threatens to harm or kill another student or staff member or that student exhibits concerning behaviors that may indicate that they pose a threat to the school community. The threat must be immediately reported to the Chair of the school's established Threat Management Team so it can be assessed for level of concern and necessary protective measures and interventions can be established. Each school's Threat Management Team must include the "Core Four" members as outlined in the Florida Model for Harm Prevention and Threat Management. The "Core Four" member roles are School Administrator, Instructional Staff Member, Mental Health Professional and Certified Law Enforcement Officer (SRO). These members must have completed the required training in the Florida Model. All threats that are being investigated must be reported to the Director of Safe Schools immediately to allow for proper notification to the Superintendent and Board Members. If any assistance is needed in completion of the Threat Assessment, The District Threat Management Coordinator should be contacted.

Please refer to the Threat Assessment Manual for further details.

SUPERVISION OF STUDENTS AND GROUNDS

Employees are advised that they should not touch students in any way except for the protection of the health, safety and/or welfare of a student or for protection of themselves.

Notice of Limited Supervisory Times: The school will provide supervision to its students during regular school hours; and during the time the student is on the school premises participating with authorization in a school-sponsored activity; and during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity. There is a rebuttable presumption that the term "reasonable time" means 30 minutes before or after the activity is scheduled or actually begins or ends, whichever is longer (Florida Statute). However, it is the policy of the Hernando County School Board to not leave students unattended at any time.

Do Not Leave Your Class Unattended: Teachers are responsible for students in their class at all times. If it is necessary to leave class for any length of time or if an emergency arises, contact the main office, principal and/or designee so that arrangements can be made for classroom coverage. **Teachers are not to leave their classes unsupervised at any time. Only school personnel may supervise students.** This includes, but is not limited to, students being placed in the hallway unsupervised for testing purposes and/or disciplinary reasons. Whenever a class is moved, notify the office and post a note on the regular classroom door. **Never send a student back to an unsupervised classroom for any reason.**

SURVEYS OF STUDENTS

Students are not required to participate in any survey that concerns one or more of the following protected areas without prior written consent:

- 1. Political affiliations or beliefs of the student or the student's parents
- 2. Mental and psychological problems of the student or the student's family
- 3. Sexual behavior or attitudes
- 4. Illegal, antisocial, self-incriminating, or demeaning behavior
- 5. Critical appraisals of other individuals with whom the respondent has close family relationships

- 6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers
- 7. Religious practices, affiliations, or beliefs of the student or the student's parent
- 8. Income (other than required by law to determine program eligibility)

Parents have the right to inspect any survey before it is administered or distributed by contacting the school and making an appointment during regular school hours.

Individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of Family Educational Rights Privacy Act (FERPA). The address of the office that administers Family Educational Rights Privacy Act is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 5. 25-3095

6/24/2025

Title and Board Action Requested

Public hearing and final approval of the NEOLA Policy Special Update- UGG/EDGAR September 2024, Special Update September 2024, and Special Update Public Participation- October 2024 that received tentative approval at the May 20, 2025, Workshop.

Executive Summary

The Assistant Superintendent of Business Services and Operations on behalf of the Superintendent of Schools, hereby requests the Board approve the Neola Special Update- UGG/EDGAR September 2024, Special Update September 2024, and Special Update Public Participation- October 2024 School Board Policy updates. The updates include the following sections:

0000- Bylaws

1000- Administration

2000- Program

3000- Instructional Staff

4000- Support Staff

5000- Students

6000- Finances

7000- Property

8000- Operations

My Contact

Barbara Kidder
Assistant Superintendent of Business Services and Operations (352) 797-7000 x 70403 kidder b@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 4: Community Connection

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



Book Policy Manual

Section Special Up UGG EDGAR Sept 2024 REVISED

Title CONFLICT OF INTEREST

Code *po1129 MG 1/9/2025

Status

Adopted June 13, 2017

1129 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by School Board employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all District Board members, employees, officers, and agents.

- A. No employee, officer, agent, or Board memberoor agent-shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.
- B. No employee, officer, agent, or Board member or agent shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students, or clients in the course of their employment with the District.

Included, by way of illustration rather than limitation, are the following:

- 1. the provision of any private lessons or services for a fee;
- 2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to District records;
- 3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
- 4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. No employee, officer, agent, or Board membero or agent shall make use of materials, equipment, or facilities of the District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Exceptions to any provision in parts A through C of this policy shall be approved in advance by the Superintendent and shall be consistent with State law.

No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from

an entity considered for a contractEmployees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors Employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

X] However, pursuant to Federal rules, the School District has set standards for situations where the financial interest is not substantial or the gift is for when an employee, officer, agent, or Board member may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$100 or less.

If To the extent that the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

Employees, officers, agents, and Board members must promptly and agents must disclose any potential conflict of interest that may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200 disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass through entity.

Employees, officers, agents, and Board membersand agents found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, pursuant to Board Policy 1139.01, *Discipline of Administrative Staff*, and/or State law.

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Legal F.S. 112.312

F.S. 112.313

F.S. 1006.32

2 C.F.R. 200.112

2 C.F.R. 200.113

2 C.F.R. 200.318

Last Modified by Patricia Grapner on April 28, 2025



Book Policy Manual

Section Special Up UGG EDGAR Sept 2024 REVISED

Title CONFLICT OF INTEREST

Code *po3129 fsj 12/9/24 MG 1/9/2025

Status

Adopted June 13, 2017

Last Revised December 13, 2022

3129 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by School Board employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all District Board members, employees, officers, and agents.

- A. No employee, officer, or agent agent, or Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.
- B. No employee, officer, or agent agent, or Board member shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the District.

Included, by way of illustration rather than limitation are the following:

- 1. the provision of any private lessons or services for a fee;
- 2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to District records;
- 3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
- 4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. No employee, officer, or agent agent, or Board member shall make use of materials, equipment, or facilities of the District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Notwithstanding parts A through C of this policy, the District does not prohibit instructional personnel from providing New World Reading Scholarship Account services as outlined in F.S. 1002.411 on the instructional personnel member's school campus outside regular work hours. Such services are subject to Board policies related to the safety and security operations to protect students, instructional personnel, and educational facilities. Any other exceptions to any provision in parts A through C of this policy shall be approved in advance by the Superintendent and shall be consistent with State law.

No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors Employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

X] However, pursuant to Federal rules, the School District has set standards for situations where the financial interest is not substantial or the gift is for when an employee, officer, agent, or Board member may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_100__ or less.

IfTo the extent that the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the School District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

Employees, officers, agents, and Board members must promptly and agents must disclose any potential conflict of interest that may lead to a violation of this policy to the School-District. Upon discovery of any potential conflict of interest, the School-District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200 disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass through entity.

Employees, officers, -and agents agents, and Board members -found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, consistent with substantive and procedural due process and as permitted by applicable Board policy, State law, and/or applicable provisions of the collective bargaining agreement.

Revised 12/13/22

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Legal F.S. 112.312 F.S. 112.313 F.S. 1002.411 F.S. 1006.32 2 C.F.R. 200.112 2 C.F.R. 200.113

2 C.F.R. 200.318

Last Modified by Patricia Grapner on April 28, 2025



Book Policy Manual

Section Special Up UGG EDGAR Sept 2024 REVISED

Title CONFLICT OF INTEREST

Code *po4129 fsj 12/9/24 MG 1/9/2025

Status

Adopted June 13, 2017

Last Revised December 13, 2022

4129 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by School Board employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all District Board members, employees, officers, and agents.

- A. No employee, officer, or agent agent, or Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.
- B. No employee, officer, or agent agent, or Board member shall engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the District.

Included, by way of illustration rather than limitation are the following:

- 1. the provision of any private lessons or services for a fee;
- 2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through access to District records;
- 3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration;
- 4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business, or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. No employee, officer, or agent agent, or Board member shall make use of materials, equipment, or facilities of the District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Notwithstanding parts A through C of this policy, the District does not prohibit instructional personnel from providing New World Reading Scholarship Account services as outlined in F.S. 1002.411 on the instructional personnel member's school campus outside regular work hours. Such services are subject to Board policies related to the safety and security operations to protect students, instructional personnel, and educational facilities. Any other exceptions to any provision in parts A through C of this policy shall be approved in advance by the Superintendent and shall be consistent with State law.



No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract Employees, officers, or agents may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors employees, officers, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

X] However, pursuant to Federal rules, the School District has set standards for situations where the financial interest is not substantial or the gift is for when an employee, officer, agent, or Board member may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_100__ or less.

IfTo the extent that the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the School District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

Employees, officers, agents, and Board members must promptly and agents must disclose any potential conflict of interest that may lead to a violation of this policy to the School-District. Upon discovery of any potential conflict of interest, the School-District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal awarding-agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200 disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass through entity.

Employees, officers, -and agents agents, and Board members -found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, consistent with substantive and procedural due process and as permitted by applicable Board policy, State law, and/or applicable provisions of the collective bargaining agreement.

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F.S. 1002.411

F.S. 1006.32

2 C.F.R. 200.112

2 C.F.R. 200.113

2 C.F.R. 200.318

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Title GRANT FUNDS

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Status

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6110 - GRANT FUNDS

It is the objective of the School Board to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer to the School District both human and material resources that would be of benefit to the students in this school system.

The Board regards available grant funds provided to the District as a public trust. It forbids the use of public monies for partisan political activities and any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used to:

- A. develop or distribute materials or operate programs or courses of instruction directed at youths that are designed to promote or encourage sexual activity whether homosexual or heterosexual;
- B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;
- C. provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or
- D. operate a program of contraceptive distribution in schools.

The Superintendent shall review grant opportunities and authorize development of proposals.

Grant Proposal Development

- A. All grant proposals must support at least one (1) Board goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- B. The Superintendent may identify a project director prior to proposal submission.

Mandatory Disclosures



The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the civil False Claims Act (2 C.F.R. 175.105) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency, pass-through entity, and the agency's Office of Inspector General.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1211 - Whistleblower Protection, Policy 3211 - Whistleblower Protection, and Policy 8900 - Anti-Fraud.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as School District policies and procedures.
- B. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- C. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative procedures.

The District shall provide for the following:

- A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, year the Federal award was issued, and name of the Federal agency or pass-through entity, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal

awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, and unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

- C. Effective control over and accountability for all funds, property, and assets. The District must safeguard all assets and ensure they are used solely for authorized purposesRecords that identify adequately the source and application of funds provided for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

- 1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
- 2. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
- 3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award;
- take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
- 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentialityComparison of expenditures with budget amounts for each Federal award.

 F.

Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.

- G. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:
 - 1. cash management in accordance with 2 C.F.R. 200.305
 - 2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award
 - 3. conflict of interest
 - 4. procurement
 - 5. equipment management
 - 6. conducting technical evaluations of proposals and selecting recipients
 - 7. compensation and fringe benefits
 - 8. travel

H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

I. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Audit Requirements for Federal Awards

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends \$1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than \$1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

- A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;
- B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;
- C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and
- D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and similar other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Proceeds Finally, proceeds from the sale of real property, equipment, or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the addition method of accounting for program income. Under the addition method, program income is added to total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal agency or pass-through entity.

2 C.F.R. 200.501-511

Revised 2/27/18 Revised 10/25/22

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Legal 34 C.F.R. 75.707

34 C.F.R. 76.563

34 C.F.R. 76.565

34 C.F.R. 76.707

2 C.F.R. 200.56

2 C.F.R. 200.71

2 C.F.R. 200.77

2 C.F.R. 200.80

2 C.F.R. 200.112

2 C.F.R. 200.302

2 C.F.R. 200.307

2 C.F.R. 200.309

2 C.F.R. 200.310

2 C.F.R. 200.313

2 C.F.R. 200.318

2 C.F.R. 200.319

2 C.F.R. 200.320

2 C.F.R. 200.343(b)&(e)

2 C.F.R. 200.501-511

Compliance Supplement for Single Audits of State and Local Governments F.S.

1001.42

F.S. 1001.51

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Section Special Up UGG EDGAR Sept 2024 REVISED

Title DB 010725 INTERNAL CONTROLS

Code *po6111 12/9/24 DB 010725

Status

Adopted June 13, 2017

6111 - INTERNAL CONTROLS

The Superintendent shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all awards in compliance with the U.S. Constitution, applicable statutes, regulations, and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations
- B. reliability of reporting for internal and external use
- C. compliance with applicable laws and regulations

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the compliance supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awardawards;
- B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- C. ake prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality. "personally identifiable information" (PII) and other information the awarding agency or pass through entity designated as sensitive or the District considers sensitive consistent with applicable Federal, State, local, and tribal laws and District policies regarding privacy and obligations of confidentiality

Suggested Resources

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States.
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission.
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget.
- D. Internal control guidance issued by the U.S. Department of Education.

2 C.F.R. 2000.1

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Legal 2 C.F.R. 200.1

2 C.F.R. 200.62 2 C.F.R. 200.303

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Title CASH MANAGEMENT OF GRANTS

Code *po6112 DB 010725 FSj 4/29/25

Status

Adopted June 13, 2017

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's paymentpayments methods shall minimize the time elapsing between the transfer of funds from the Federal agencyUnited States Treasury or the Florida Department of Education (FLDOE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. he timing and amount of the advance payment requested mustwill be as close as is administratively feasible to the actual disbursements by the Districtdisbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payments payment to contractors in accordance with contract provisions.
- C. Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or FLDOE.

D. IfTo the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on Federalsuch funds before requesting additional cash payments.

- E. The District shall account for the receipt, obligation, and expenditure of funds.
- F. Advance payments will be deposited and maintained in insured accounts .
- G. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$250,000120,000 in Federal fundingawards per year.
 - 2. The best reasonably available interest bearing account would not reasonably be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
 - 5. An interest bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).
- H. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal funds must be returned advance payments deposited in interest bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from Automatic Standard Application for Payment (ASAP), National Science Foundation (NSF), or another Federal agency payment system.
- I. All interest in excess of \$500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.
- J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at https://pms.psc.gov/grant recipients/returning funds interest.html.

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Legal 2 C.F.R. 200.305

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Title COST PRINCIPLES - SPENDING FEDERAL FUNDS

Code *po6114 fsj 12/9/24 MCS 12/12/24

Status

Adopted June 13, 2017

Last Revised December 13, 2022

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

- 1. whether a cost is a type-generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
- 2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
- market prices for comparable costsgoods or services for the geographic area;
- 4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and
- 5. the degree to which the cost represents a deviation from the School Board's established written policies and procedures for incurring costs whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

- 1. the cost is needed for the proper and efficient performance of the grant program;
- 2. the cost is identified in the approved budget or application;
- 3. there is an educational benefit associated with the cost;
- 4. the cost aligns with identified needs based on results and findings from a needs assessment;
- 5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the cost is goods or services involved are chargeable or assignable to that the Federal award in accordance with the relative benefit received.

This standard is met if the cost:

- 1. is incurred specifically for the Federal award;
- 2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; orand
- 3. is necessary to the overall operation of the District and is assignable in part to the Federal award in accordance with these cost principles mentioned here.
- B. Conform to any limitations or exclusions set forth in the cost principles in 2 C.F.R. Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those transactions that offset or reduce direct or indirect costs receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the DistrictState relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share requirements of any other Federally-financed program in either the current or a prior period, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 - in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-fundedgrant funded programs to assure that only permissible personnel expenses are allocated;
 - 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

All other costs must be Be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to incur financial obligations of carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 C.F.R. 200.308the law. Prior written approval from the Federal awarding agency or state pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are allowable unallowable as direct charges, but only except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,0005,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that which materially increase their value or useful life are allowable as a direct cost but only except with the prior written approval of the Federal agency agency, or pass-through entity.
- D. All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal awarding agency or pass-through entity, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- G. The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.
- H. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- I. Equipment and other capital expenditures are unallowable as indirect costs.

J.

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.
- B. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$10,000.

If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

C. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.

- 2. Individuals involved can be specifically identified with the project or activity.
- Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- 4. The costs are not also recovered as indirect costs.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Florida Department of Education (FLDOE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.

The term "financial obligations" is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following listtable illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District when the services are performed.
- C. Personal services by a contractor who is not an employee of the District on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services when the District receives the services.
- F. Travel when the travel is taken.
- G. Rental of property when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E Cost Principles on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the awarding agency or the pass-through entity (e.g., FLDOE) to reimburse for pre-approval expenses.

If a Federal agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the conclusion of the period of performance of the award (or an earlier date as agreed upon by FLDOE and the District) end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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Legal 2 C.F.R. 200.344(b)

2 C.F.R. 200.403

2 C.F.R. 200.404

2 C.F.R. 200.405

2 C.F.R. 200.406

2 C.F.R. 200.413(a)-(c)

2 C.F.R. 200.430(a)

2 C.F.R. 200.431(a)

2 C.F.R 200.458

34 C.F.R. 75.703

34 C.F.R. 76.707

34 C.F.R. 76.708(a)

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6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, School Board policies, and administrative procedures.

The Superintendent shall have and hold a procurement and contract administration system in accordance with Federal requirements (2 C.F.R. 200.317-.326; 7 C.F.R. 210.21) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320, AP 6320A, and AP 6325.

When required by Federal program legislation, all All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

The District will not request documentation of, consider, or give a preference based on a vendor's social, political, or ideological interests.

he District shall take affirmative steps to assure that small businesses, minority businesses and women's business enterprises, veteran-owned businesses, and labor surplus area firms and minority businesses, women's business enterprises, and labor surplus area firms are used when possible in accordance with 2 C.F.R. 200.321.

ficers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1129, Policy 3129, and Policy 4129 – *Conflict of Interest*.

The District will avoid acquisition of unnecessary or duplicative items. Consideration Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

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Competition

All procurement transactions under the for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides encourages full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- A. unnecessary experience and excessive bonding requirements
- B. noncompetitive pricing practices between firms or between affiliated companies
- C. organizational conflicts of interest
- D. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement
- E. any arbitrary action in the procurement process

The District shall require that all prequalified lists of persons, firms, or products which are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(b)) that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the property, equipment, material, product, or service to be procured. When necessary, the description mustand, when necessary, shall set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conformit shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describemake a clear and accurate description of the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals may be

used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

Any solicitation for the procurement of commodities, contractual services, or leases will include a provision notifying vendors that the Board will not request documentation of, consider, or give a preference based on the vendor's social, political, or ideological interests.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described for the following methods of procurement:

A. <u>Informal Procurement Methods</u>

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when When the value of the procurement transaction for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The informal procurement methods include:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$______10,000.00 [not to exceed \$10,000]. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and maintains documents to support its conclusiondocuments are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

[] Unless otherwise defined by State or local law, districts are responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. An eligible District may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with C.F.R. 200.334A district which is qualified as a low risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro purchase threshold up to \$50,000. An eligible district may self-certify the increased micro purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self-certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of any of the following:the qualifications listed above.

- 2. A qualification as a low-risk auditee, in accordance with the criteria in C.F.R. 200.520;
- 3. An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
- 4. For public institutions, a higher threshold is consistent with State law.
- 5. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold **[not to exceed \$50,000]** of \$10,000.00

. Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$50,000.00. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$50,000.00 or greater and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$50,000.00.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. three (3) or more responsible bidders have been identified as willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly posted.
- b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respondwill include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm fixed price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experiencemay only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids, but must document and provide justification for all bids it rejectsfor sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

a. Requests for proposals require public notice, and mustshall be publicized and identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered Any response to the publicized requests for proposals

shall be considered to the maximum extent practical.

- b. Proposals shall be solicited from an () an adequate number of [END OF OPTION] sources.
- c. The District must have written procedures for conducting technical evaluations and for making selections shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts mustshall be awarded to the responsible offerorfirm whose proposal is most advantageous to the District considering price and other factorsprogram, with price and other factors considered.
- e. All Requests for Proposals (RFPs) and Invitations to Bid (ITBs) shall be opened publicly in accordance with F.S. 287.057.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure A/E professional services. The method cannot be used to purchase other types of services provided by A/E firms that are in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and be used only when one or more of the following circumstances apply:

- the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold; micropurchases
- 5. the procurement transaction can only be fulfilled bythe item is available only from a single source;
- 6. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of publicizing a competitive solicitation;
- 7. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or the Federal awarding agency or pass through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- 8. soliciting severalafter solicitation of a number of sources, competition is determined to be inadequate.

Domestic Preference for Procurement

The District should, to the extent practicble and consistent with law, As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. (See 7 C.F.R 210.21(d)). If a non-domestic agricultural product is to be provided, the vendor must obtain written approval of the product to be used in advance. Such requirements shall be included in all subawards, contracts, and purchase orders including all contracts and purchase orders for work or products under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000;

- B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wage, general and administrative expenses, and profit.

Because Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors that possesspossessing the ability to perform successfully under the terms and conditions of the proposed contractprocurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) compliance; (4) proper classification of employees; (5) record of past performance; and (6)(4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension

regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

Record Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews

must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

2 C.F.R. 200.334 - 200.336

Revised 2/27/18

Revised 2/5/19

Revised 8/27/19

Revised 2/23/21

Revised 7/20/21

Revised 10/25/22

Revised 4/11/23

Revised 12/12/23

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Legal 2 C.F.R. 200.317-.326

2 C.F.R. 200.334 - 200.336

Appendix II to Part 200

2 C.F.R. 200.520

Last Modified by Chris Reckner on May 8, 2025



Book Policy Manual

Section Special Up UGG EDGAR Sept 2024 REVISED

Title DISPOSITION OF SURPLUS PROPERTY

Code *po7310 fsj 12/9/24 CKR 1-9-25

Status

Adopted June 13, 2017

Last Revised February 27, 2018

7310 - DISPOSITION OF SURPLUS PROPERTY

The School Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

- 1. concepts or content that do not support the current goals of the curriculum
- 2. information that may not be current
- 3. worn beyond salvage

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds 1000.00 (X) to replace () as a single unit [END OF OPTIONS], and does not lose its identity when incorporated into a more complex unit.

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

- 1. repair parts for the equipment no longer readily available
- 2. repair records indicate equipment has no usable life remaining
- 3. obsolete and/or no longer contributing to the educational program
- 4. some potential for sale at a school auction

5. creates a safety or environmental hazard

C. <u>Disposition</u>

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314.

When there is a residual inventory of unused supplies exceeding \$10,000 in aggregate value at the end of the period of performance, and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Except as provided in Section 200.313200.312, Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per unit fair-market value in excess of \$10,000 (per unit)5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$1,000500 or ten percent (10%) of the proceeds, whichever is less, to cover expenses associated with the selling and handling of the equipment for its selling and handling expenses.

The District may transfer title to the property to the Federal government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize the FLDOE to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

D. Availability of Facilities and Property Identified as Surplus, Marked for Disposal, or Otherwise Unused

District facilities and property identified as surplus, marked for disposal, or otherwise unused shall be made available to charter schools on the same basis as it is made available to other District schools. A charter school receiving property from the District may not sell or dispose of such property without the District's written permission. For an existing District school converting to charter status, no rental or leasing fee for the existing facility or for the property normally inventoried to the conversion school may be charged by the Board to the parents and teachers organizing the charter school. The charter school shall agree to reasonable maintenance provisions in order to maintain the facility in a manner similar to Board standards. Any school, including District and charter schools, receiving District property must maintain such property in good working condition and order, excepting normal wear and tear. District and charter schools who cause damage to District property shall be required to reimburse the District for the cost of replacement.

Revised 2/27/18

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Legal F.S. 274.05

F.S. 274.06

F.S. 274.07

F.S. 1012.33

F.S. 1013.28

F.A.C. 69I-73.005

2 C.F.R. 200.312

2 C.F.R. 200.313



Book Policy Manual

Section Special Up UGG EDGAR Sept 2024 REVISED

Title PROPERTY INVENTORY

Code *po7450 fsj 12/9/24 CKR 1-9-25

Status

Adopted June 13, 2017

Last Revised July 20, 2021

7450 - PROPERTY INVENTORY

The School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

A complete inventory of all District-owned tangible personal property shall be conducted annually and submitted to the Board. A complete inventory shall also be conducted when there is a custodian change at a school or department location. A principal or department head shall obtain a police report for any District-owned tangible personal property that is found missing or stolen from the location's inventory.

For purposes of this policy, "tangible personal property" shall mean any tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, of a nonconsumable nature, having a useful life of more than one (1) year, a per-unit cost that equals or exceeds with a life expectancy of one (1) year or more which has a capitalized value equal to or greater than the value defined in statute.

The District shall develop a property records manual that describes the processes necessary to implement the intent of this policy.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment acquired, in whole or in part, under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.

C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding or the pass-through entity and Policy 7310 and AP 7310.

- D. The District must use the equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.
- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:
 - 1. Activities under other Federal awards from the Federal agency that funded the original program or project; then
 - 2. Activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.
- G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.
- H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title holder, acquisition date, cost of the propertyentity, acquisition date, cost of the equipment, percentage of Federal agency contribution towards the original purchase, the location, use, and condition of the propertyenticipation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the propertyequipment.
- I. A physical inventory of the property must be conducted taken and results reconciled with property records at least once every two (2) years.
- J. A control system shall be in place to provide safeguards for preventing developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program shall be investigated.
- K. Regular Adequate maintenance procedures shall be implemented to keep the property in proper working good condition.
- L. Proper sales procedures shall be established to ensure the highest possible return, in the event the Board is authorized or required to sell the equipment/property.
- M. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the Board shall request disposition instructions from the Federal awarding agency or pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

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Legal F.S. 274.02

F.S. 1001.43

2 C.F.R. 200.313



Book Policy Manual

Section Special Update September 2024 REVISED

Title ADMINISTRATIVE SALARY

Code po1410 fsj 1/20/25 MG 2/8/25

Status

Adopted June 13, 2017

Last Revised February 5, 2019

1410 - ADMINISTRATIVE SALARY

The base salary of all administrators shall be determined by the School Board and shall be authorized by the following salary schedules adopted by the Board on the recommendation of the Superintendent:

- A. the annual salary schedule for District-based administrators;
- B. the placement salary schedule school-based administrators (new hires only); and
- C. the performance salary schedule for school administrators.

Annual Salary Schedule for District-Based Administrators

The annual salary schedule for District-based administrators shall be used as the basis for paying administrators classified as District-based instructional administrators and District-based non-instructional administrators.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned.

()-In setting the salary schedule for school administrators, the Board shall include an adjustment for advanced degrees earned if the degree is held in the school administrator's area of certification.

Adjustments for Advanced Degrees

The Board shall also award the following as annual additions to the salaries for an advanced degree beyond educational requirements listed on the job description:

- A. for administrators who were hired before July 1, 2011 for any advanced degree held add \$1,000;
- B. for administrators who were hired after July 1, 2011 in a position that requires a Florida Educator Certificate and they hold an advanced degree in their area of certification add \$1,000;
- C. for administrators who were hired after July 1, 2011 in a position that does not require a Florida Educator Certificate and they hold an advanced degree add \$1,000.

Placement Salary Schedule for School-Based Administrators

Beginning July 1, 2014, school administrators new to the District, returning to the District after a break in service without an authorized leave of absence, or appointed for the first time to a school-based administrative position in the District shall be placed on the placement salary schedule. After receiving a recommendation from the Superintendent for reappointment, the school-based administrator will be moved to the performance salary schedule.

Performance Salary Schedule for School Administrators

After receiving a recommendation from the Superintendent, the Board shall establish the annual salary adjustments. The performance salary schedule shall not provide an annual salary adjustment for a school-based administrator who receives a rating other than highly effective or effective for the year.

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the school-based administrator's salary. Salary supplements shall be paid for the following activities:

- A. assignment to an ESE cluster site (as designated by the ESE Department) add \$1,000;
- B. assignment as a lead principal add \$1200; Selected by the Superintendent.
- C. differentiated pay as approved by the Board;
- D. advanced degree in a position that requires a Florida Educator Certificate, for each degree beyond educational requirements listed in the job description that is held in the individual's area of certification add \$1,000;
- E. advanced degree in a position that does not require a Florida Educator Certificate or for those that were hired into an administrative position prior to July 1, 2011, for each degree beyond educational requirements listed in the job description add \$1,000.

Credit for Previous Experience

The salary established for District administrators and the base salary established for school administrators under the placement salary schedule will include a credit for previous experience in a position with similar responsibilities, as follows:

- A. The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days for the normal contractual period of service for the position held.
- B. Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position.
- C. Transfer of previous experience in a position with similar responsibilities including supervisory and/or administrative duties may not exceed fifteen (15) years of experience.
- D. An employee who claims credit for previous experience must complete and submit the Experience Verification Form within the first forty-five (45) days of employment to be retroactive to the employee's start date. If the forms are received after the forty-five (45) days, the salary adjustment will be made from the beginning of the pay period during which the forms were received. Previous experience can only be brought in one (1) time for the entire duration of employment with the District regardless of employment changes. The employee has up to thirty (30) days from the date experience is granted to appeal the number of years granted.

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Legal	F.S. 215.425
	F.S. 1001.42
	F.S. 1001.43
	F.S. 1011.60
	F.S. 1012.01
	F.S. 1012.22
	F.S. 1012.32

F.S. 1012.33

F.S. 1012.34

F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

 $\hbox{F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative Personnel, and Other Personnel } \\$



Book Policy Manual

Section Special Update September 2024 REVISED

Title MILITARY LEAVE

Code po1430.07 fsj 1/23/25 MG 2/8/2025

Status

Adopted June 13, 2017

1430.07 - MILITARY LEAVE

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, administrators who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Administrators called to duty are required to provide advance notice of need for leave to their supervisor.

Reserve or Guard Training

All administrators in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an administrator's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service

Administrators who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay for Federal military service that is equal to or greater than ninety (90) consecutive days.

[] The Board shall supplement the military pay of its eligible officials and employees who are reservists called to active military service after the first thirty (30) days in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. [END OF OPTION]

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be \(\begin{align*} \pm \) with (X) without pay. Administrators on military leave may substitute accrued paid vacation for unpaid leave

Re-Employment

Re-employment of all administrators granted military leave shall be governed in accordance with 38 U.S.C. 4312. An administrator who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the administrator gives notice and files an application for re-employment within the time limitations contained in 38 U.S.C. 4312. The administrator will be returned to duty in the same or a similar position as previously held in accordance with 38 U.S.C. 4312.

Benefits During Military Leave

The Board shall continue to provide all health insurance and other existing benefits to administrators as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

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F.S. 115.07
F.S. 115.09
F.S. 115.14
F.S. 121.111
F.S. 250.341
F.S. 1012.23

38 U.S.C. 2021 et seq.

38 U.S.C. 4312 38 U.S.C. 4323



Book Policy Manual

Section Special Update September 2024 REVISED

Title CAREER AND TECHNICAL EDUCATION

Code po2421 fsj 1/23/25 bl 2/7/25 rd 2/7/25

Status

Adopted June 13, 2017

Last Revised November 19, 2024

2421 - CAREER AND TECHNICAL EDUCATION

The School Board recognizes that education is a function of both knowledge and the application of knowledge. Education that ties abstract ideas to practical applications also prepares students to use their minds, as well as preparing them to be citizens, parents, and members of a civilized culture. Career and technical education and academic education are complementary, rather than exclusive.

Career and technical education will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

The Board shall provide career and technical education program offerings that include, but are not limited to:

- A. job preparatory courses designed to provide students with the competencies necessary for effective entry into an occupation;
- B. exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;
- C. practical arts courses designed to teach students practical generic skills which, although applicable in some occupations, are not designed to prepare students for entry into an occupation;
- D. career education instruction which is designed to strengthen and integrate basic academic skills and career/technical skills and occupational awareness;
- E. accelerated career and technical programs such as vocational dual enrollment designed to enable high school students to earn elective credit toward graduation and postsecondary credit toward an A.S. degree or a technical certificate.

Additionally, each high school in the District shall host a career fair during the school year and establish a process to provide students in grades 11 and 12 the opportunity to meet or interview with potential employers during the career fair. The career fair must be held on the campus of the high school, except that a group of high schools in the District or the District and other school districts may hold a joint career fair at an alternative location to satisfy this requirement. A joint career fair must be held at a location within reasonable driving distance for students at all participating schools. The career fair must be held during the school day and may use Florida's online career planning and work-based learning system as part of the career fair activities. Alternatively, the District may consult with local workforce development boards, advisory committees, and business groups to determine free or cost-effective methods to provide other career and industry networking opportunities during the school day for secondary students, and exposure for elementary and secondary students to a representative variety of industries, business, and careers.

Any effort to recruit students to participate in a particular career and technical program shall follow applicable State and Federal laws regarding provision of information.

Once developed, the The Superintendent shall annually submit a list of the career and technical education curriculum courses available in the District to the Board for approval. If required, the curriculum course list and any other related information shall thereafter be submitted to the Florida Department of Education (FLDOE) for approval.

Career and technical education program offerings are available to middle and high school and adult students without regard to race (including anti-Semitism), color, national origin, sex (including sexual orientation, transgender status, or gender identity), age, disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law. The Superintendent is to ensure that application forms for cooperative education programs contain a notice of nondiscrimination. The notice of nondiscrimination shall be part of the application forms provided to employers.

Procedures for program operation in accordance with applicable labor laws are incorporated in the Florida Department of Education, Curriculum Frameworks, and Student Performance Standards. Those documents are kept on file in the Superintendent's office.

Career and Professional Academies; Career-Themed Courses

The District shall offer career and professional academies at the middle and high school levels, and at least two (2) career-themed courses. A "career and professional academy" is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Development. Students completing career and professional academy programs must receive a standard high school diploma, the highest available industry certification, and opportunities to earn postsecondary credit if the academy partners with a postsecondary institution approved to operate in the State.

A "career-themed course" is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Development. Students completing a career-themed course will be provided opportunities to earn postsecondary credit if the credit for the career-themed course can be articulated to a postsecondary institution approved to operate in the State.

The Board expects career and professional academies offered in the District's high schools to provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and provide students with the opportunity to receive a standard high school diploma, the opportunity to earn industry certification, the opportunity to attain the Florida Gold Seal Vocational Scholars award, and the opportunity to earn postsecondary credit.

The Board further provides the opportunity for middle school students who successfully complete the curriculum of the career and professional academies or a career-themed course to transfer to a high school career and professional academy or a career-themed course currently operating within the District. Students who complete such courses at the middle school level must have the opportunity to earn an industry certificate, high school credit, and participate in career planning, job shadowing, and business leadership development activities. The District shall inform students and parents during course selection for middle school of the career and professional academy or career-themed courses available within the District.

The Board encourages the Superintendent to forge partnerships with local businesses in the development of career and professional academies. These partnerships will help prepare students for the State's workforce needs, as well as help attract, expand, and retain targeted, high-value industry and jobs in the community.

The District's career and professional academies should increase student academic achievement and graduation rates through integrated academic and career curriculum. Each middle school career exploration program, middle and high school career, and professional academies leading to industry certification, and high school graduation requirements shall be aliqued.

Each career and professional academy and career-themed course at the high school level must:

A. provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.

- B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships must provide opportunities for:
 - 1. instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching;
 - 2. internships, externships, and on-the-job training;
 - 3. a postsecondary degree, diploma, or certificate;
 - 4. the highest available level of industry certification;
 - 5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.
- C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at minimum, the Florida Gold Seal Vocational Scholars award pursuant to F.S. 1009.536.
- D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Economic Opportunity.
- E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.
- F. offer applied courses that combine academic content with technical skills.
- G. provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Each career and professional academy at the middle school level must:

- A. lead to careers in occupations designated as high-skill, high-wage, and high-demand in the CAPE Industry Certified Funding List approved under rules adopted by the State Board of Education.
- B. integrate content from core subject areas.
- C. integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to F.S. 1003.428.
- D. coordinate with high schools to maximize opportunities for middle school students to earn high school credit.
- E. provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to State curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits.
- F. provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach.
- G. provide personalized student advisement that includes a parent-participation component.

An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with F.S. Chapter 446, Job Training, is exempt from the provisions of F.S. 1004.91 relating to career preparatory instruction.

High School Credit for Career and Technical Student Organization Participation

Students in grades 6 through 12 may earn one (1) high school credit upon providing their school with verifiable documentation showing an accumulation of at least 135 hours of participation in career and technical student organization activities that occur outside of regular class time. The 135-hour threshold may be accumulated over the course of one (1) or more academic years.

- A. "Career and technical education program" means a comprehensive program of secondary instruction for which a curriculum framework has been adopted in accordance with F.A.C. 6A-6.0571.
- B. "Career and technical student organizations" or "CTSOs" are organizations for students enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program to develop knowledge and skills by participating in activities, events, and competitions.

CTSO experiences and activities may count toward a high school credit if they provide the opportunity for students to apply academic and technical content to career experiences. These activities may include events, projects, competitions, and workshops, including preparation or practice time for such activities, supervised agricultural experiences, or any other activity that meets the definition of work-based learning under F.S. 446.0915, that is related to a CTSO.

To apply for a high school credit, a student, including a transfer student, must provide CTSO Lead Advisor with the following forms of verifiable documentation of demonstrable CTSO participation no later than April 30:

- A. dates/times the student participated in a career or technical student organization activity outside of regular class time;
- B. the name of the student organization;
- C. timesheets, sign-in sheets, or other time reports;
- D. a signed statement from the administrator or supervisor of the student organization verifying that the student has completed the reported number of hours;

Within thirty (30) school days of receipt of the student's documents related to CTSO participation, the District's Supervisor of College and Career Programs will review the documentation and notify the student if the student's CTSO participation meets the requirements of F.A.C. 6A-1.09442 and this policy.

CTSO advisors, CTSO teachers, and other relevant District personnel will be provided training on the requirements to award credit for CTSO participation.

Industry Certification in Industry-Certified Career Education Programs

Post-secondary and secondary schools offering career-themed courses, career and professional academies and postsecondary adult vocational courses shall enable students in such programs to earn industry certification in an industry that is:

- A. within an industry that addresses a critical local or Statewide economic need;
- B. linked to an occupation that is included in the workforce system's targeted occupation list; or
- C. linked to an occupation that is identified as emerging.

To earn industry certification, the student must demonstrate the required proficiency on an assessment evaluated by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies.

Collection of and Accounting for Expenditure of Block Tuition and Other Fees for Career Centers

Secondary Career and Technical Education Course Fee

Career and technical course fee, as listed in the Board-approved fee schedule, is \$30 per year for middle school and \$50 per year for high school per program. This is the maximum allowable fee. The student, upon registering, is expected to agree to pay the fee. These fees may be used to cover the cost of materials, supplies, and dues. Students who are unable to pay the fees may submit a request to the school asking for a fee waiver.

The annual per-student activity fee may not cover all expenses associated with student participation in individual activities; therefore, additional fees to cover expenses, including (but not limited to) materials, supplies, equipment, travel, membership dues, and other purchased services may be assessed by school principals.

Post-Secondary

The standard tuition of \$2.44 per contact hour for residents and nonresidents and the out-of-state fee shall be \$9.78 per contact hour. For adult general education programs, block tuition of \$45.00 per half year or \$30.00 per term shall be assessed.

All funds received from block tuition shall be used only for adult general education programs as per the Wilton Simpson Technical College Handbook.

The determination of resident status for tuition purposes in career centers shall be made in accordance with State law.

Waiver of Tuition and Fees for Certain Individuals

Certain individuals may qualify for a waiver of tuition and/or other fees. The following consists of the Board's tuition and other fee waivers.

- A. Tuition shall be waived for undergraduate college credit programs and career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Similarly, tuition and fees shall be waived for eligible disabled veterans pursuant to F.S. 1009.21.
- B. Out-of-state fees for career centers for the following:
 - 1. Students who are undocumented for Federal immigration purposes and:
 - a. attended a secondary school in Florida for three (3) consecutive years immediately before graduating from a high school in Florida;
 - b. apply for enrollment in an institution of higher education within twenty-four (24) months after high school graduation; and
 - c. submit an official Florida high school transcript as evidence of attendance and graduation.
 - 2. An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in Florida while enrolled in the career center; or entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in Florida while enrolled in the career center.
 - 3. A person who is an active duty member of the Armed Forces of the United States residing or stationed outside of Florida. Tuition and fees charged to a student who qualifies for this out-of-state waiver may not exceed tuition and fees charged to a resident student.
- C. Transcript fees shall be waived for any individual who is an active duty member or an honorable discharged veteran of the United States Armed Forces. Transcript fees shall also be waived for such individual's spouse and dependents.
- D. All registration, tuition, laboratory, and examination fees for a student participating in the Graduation Alternative to Traditional Education (GATE) Program as set forth under F.S. 1004.933. A waiver provided under this subparagraph after a student's first term shall be provided after State aid pursuant to F.S. 1009.895 is applied. Instructional materials assigned for use under the GATE Program will be made available to GATE Program students free of charge. No criteria to determine a student's eligibility to receive a waiver shall differ from F.S. 1004.933.

The District shall report to the FLDOE all students enrolled in the GATE Program during the fall, spring, or summer terms within thirty (30) days after the end of regular registration. For each eligible student, the District shall report the total reimbursable expenses by category.

Career centers shall report to the State Board of Education the number and value of fee waivers granted annually.

Any career center operated by the Board shall, within the nonresident student enrollment systemwide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

Dual Enrollment Agreements Between District Career Centers and District High Schools

Any career center operated by the Board shall enter into a dual enrollment agreement with each high school in any District it serves. The agreement will:

A. identify the courses and programs that are available to students through career dual enrollment and the clock hour credits that students will earn upon completion of each course and program;

- B. delineate the high school credit earned for the completion of each career dual enrollment course;
- C. identify any college credit articulation agreements associated with each clock hour program;
- D. describe how students and parents will be informed of career dual enrollment opportunities and related workforce demand, how students can apply to participate in a career dual enrollment program and register for courses through his/her high school, and the postsecondary career education expectations for participating students;
- E. establish any additional eligibility requirements for participation and a process for determining eligibility and monitoring the progress of participating students;
- F. delineate costs incurred by each entity and determine how transportation will be provided for students who are unable to provide their own transportation.

On or before August 1st of each year, the Board will submit its agreements to FLDOE.

Strategic Plan to Address Local and Regional Workforce Demands

Florida statutes require each Board to develop, in collaboration with regional workforce boards, economic development agencies, and postsecondary institutions approved to operate in the state, a strategic three (3) year plan to address and meet local and regional workforce demands. If involvement of a regional workforce board or an economic development agency in the strategic plan development is not feasible, the Board, with the approval of the Department of Economic Development, shall collaborate with the most appropriate regional business leadership board.

The Board authorizes the Superintendent to collaborate with one (1) or more neighboring counties in the development of the strategic plan, and, upon approval of the plan, to offer career-themed courses, as defined in F.S. 1003.493(1)(b), or a career and professional academy as a joint venture.

The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to provide part-time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career-themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education.

The strategic three (3) year plan shall be constructed and based upon the elements set forth in F.S. 1003.491. Each strategic plan shall be reviewed, updated, and jointly approved every three (3) years by the School District, regional workforce boards, economic development agencies, and State-approved postsecondary institutions.

Maintenance of Records for Workforce Education Programs Funded with State Appropriations

If the District receives State appropriations for workforce education, it will maintain adequate and accurate records including a system to record District workforce education funding and expenditures, to maintain the separation of postsecondary workforce education expenditures and secondary workforce education expenditures. These records will be submitted to the FLDOE in accordance with rules of the State Board of Education.

Florida Law Enforcement Academy First Responder Scholarship Program

The District offers a Florida First Responder training program that is approved by the Criminal Justice Standards Commission within the Florida Department of Law Enforcement ("Commission"). The program is open to those individuals interested in a career as a law enforcement officer. Trainees participating in the program may be eligible for a Florida First Responder Scholarship ("FFR Scholarship") if they meet the following requirements:

- A. the trainee must enroll at Wilton Simpson Technical College;
- B. the trainee must be enrolled: for law enforcement trainees the District's Commission-approved basic recruit training program for the purposes of meeting the minimum qualifications under F.S. 943.13 for employment or appointment as a law enforcement officer; or

C. the trainee must not be: for law enforcement trainees - sponsored by an employing agency under F.S. 943.10(4) to pay the cost of a basic recruit training program; or

D. for emergency medical technician trainees, paramedic trainees, and firefighter trainees - sponsored by an employer that is already covering the cost of the training program.

The amount of the LEAFFR Scholarship will not exceed the cost of tuition, fees, and eligible expenses described in F.S. 1009.896(6), less all other Florida and Federal financial assistance and any financial assistance provided by a trainee's employing agency for the cost of tuition and other expenses covered under F.S. 1009.896(6) shall be as set forth in F.S. 1009.896.

Trainees selected for an FFR Scholarship will receive the award for the fiscal year (July 1 through June 30). A trainee's award will automatically be renewed for the new fiscal year to cover remaining eligible expenses incurred for the same program in which the trainee was enrolled in the prior fiscal year.

To apply for an FFR Scholarship, trainees must contact the Administrative Office to obtain an FFR Scholarship application form. The LEA Scholarship application period will open on July 1st. Applications will not be accepted prior to the opening of the application period. Applications must be submitted to Tanesha Brown via email. Scholarships are on a first-come, first-served basis.

Applications will be reviewed by Wilton Simpson Technical College to determine whether, preliminarily, the applicant meets the eligibility requirements set forth herein. Incomplete applications or applicants who do not meet the eligibility requirements herein will be contacted and afforded an opportunity to resubmit an application if the initial application is received by May 15th.

Applications will be prioritized on a first-come, first-served basis based on the date a trainee's application is determined to be complete.

FFR Scholarship award notices will be provided to selected trainees no later than fifteen (15) days prior to the start of the term. The award notice will list the fund amounts awarded to the trainee, including the amounts for tuition, fees, and expenses as described in F.S. 1009.896. Trainees not selected for a scholarship may appeal to the Florida Department of Education (FLDOE) pursuant to the provisions of F.A.C. 6A-20.0284.

Within thirty (30) days of the end of the regular drop/add period for each term, the District will report to the FLDOE the following information:

- A. the social security number and amount awarded to each trainee; and
- B. the social security number of each trainee who is eligible for the scholarship but who was not awarded funds.

The District will remit refunds with accompanying documentation to the FLDOE within thirty (30) days of the drop/add period for trainees who are not enrolled after the drop/add deadline or who no longer meet the eligibility requirements for the FFR Scholarship and by July 15 for all other funds not disbursed within the award period in order that funds be utilized to provide the most scholarship awards.

The District's FFR Scholarship Program will adhere to the duties relating to State financial aid established for postsecondary institutions enumerated in F.S. 1009.46.

Armed Services Vocational Aptitude Battery (ASVAB)

The District shall provide opportunities to students in grades 11 and 12 to take the Armed Services Vocational Aptitude Battery (ASVAB) during normal school hours and, if requested by a student, the opportunity to consult with a military recruiter.

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Revised 2/11/20 Revised 2/23/21 Revised 3/8/22 Revised 7/25/23 Revised 12/12/23 Revised 11/19/24

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Legal

F.S. 1009.711

F.S. 1004.933

F.S. 1003.41

F.S. 445.004

F.S. 445.006

F.S. 446 et seq.

F.S. 450.081

F.S. 1000.05

F.S. 1001.42

F.S. 1001.43

F.S. 1003.01

F.S. 1003.4156

F.S. 1003.4282

F.S. 1003.491

F.S. 1003.492

F.S. 1003.4935

F.S. 1004.096

F.S. 1004.91

F.S. 1004.92

F.S. 1007.271

F.S. 1009.21

F.S. 1009.22

F.S. 1009.26

F.S. 1009.536

F.S. 1011.62

F.S. 1011.80

F.A.C. 6A-1.09442

29 U.S.C. 201

29 U.S.C. 202

29 U.S.C. 203

29 U.S.C. 204

29 U.S.C. 206

29 U.S.C. 207

29 U.S.C. 209

29 U.S.C. 210

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29 U.S.C. 214

29 U.S.C. 215

29 U.S.C. 216

29 U.S.C. 216b

29 U.S.C. 217

29 U.S.C. 218

29 U.S.C. 218b

29 U.S.C. 218c

29 U.S.C. 219



Book Policy Manual

Section Special Update September 2024 REVISED

Title New Policy - Special Update - Sept 2024 - NAME, IMAGE, AND LIKENESS (NIL) IN

ATHLETICS

Code po2431.06 fsj 1/23/25 NEW Policy JM 4/7/2025

Status

2431.06 - NAME, IMAGE, AND LIKENESS (NIL) IN ATHLETICS

The School Board recognizes the rights of student-athletes to use and benefit from their name, image, and likeness (NIL) in various activities. However, students are still required to comply with Florida law, the rules of the State Board of Education, and the policies of the Board as they relate to the conduct of student athletes and the administration and financial control of the athletic program. Likewise, student athletes must comply with all applicable bylaws of the Florida High School Athletics Association (FHSAA). Failure to adhere to any of these laws, rules, and/or regulations may, among other things, impact the amateur status of a student athlete.

Prohibited NIL Activities

In accordance with FHSAA bylaws, student athletes:

- A. are prohibited from making any reference to and will not otherwise use or authorize others to use the uniforms, logos, mascots, insignia, or identifying marks of a District or FHSAA member school, the FHSAA, the National Federation of State High School Athletic Associations (NFHS), and/or any FHSAA, NFHS, or member school event, game, or championship when engaging in any NIL activity. Student athletes are prohibited from monetizing their NIL with the use of their school's uniform, equipment, logo, name, proprietary patents, products, and/or copyrights associated with a District or FHSAA member school, NFHS, and/or School District, either in public, print, or social media platforms, unless granted authorization by prior written consent from the school, District or governing body of the school Superintendent, or association, respectively;
- B. may not endorse or promote any third-party entities, goods, or services during school-/District-sponsored activities or FHSAA activities;
- C. may not make any reference to FHSAA, NFHS, school, or District accolades or championships in NIL activities for which they are compensated;
- D. are prohibited from engaging in any NIL activities involving the following categories of products and services:
 - 1. adult entertainment products and services;
 - 2. alcohol, tobacco, vaping, and nicotine products;
 - 3. cannabis products;
 - 4. controlled substances;
 - 5. prescription pharmaceuticals;
 - 6. gambling, including sports betting, the lottery, and betting in connection with video games, online games, and mobile devices;

- 7. weapons, firearms, and ammunition;
- 8. political or social activism; and
- 9. NIL collectives.

NIL activities and agreements shall not be used to recruit student athletes to attend a particular school in order to participate in interscholastic athletics.

NIL Collectives

NIL collectives are independent entities, organizations, and groups that seek to direct or provide, either directly or indirectly, incentives to student athletes based on the student athletes' NIL. NIL collectives are independent from, and not affiliated with, the Board or District.

District Personnel

No District employee, athletic department staff member, or representative of a school's athletic interests as defined in FHSAA bylaws may form, direct, offer, provide, or otherwise engage in any activity outlined in FHSAA bylaws related to NILs and are subject to all prohibitions set forth therein.

Amateur Status and Other Implications

Student athletes engaging in NIL activities or entering into NIL agreements under FHSAA bylaws are solely responsible for determining whether their actions may impact their eligibility under the rules and regulations of the National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), National Junior College Athletic Association (NJCAA), and/or the governing body of the sport in which they may participate, and are encouraged to contact such organizations. Compliance with this policy does not ensure that a student athlete's amateur status or eligibility to participate under the rules of the governing body of their sport will not be impacted.

Student athletes are further encouraged to seek legal counsel and tax advice when contemplating their participation in an NIL activity or whether to enter into an NIL agreement.

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Legal F.S. 1001.41

F.S. 1001.42 F.S. 1006.20 FHSAA Bylaws



Book Policy Manual

Section Special Update September 2024 REVISED

Title STUDENT ASSESSMENT

Code po2623 fsj 1/23/25 SS 2/12/25

Status

Adopted June 13, 2017

Last Revised May 14, 2024

2623 - STUDENT ASSESSMENT

The School Board shall assess student achievement and needs in all program areas in compliance with the law and rules of the State Board of Education. The purpose will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District. Each student must participate in the Statewide, standardized assessment program and the local assessment program as required by law.

Student performance data shall be used in developing objectives for the school improvement plan, evaluating instructional personnel and administrative personnel, assigning staff, allocating resources, acquiring instructional materials and technology, implementing performance-based budgeting, and promoting and assigning students to educational programs. The analysis of student performance data will identify strengths and needs in the educational program and trends over time, and be used in conjunction with budgetary planning and development of remediation programs.

The Board shall require the following:

- A. mandatory participation by all eligible students as defined by the State Board of Education rules;
- B. industry certification examinations, national assessments, and Statewide assessments offered by the District be made available to all Florida Virtual School students in the District;
- C. industry certification examinations, national assessments, and Statewide assessments be taken at the student's regularly assigned school unless an alternative site is mutually agreed to by the District and the Florida Virtual School or authorized contractor The District will notify students of the date and time of the administration of each examination or assessment.
- D. parents be informed of the testing program of the schools and of the Statewide, standardized tests or the local assessments that are to be administered to their children;
- E. data regarding individual test scores on either the Statewide, standardized tests or the local assessments be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- F. school and District test results will be reported to the public annually;
- G. the Superintendent shall develop procedures for the annual assessment of first, second, and third grade students on their reading proficiency and identify those students who are reading below grade level. S/He shall ensure that each student's teacher is involved in the assessment and in the identification of those students who are reading below grade level.

The District will notify the parent of each student who exhibits a deficiency in reading, shall consult with the parent in the development of a progress monitoring plan, and will provide intensive reading instruction to the student until the deficiency is corrected.

Statewide Standardized Assessment

The Board shall administer the Statewide, standardized tests to students at the grade levels and for the subjects at the times designated by the Florida Commissioner of Education. The Statewide, standardized assessment program consists of Statewide, standardized comprehensive assessments, end-of-course (EOC) assessments, and the Florida Alternate Assessment.

A Statewide standardized EOC assessment must be used as the final cumulative examination for its associated course. No additional final assessment may be administered in a course with a Statewide, standardized EOC assessment. A District-required local assessment may be used as the final cumulative examination for its associated course in accordance with Board policy.

Local Assessments

The District shall administer a local assessment that measures student mastery of course content at the necessary level of rigor for the grade levels/subjects that are not included in the subjects and grade levels measured under the Statewide, standardized assessment program. The course content that will be measured by the local assessments is set forth in the State standards that are required by F.S. 1003.41 and in the course description.

The District will provide a student's performance results on District-required local assessments to the student's teachers and parent within one (1) week after administering such assessments unless the Superintendent determines in writing that extenuating circumstances exist and report the extenuating circumstances to the Board. Results will be made available through a web-based portal as part of the District's student information system and in a printed format upon request by a student's parent.

Local Assessment Committees

The Superintendent is authorized to convene local assessment committees to evaluate the assessments that are available to measure the performance of the District's students in all subjects and grade levels not measured by Statewide, standardized assessments, and to recommend to the Superintendent the assessment that would be most appropriate for the purpose required by State law. In so doing, these committees shall consider item banks, facilitating the sharing of developed tests with other school districts, acquiring assessments from State and national curriculum-area organizations, and providing technical assistance in best professional practices of test development based upon State-adopted curriculum standards, as well as established protocols for Statewide, standardized assessments concerning administration, scoring, and security.

Upon approval of the Superintendent of the specific type of assessment to be used at each grade level and for each subject not measured by a Statewide, standardized assessment, these committees shall then be responsible for the selection and/or development of each specific assessment, the development of the protocols that will govern the administration of the assessment, the protocols to be used in the scoring of each local assessment, and any protocols necessary for test security. The committee shall also be responsible for recommending to the Superintendent the method for collecting assessment results.

During the development of the local assessment program, progress reports shall be made to the Board about the work of the local assessment committees, and when the development of the local assessment program for each grade level and the subject area has not been completed.

Scheduling of Assessments

A. The Board will establish schedules for the administration of any Statewide, standardized assessments and District-required assessments and approve the schedules as an agenda item at a Board meeting. The Board will publish the testing schedules on its website using the Department of Education's uniform calendar with the information required by State law.

The Board will submit the schedules to the Department of Education by October 1st of each year. Each District school will publish the schedules for Statewide, standardized assessments and District-required assessments on its website using the uniform calendar.

B. The Board will not schedule more than five percent (5%) of a student's total school hours in a school year to administer Statewide, standardized assessments, the coordinated screening and progress monitoring system under F.S. 1008.25, and District-required local assessments. The Board will secure written consent from a student's parent before administering District-required local assessments that, after applicable Statewide standardized assessments and coordinated screening and progress monitoring are scheduled, exceed the five percent (5%) test administration limit for that student. The five percent (5%) test administration limit for a student may be exceeded if necessary to provide test accommodations that are required by an IEP or are appropriate for an English language learner who is currently receiving services in the District's English language learner program.

Assessment Preparation

No school in this District may suspend the regular program of curricula to administer practice assessments or engage in other assessment-preparation activities for a Statewide, standardized assessment. However, the Board authorizes schools to:

- A. distribute to students sample assessment books and answer keys that are published by the Florida Department of Education;
- B. provide individual instruction in assessment-taking strategies without suspending the school's regular program of curricula for a student who scores at Level 1 or Level 2 on a prior administration of the Statewide assessment;
- C. provide individualized instruction in the content knowledge and skills assessed, without suspending the school's regular program of curriculum for a student who scores at Level 1 or Level 2 on a prior administration of the Statewide assessment or a student who, through a diagnostic assessment administered by the District is identified as having a deficiency in the content knowledge and skills assessed; and
- D. administer a practice assessment or engage in other assessment preparation activities for the statewide assessment which are determined necessary to familiarize students with the organization of the assessment, the format of the assessment items, and the assessment directions, or which are otherwise necessary for the valid and reliable administration of the assessment, as set forth in rules adopted by the State Board of Education.

Students with Disabilities

A. Participation in Statewide Standardized Assessments with or without Accommodations

All students with disabilities will participate in the Statewide standardized assessment program based on State standards, pursuant to F.A.C. 6A-1.09401, without accommodations unless the student's individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a Statewide standardized assessment.

"Accommodations" are defined as adjustments to the presentation of the Statewide standardized assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a Statewide standardized assessment to include amount of time for administration, settings for administration of a Statewide standardized assessment, and the use of assistive technology or devices to facilitate the student's participation in a Statewide standardized assessment. Accommodations that negate the validity of a Statewide standardized assessment are not allowable.

The provision of accommodations for students with disabilities shall be provided in accordance with F.A.C. 6A-1.0943 and applicable State and Federal laws.

B. Florida Alternate Assessment

A student with a disability, as defined in F.S. 1007.02(2), for whom the IEP Team determines that the Statewide standardized assessments cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have assessment results waived for the purpose of receiving a course grade and a standard high school diploma. Such a waiver shall be designated on the student's transcript. The statement of waiver shall be limited to a statement that performance on an assessment was waived for the purpose of receiving a course grade or a standard high school diploma, as applicable.

The alternative assessment program is designed for a student with a significant cognitive disability and includes the Florida Standards Alternate Assessment (FSAA) – Performance Task and the FSAA – datafolio assessments. The decisions of whether a student is eligible to participate in the alternative assessment program and whether the student should participate in the FSAA – Performance Task or FSAA – datafolio assessments is determined by the

student's IEP team and delineated on the student's IEP. Participation in the Florida Alternate Assessment by students with significant cognitive disabilities will be determined by the student's IEP team and delineated on the student's IEP. Such determinations must be in accordance with the criteria set forth in Florida law including, but not limited to, F.A.C. 6A-1.0943 and 6A-1.09430.

C. Extraordinary Exemptions

A student with a disability for whom the IEP Tteam determines is prevented by a circumstance or condition, as those terms are defined in F.S. 1008.212, from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment pursuant to F.S. 1008.22(3)(c) shall be granted an extraordinary exemption from the administration of the assessment. A learning, emotional, behavioral, or significant cognitive disability or the receipt of services through the homebound or hospitalized program is not, in and of itself, an adequate criterion for the granting of an extraordinary exemption.

Once an IEP Team determines that a student with a disability is prevented by a "circumstance" or "condition" as defined in F.S. 1008.212 from physically demonstrating the mastery of skills that have been acquired and are measured by the Statewide standardized assessment, a Statewide standardized end-of-course assessment, or an alternate assessment under F.S. 1008.22(3)(c), the IEP Team, which must include the parent, may submit to the Ssuperintendent a written request for an extraordinary exemption from the administration of the assessment pursuant to F.S. 1008.212.

The written request for an extraordinary exemption may be made at any time during the school year but not later than sixty (60) days before the first day of the administration window of the assessment for which the request is made. The request must include the following information:

- 1. A written description of the student's disabilities, including a specific description of the student's impaired sensory, manual, or speaking skills.
- 2. Written documentation of the most recent evaluation data.
- 3. Written documentation, if available, of the most recent administration of Statewide standardized assessments.
- 4. A written description of the circumstances' or conditions', as defined above, the effect on the student's participation in Statewide standardized assessments.
- 5. Written evidence that the student has had an opportunity to learn the skills being tested.
- 6. Written evidence that the student has been provided with appropriate instructional accommodations.
- 7. Written evidence as to whether the student has had the opportunity to be assessed using the instructional accommodations on the student's IEP which are allowable in the administration of a Statewide standardized assessment.
- 8. Written evidence of the circumstance or condition as defined above.
- 9. The name, address, and phone number of the student's parent.

The superintendent will recommend to the Commissioner of Education whether the request should be granted or denied, and the Commissioner will grant or deny the requested exemption within thirty (30) calendar days of receipt of the Ssuperintendent's request. A copy of the District's procedural safeguards as required in F.A.C. 6A-6.03311 shall be provided to the parent. If the parent disagrees with the IEP Team's recommendation, the dispute resolution methods described in the procedural safeguards shall be made available to the parent.

D. Exemption Options for Students with a Medical Complexity

In addition to the exemption option available under F.S. 1008.212, a student with a medical complexity as defined in F.S. 1008.22 may be exempt from participating in Statewide standardized assessments, including the Florida Alternate Assessment. If a parent consents in writing and the student's IEP Team determines that the student should not be assessed based on medical documentation that confirms that the student meets the criteria of medical complexity, the parent may select from the assessment exemption options set forth in F.S. 1008.22.

If a student who resides in the District and qualifies for a Florida Tax Credit Scholarship attends an eligible private school, pursuant to State law, that has chosen not to administer the Statewide, standardized assessments, the District shall designate, upon the request of the parent, an assessment site where the student can participate in the Statewide, standardized assessment. The parent is responsible for providing transportation to the assessment site.

Test Administration and Security

The Board may contract with qualified contractors to administer and proctor Statewide standardized assessments or local assessments required under State law. Assessments may be administered or proctored by qualified contractors at sites that meet criteria established by rules of the State Board of Education and adopted pursuant to State law to implement these contracting requirements.

Board employees, such as education paraprofessionals, licensed, certified instructors, or education services officer test administrators as described in F.S. 1008.23 may administer and proctor Statewide, standardized assessments or assessments associated with Florida approved courses under F.S. 1003.499. All test administrators and proctors for the Statewide assessments will be trained according to rules of the State Board of Education before performing such duties.

Board employees who are involved in handling, administering, proctoring or scoring of tests shall not:

- A. reveal, copy or otherwise reproduce tests or individual test questions, except as authorized;
- B. assist examinees in answering test questions by any means;
- C. interfere with examinees' answers;
- D. give answer keys to examinees or any unauthorized person.

Board employees who are involved in administering or proctoring tests, or who teach or otherwise prepare examinees, shall not participate in, direct, aid, or counsel, assist in, or encourage any activity that could result in the inaccurate measurement or reporting of the examinees' achievement.

The Board shall take appropriate and necessary actions against any employee who knowingly and willfully violates test security rules adopted by the FLDOE for any Statewide standardized assessments.

Revised 8/28/18 Revised 2/5/19 Revised 12/13/22 Technical Corrections 12/12/23 Revised 5/14/24

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Lega	F.S.	1002.37

F.S. 1002.395 F.S. 1003.4282

F.S. 1008.212

F.S. 1008.22

F.S. 1008.23

F.S. 1008.24

F.S. 1008.25

F.A.C. 6A-1.09422

F.A.C. 6A-1.0943

F.A.C. 6A-1.09430

F.A.C. 6A-1.09431

F.A.C. 6A-1.09432

F.A.C. 6A-10.042



Book Policy Manual

Section Special Update September 2024 REVISED

Title MILITARY LEAVE

Code po3430.07 fsj 1/23/22 MG 2/8/25

Status

Adopted June 13, 2017

3430.07 - MILITARY LEAVE

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, instructional staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Instructional staff members called to duty are required to provide advance notice of need for leave to their supervisor.

Reserve or Guard Training

All instructional staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an instructional staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service

Instructional staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay-for Federal military service that is equal to or greater than ninety (90) consecutive days.

[] The Board shall supplement the military pay of its eligible officials and employees who are reservists called to active military service after the first thirty (30) days in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. [END OF OPTION]

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Instructional staff members on military leave may substitute accrued paid vacation for unpaid leave.



Re-Employment

Re-employment of all instructional staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. An instructional staff members who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the instructional staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Instructional staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

Benefits During Military Leave

The Board shall continue to provide all health insurance and other existing benefits to instructional staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

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Legal F.S. 115.07

F.S. 115.09 F.S. 115.14 F.S. 121.111 F.S. 250.341

F.S. 1012.23

38 U.S.C. 2021 et seq.

38 U.S.C. 4312

38 U.S.C. 4323



Book Policy Manual

Section Special Update September 2024 REVISED

Title MILITARY LEAVE

Code po4430.07 fsj 1/23/25 MG 2/8/25

Status

Adopted June 13, 2017

4430.07 - MILITARY LEAVE

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, support staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Support staff members called to duty are required to provide advance notice of need for leave to their supervisor.

Reserve or Guard Training

All support staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When a support staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service

Support staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full payfor Federal military service that is equal to or greater than ninety (90) consecutive days.

[] The Board shall supplement the military pay of its eligible officials and employees who are reservists called to active military service after the first thirty (30) days in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. [END OF OPTION]

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Support staff members on military leave may substitute accrued paid vacation for unpaid leave.

Re-Employment

Re-employment of all support staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. A support staff member who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the support staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Support staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

Benefits During Military Leave

The Board shall continue to provide all health insurance and other existing benefits to support staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

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Legal F.S. 115.07

F.S. 115.09 F.S. 115.14 F.S. 121.111 F.S. 250.341 F.S. 1012.23

38 U.S.C. 2021 et seq.

38 U.S.C. 4312 38 U.S.C. 4323



Book Policy Manual

Section Special Update September 2024 REVISED

Title ENTRANCE REQUIREMENTS

Code po5112 fsj 1/23/25 jfk2/18/25

Status

Adopted June 13, 2017

Last Revised February 23, 2021

5112 - ENTRANCE REQUIREMENTS

The School Board hereby establishes entrance age requirements for students which are consistent with statute and sound educational practice and requires the equitable treatment of all eligible children.

Pursuant to State law, all children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1st of any school year or who are older than six (6) years of age but who have not attained the age of sixteen (16) years, except as otherwise provided in Florida statute, are required to attend school regularly during the entire school term. Further, all children enrolling in a District school shall meet the immunization requirements set forth in F.S. 1003.22, as well as provide evidence of a physical exam as required by State law.

The <code>sSuSuperintendent</code> may require evidence of the age of any child who seeks to enroll in the District or who the <code>Superintendent</code> believes to be within the limits of compulsory attendance as provided by law; however, the <code>Superintendent</code> will not require evidence from any child who meets regular attendance requirements by attending any of the following schools or programs:

- A. a parochial, religious, or denominational school;
- B. a private school supported in whole or in part by tuition charges or by endowments or gifts;
- C. a home education program that meets the requirements of F.S. Chapter 1002; or
- D. a private tutoring program that meets the requirements of F.S. Chapter 1002.

In addition, consistent with rules adopted by the State Board of Education, children with disabilities who have attained the age of three (3) years shall be eligible for admission to the District's special education programs and for related services. Children with disabilities younger than three (3) years of age who are deaf or hard of hearing, visually impaired, dual sensory impaired, orthopedically impaired, other health impaired, who have experienced traumatic brain injury, who have autism spectrum disorder, established conditions, or who exhibit developmental delays or intellectual disabilities may be eligible for special programs and may receive services in accordance with rules of the State Board of Education. The identification of established conditions for children birth through two (2) years of age and developmental delays for children birth through five (5) years of age shall be in accordance rules adopted by the State Board of Education.

Further, as required by F.S. 1003.22 and Policy 5320, Immunizations all children enrolling in a District school shall meet the immunization requirements set forth in State law, as well as provide evidence of a physical exam as required by State law.

Kindergarten

Children entering kindergarten in this District for the first time must comply with F.S. 1003.21 regarding entry age. A child must be five (5) years old on or before September 1st, in order to meet the Florida age requirement for kindergarten. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

First Grade

Children entering first grade in this District for the first time must comply with F.S. 1003.21. Any child who has attained the age of six (6) years on or before September 1st of the school year and who has been enrolled in a public school or who has attained the age of six (6) years on or before September 1st and has satisfactorily completed the requirements for kindergarten in a non-public school, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the District's student progression plan.

Students transferring to first grade from a kindergarten program other than the one offered by the District will need written verification of satisfactory completion of an appropriate kindergarten from the public or non public school attended. Home education is not an option program. Verification forms are available at each elementary school.

Initial Entry

- A. Children entering the District for the first time must comply with F.S. 1003.21 and with the District's Student Progression Plan. Students must have an immunization record on file at the school. Any student who does not have the proper immunization shall be temporarily excluded from attendance until compliance has been documented.
- B. Each child who is entitled to admittance to kindergarten or is entitled to any other initial entrance into a public school in the District must have a certification of a school-entry health examination performed within one (1) year before enrollment in school. Students transferring into the District from a school within the State of Florida who have completed physical examination form as part of their school record need not be re-examined. Examinations taken out-of-state may be accepted if performed within one (1) year of entry and include documentation and reported on the official forms of the physician. A student shall have up to thirty (30) school days to present a certification of a school-entry health examination. Children and youths who are experiencing homelessness and children who are known to the Department, as defined in F.S. 39.0016, shall be given a temporary exemption for thirty (30) school days. The school health services plan shall contain provisions to assist students in obtaining health examinations.
- C. A child may be exempt from the required health examination and/or immunization upon written request of the parent or guardian of such child stating an objection to examination and/or immunization on religious grounds or for medical reasons certified by a competent medical authority.
- D. Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:
 - 1. prior school expulsions:
 - 2. arrests resulting in a charge;
 - 3. juvenile justice actions; and
 - 4. any corresponding referral to mental health services by a school district that the student previously attended;
 - 5. disciplinary placement.

Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.

Verification of Residence

Verification of a parent or guardian's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent.

A student whose parent is transferred or is pending transfer to a military installation within the State while on active military duty pursuant to an official military order shall be considered a resident of the District for purposes of enrollment when the order is submitted to the District.

Notification of in Loco Parentis

In cases in which a student is temporarily not residing with his/her parents or legal guardian for a short period of time, the parent or legal guardian of the student shall designate in writing that adult person with whom the student resides who stands in loco parentis to the student in order for him/her to be admitted or continue in school. This statement shall be notarized and presented to the principal.

Revised 8/28/18 Revised 2/5/19 Revised 8/27/19 Revised 2/11/20 Revised 2/23/21

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Legal F.S. 1003.01

F.S. 1003.05 F.S. 1003.21 F.S. 1003.22 F.S. 1006.07

F.A.C. 6A-1.0985



Book Policy Manual

Section Special Update September 2024 REVISED

Title Revised Policy - Special Update - Sept 2024 - ABSENCES FOR RELIGIOUS HOLIDAYS

Code po5225 fsj 1/23/25 gm 1/28/25

Status

Adopted June 13, 2017

Last Revised March 8, 2022

Revised Policy - Special Update

[NOTE: This policy is required by State law and the Florida Administrative Code.]

5225 - ABSENCES FOR RELIGIOUS HOLIDAYS

It is the policy of the School Board that absences from school for the observance of a religious holiday or because of the tenets of a student's religion forbid secular activity during a school day or portion thereof shall be excused subject to compliance with this policy.

Set forth below is a list of religious holidays for which student absences will be excused. The absence will be excused only for the days on which the holiday is observed. The dates on which the holidays are observed will be verified through the use of various sources and may change due to the lunar, Gregorian, and Julian calendars.

- A. Martyrdom of the Bab (Baha'i)
- B. Hajj Day (Islam)
- C. Tish'a B'Av (Jewish)
- D. Yawm al-Arafa (Islam Dawoodi Bohra)
- E. Eid al-Adha (Islam Dawoodi Bohra)
- F. Eid al-Adha (Islam)
- G. Asalha Puja Day (Buddhist)
- H. Guru Purnima
- I. Eid-e-Ghadeer (Islam Dawoodi Bohra)
- J. Transfiguration of the Lord (Eastern Orthodox Christian)
- K. 1st Muharram (Islamic New Year)
- L. 1st Muharram (Islam Dawoodi Bohra)

- M. Ashara Mubaraka (Islam Dawoodi Bohra)
- N. Onam (Hindu)
- O. Naga Panchami (Hindu)
- P. Obon (Buddhist)
- Q. Feast of the Assumption of Blessed Virgin Mary (Catholic Christian)
- R. Dormition of the Theotokos (Orthodox Christian)
- S. Yawm Aashura (Islam Dawoodi Bohra)
- T. Ulambana (Buddhist)
- U. Raksha Bandhan (Hindu)
- V. Krishna Janmashtami (Hindu)
- W. Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)
- X. Lammas (Christian and Wicca)
- Y. Ecclesiastical Year begins (Eastern Orthodox Christian)
- Z. Paryushana (Jain)
- AA. Rosh Hashana (Jewish)
- AB. His Holiness Sakya Trizin's Birthday (Buddhist)
- AC. Feast of Trumpets (Church of God, Philadelphia Church of God)
- AD. Sh'mini Atzeret (Jewish)
- AE. Nativity of Mary (Christian)
- AF. Ganesh Chaturthi (Hindu)
- AG. Yom Kippur (Jewish)
- AH. Day of Atonement (Christian, Church of God, Philadelphia Church of God)
- AI. Nativity of the Theotokos (Eastern Orthodox Christian)
- AJ. Sukkot (Jewish)
- AK. Feast of Tabernacles (Church of God, Philadelphia Church of God)
- AL. Mabon (Wicca/Pagan)
- AM. The Elevation of the Holy Cross (Eastern Orthodox Christian)
- AN. Chehlum Imam Hussain (Islam Dawoodi Bohra)
- AO. Last Great Day (Church of God, Philadelphia Church of God)
- AP. Simchat Torah (Jewish)
- AQ. Navaratri (Hindu)
- AR. Milad an-Nabi (Islam Dawoodi Bohra)

- AS. Maulid al-Nabi (Islam) Birth of B'ab (Baha'i)
- AT. Installation of Scriptures of Guru Granth (Sikh)
- AU. Urus-Syedna Mohammad Burhanuddin (Islam Dawoodi Bohra)
- AV. All Saints' Day (Christian)
- AW. Samhain-Beltane (Wicca)
- AX. All Souls' Day (Christian)
- AY. Goverdhan Puja (Hindu)
- AZ. Birth of Baha'u'llah (Baha'i)
- BA. Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)
- BB. Diwali (Hindu, Jain, Puja, Deepavali, and Sikh)
- BC. The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
- BD. Guru Tegh Bahadur Martyrdom (Sikh)
- BE. Day of Covenant (Baha'i)
- BF. Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)
- BG. Ascension of 'Abdul'I Baha (Baha'i)
- BH. Nativity Fast begins (Eastern Orthodox Christian)
- BI. First Sunday of Advent (Christian)
- BJ. Hanukkah (Jewish)
- BK. Guru Nanak Dev Sahib Birthday (Sikh)
- BL. Immaculate Conception (Christian)
- BM. Yule (Wicca and Christian)
- BN. Christmas (Christian)
- BO. The Nativity of Christ (Eastern Orthodox Christian)
- BP. Zarathosht Diso (Zoroastrian)
- BQ. Gantan-sai (Shinto)
- BR. Mary, Mother of God (Catholic Christian)
- BS. Holy Convocation (Church of God and Saints of Christ)
- BT. Birthday of Guru Gobindh Singh Sahib (Sikh)
- BU. Feast of Epiphany (Christian)
- BV. Feast of Theophany (Eastern Orthodox Christian)
- BW. Nativity of Christ (Armenian Orthodox)
- BX. Feast of the Nativity (Eastern Orthodox Christian)

- BY. Maghi (Sikh)
- BZ. Makar Sankranti and Pongal (Hindu)
- CA. World Religion Day (Baha'i)
- CB. Tu B'shvat (Jewish)
- CC. Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
- CD. The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
- CE. Imbolic-Candlemas (Wicca and Christian)
- CF. Midwinter Ceremonies (Native American)
- CG. Vasant Panchami (Hindu)
- CH. Nirvana Day (Buddhist)
- CI. Ayyam al Beez (Islam Dawoodi Bohra)
- CJ. Jonah's Passover (Eastern Orthodox Church)
- CK. Urus Syedna Taher Saifuddin (Islam Dawoodi Bohra)
- CL. Intercalary Days (Baha'i)
- CM. Yawm al-Mab'ath (Islam Dawoodi Bohra)
- CN. Shrove Tuesday (Christian)
- CO. Maha Shivaratri (Hindu)
- CP. Lailat al Miraj (Islam)
- CQ. Ash Wednesday (Christian)
- CR. Clean Monday (Eastern Orthodox Christian)
- CS. L. Ron Hubbard's Birthday (Church of Scientology)
- CT. Purim (Jewish)
- CU. Holi (Hindu)
- CV. Hola Mohalla (Sikh)
- CW. Lailat al Bara'ah (Islam)
- CX. Ostara (Wicca)
- CY. Naw-Ryz (Baha'i)
- CZ. Nowruz (Zoroastrian)
- DA. Annunciation of the Virgin Mary (Christian)
- DB. The Annunciation of the Theotokos (Eastern Orthodox Christian)
- DC. Khordad Sal (Zoroastrian)
- DD. Souramana Yugadi (Hindu)

- DE. Chandramana Yugadi (Hindu)
- DF. Ramadan (Islam)
- DG. Visakha Puja (Buddhist)
- DH. Buddha's Birthday/Buddha Day
- DI. Palm Sunday
- DJ. Ramnavami (Hindu)
- DK. Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)
- DL. Holy Thursday (Christian)
- DM. Mahavir Jayanti (Jain)
- DN. Holy Friday (Christian)
- DO. Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
- DP. Lord's Evening Meal (Christian, Jehovah's Witness)
- DQ. Passover (United Church of God)
- DR. Passover (Jewish)
- DS. Lazarus Saturday (Eastern Orthodox Christian)
- DT. Theravadin New Year (Buddhist)
- DU. First Day of Unleavened Bread (Church of God)
- DV. Days of Unleavened Bread (Philadelphia Church of God)
- DW. Easter (Christian)
- DX. Palm Sunday (Eastern Orthodox Christian)
- DY. Easter Monday (Christian)
- DZ. First Day of Ridvan (Baha'i)
- EA. Shahadat Amirul Mumineed (Islam Dawoodi Bohra)
- EB. Holy Thursday (Eastern Orthodox Christian)
- EC. Holy Friday (Eastern Orthodox Christian)
- ED. The Last Friday of the Great Lent (Eastern Orthodox Church)
- EE. Last Day of Unleavened Bread (Church of God)
- EF. Laylatul Qadr (Islam Dawoodi Bohra)
- EG. Easter (Eastern Orthodox Christian)
- EH. Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)
- EI. The 11th Panchen Lama's Birthday (Buddhist)
- EJ. Bright Monday (Eastern Orthodox Christian)

- EK. Hanuman Jayanti (Hindu)
- EL. Ninth Day of Ridvan (Baha'i)
- EM. Laylatul Qadr (Islam)
- EN. Aakhir Jumo'a (Islam Dawoodi Bohra)
- EO. Beltane (Wicca)
- EP. Twelfth Day of Ridvan (Baha'i)
- EQ. Eid al-Fitr (Islam Dawoodi Bohra)
- ER. Eid al Fitr (Islam)
- ES. Yom Ha'Azmaut (Jewish)
- ET. Declaration of the Bab (Baha'i)
- EU. Ascension of Our Lord (Christian)
- EV. Ascension of Baha'u'llah (Baha'i)
- EW. Pentecost (Christian)
- EX. Shavuot (Jewish)
- EY. Pentecost (Eastern Orthodox Christian)
- EZ. Martyrdom of Guru Arjan Dev Sahib (Sikh)
- FA. Fast of the Holy Apostles (Eastern Orthodox Christian)
- FB. Litha (Wicca)

The following religious holidays for the 2020 2021 school year for which student absence will be excused:

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A. July

- 1. July 9th Martyrdom of the Bab* (Baha'i)
- 2. July 17th 22nd Hajj DAy (Islam)
- 3. July 18th
 - a. Tish'a B'Av (Jewish)
 - b. Yawm al Arafa (Islam Dawoodi Bohra)
- 4. July 19th Eid al Adha (Islam Dawoodi Bohra)
- 5. July 19th 23rd Eid al Adha (Islam)
- 6. July 24th
 - a. Asalha Puja Day (Buddhist)
 - b. Guru Purnima
- 7. July 27th Eid e Ghadeer (Islam Dawoodi Bohra)
- B. August

- 1. August 1st
 - a. Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)
 - b. Lammas (Christian and Wicca)
- 2. August 6th Transfiguration of the Lord (Eastern Orthodox Christian)
- 3. August 9th
 - a. 1st Muharram (Islamic New Year)
 - b. 1st Muharram (Islam Dawoodi Bohra)
- 4. August 9th 18th Ashara Mubaraka (Islam Dawoodi Bohra)
- 5. August 12th 23rd Onam* (Hindu)
- 6. August 13th Naga Panchami (Hindu)
- 7. August 13th 15th Obon (Buddhist)
- 8. August 15th
 - a. Feast of the Assumption of Blessed Virgin Mary (Catholic Christian)
 - b. Dormition of the Theotokos (Orthodox Christian)
- 9. August 18th Yawm Aashura (Islam Dawoodi Bohra)
- 10. August 22nd
 - a. Ulambana (Buddhist)
 - b. Raksha Bandhan (Hindu)
- 11. August 30th Krishna Janmashtami (Hindu)

C. September

- 1. September 1st Ecclesiastical Year begins (Eastern Orthodox Christian)
- 2. September 3rd 10th Paryushana (Jain)
- 3. September 6th 8th Rosh Hashana (Jewish)
- 4. September 7th
 - a. His Holiness Sakya Trizin's Birthday (Buddhist)
 - b. Feast of Trumpets (Church of God, Philadelphia Church of God)
- 5. September 7th 29th Sh'mini Atzeret (Jewish)
- 6. September 8th Nativity of Mary (Christian)
- 7. September 10th Ganesh Chaturthi (Hindu)
- 8. September 16th
 - a. Yom Kippur (Jewish)
 - b. Day of Atonement (Christian, Church of God, Philadelphia Church of God)

9. September 21st Nativity of the Theotokos (Eastern Orthodox Christian)

- 10. September 21st 27th
 - a. Sukkot (Jewish)
 - b. Feast of Tabernacles (Church of God, Philadelphia Church of God)
- 11. September 21st 29th Mabon (Wicca/Pagan)
- 12. September 27th
 - a. The Elevation of the Holy Cross (Eastern Orthodox Christian)
 - b. Chehlum Imam Hussain (Islam Dawoodi Bohra)
- 13. September 28th Last Great Day (Church of God, Philadelphia Church of God)
- 14. September 29th Simchat Torah (Jewish)

D. October

- 1. October 7th 15th Navaratri (Hindu)
- 2. October 18th Milad an Nabi (Islam Dawoodi Bohra)
- 3. October 19th Maulid al Nabi (Islam)
- 4. October 20th
 - a. Birth of B'ab (Baha'i)
 - b. Installation of Scriptures of Guru Granth (Sikh)
- 5. October 22nd Urus Syedna Mohammad Burhanuddin (Islam Dawoodi Bohra)

E. November

- 1. November 1st
 - a. All Saints' Day (Christian)
 - b. Samhain Beltane (Wicca)
- 2. November 2nd All Souls' Day (Christian)
- 3. November 5th Goverdhan Puja (Hindu)
- 4. November 7th Birth of Baha'u'llah (Baha'i)
- 5. November 9th Milad Imam uz Zamaan (Islam Dawoodi Bohra)
- 6. November 12th 16th Diwali (Hindu, Jain, Puja, Deepavali, and Sikh)
- 7. November 21st The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
- 8. November 24th Guru Tegh Bahadur Martyrdom (Sikh)
- 9. November 25th
 - a. Day of Covenant (Baha'i)
 - b. Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)

- 10. November 27th Ascension of 'Abdul'l Baha (Baha'i)
- 11. November 28th
 - a. Nativity Fast begins (Eastern Orthodox Christian)
 - b. First Sunday of Advent (Christian)
- 12. November 28th December 6th Hanukkah (Jewish)
- 13. November 29th Guru Nanak Dev Sahib Birthday (Sikh)

F. December

- 1. December 8th Immaculate Conception (Christian)
- 2. December 21st 22nd Yule (Wicca and Christian)
- 3. December 25th
 - a. Christmas (Christian)
 - b. The Nativity of Christ (Eastern Orthodox Christian)
- 4. December 26th Zarathosht Diso (Zoroastrian)

G. January

- 1. January 1st
 - a. Gantan sai (Shinto)
 - b. Mary, Mother of God (Catholic Christian)
- 2. January 3rd 10th Holy Convocation (Church of God and Saints of Christ)
- 3. January 5th Birthday of Guru Gobindh Singh Sahib (Sikh)
- 4. January 6th
 - a. Feast of Epiphany (Christian)
 - b. Feast of Theophany (Eastern Orthodox Christian)
 - c. Nativity of Christ (Armenian Orthodox)
- 5. January 7th Feast of the Nativity (Eastern Orthodox Christian)
- 6. January 13th Maghi (Sikh)
- 7. January 14th Makar Sankranti and Pongal (Hindu)
- 8. January 16th World Religion Day* (Baha'i)
- 9. January 17th Tu B'shvat (Jewish)

H. February

- 1. February 1st Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
- 2. February 2nd
 - a. The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)

- b. Imbolic Candlemas (Wicca and Christian)
- 3. February 3rd 12th Midwinter Ceremonies (Native American)
- 4. February 5th Vasant Panchami (Hindu)
- 5. February 15th Nirvana Day (Buddhist)
- 6. February 16th Ayyam al Beez (Islam Dawoodi Bohra)
- 7. February 17th Jonah's Passover (Eastern Orthodox Church)
- 8. February 20th Urus Syedna Taher Saifuddin (Islam Dawoodi Bohra)
- 9. February 26th March 1st Intercalary Days (Baha'i)
- 10. February 28th Yawm al Mab'ath (Islam Dawoodi Bohra)

I. March

- 1. March 1st
 - a. Shrove Tuesday (Christian)
 - b. Maha Shivaratri (Hindu)
 - c. Lailat al Miraj (Islam)
- 2. March 2nd Ash Wednesday (Christian)
- 3. March 7th Clean Monday (Eastern Orthodox Christian)
- 4. March 13th L. Ron Hubbard's Birthday (Church of Scientology)
- 5. March 17th Purim (Jewish)
- 6. March 18th
 - a. Holi (Hindu)
 - b. Hola Mohalla (Sikh)
- 7. March 19th Lailat al Bara'ah (Islam)
- 8. March 20th Ostara (Wicca)
- 9. March 21st Naw Ryz (Baha'i)
- 10. March 22nd Nowruz (Zoroastrian)
- 11. March 25th
 - a. Annunciation of the Virgin Mary (Christian)
 - b. The Annunciation of the Theotokos (Eastern Orthodox Christian)
- 12. March 26th Khordad Sal (Zoroastrian)
- J. April
 - 1. April 1st
 - a. Souramana Yugadi (Hindu)

- b. Chandramana Yuqadi (Hindu)
- 2. April 2nd May 1st Ramadan (Islam)
- 3. April 8th
 - a. Visakha Puja (Buddhist)
 - b. Buddha's Birthday/Buddha Day Buddha Day
- 4. April 10th
 - a. Palm Sunday
 - b. Ramnavami (Hindu)
- 5. April 13th 20th Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)
- 6. April 14th
 - a. Holy Thursday (Christian)
 - b. Mahavir Jayanti (Jain)
- 7. April 15th
 - a. Holy Friday (Christian)
 - b. Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
 - c. Lord's Evening Meal (Christian, Jehovah's Witness)
 - d. Passover (United Church of God)
- 8. April 15th 22nd Passover (Jewish)
- 9. April 16th
 - a. Lazarus Saturday (Eastern Orthodox Christian)
 - b. Theravadin New Year (Buddhist)
 - c. First Day of Unleavened Bread (Church of God)
- 10. April 16th 22nd Days of Unleavened Bread (Philadelphia Church of God)
- 11. April 17th
 - a. Easter (Christian)
 - b. Palm Sunday (Eastern Orthodox Christian)
- 12. April 18th Easter Monday (Christian)
- 13. April 20th
 - a. First Day of Ridvan (Baha'i)
 - b. Shahadat Amirul Mumineed (Islam Dawoodi Bohra)
- 14. April 21st Holy Thursday (Eastern Orthodox Christian)
- 15. April 22nd

- a. Holy Friday (Eastern Orthodox Christian)
- b. The Last Friday of the Great Lent (Eastern Orthodox Church)
- c. Last Day of Unleavened Bread (Church of God)
- 16. April 23rd 24th Laylatul Qadr (Islam Dawoodi Bohra)
- 17. April 24th
 - a. Easter (Eastern Orthodox Christian)
 - b. Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)
- 18. April 25th
 - a. The 11th Panchen Lama's Birthday (Buddhist)
 - b. Bright Monday (Eastern Orthodox Christian)
- 19. April 26th Hanuman Jayanti (Hindu)
- 20. April 28th
 - a. Ninth Day of Ridvan (Baha'i)
 - b. Laylatul Qadr (Islam)
- 21. April 29th Aakhir Jumo'a (Islam Dawoodi Bohra)
- K. May
 - 1. May 1st
 - a. Beltane (Wicca)
 - b. Twelfth Day of Ridvan (Baha'i)
 - 2. May 2nd Eid al Fitr (Islam Dawoodi Bohra)
 - 3. May 3rd Eid al Fitr (Islam)
 - 4. May 5th 6th Yom Ha'Azmaut (Jewish)
 - 5. May 24th Declaration of the Bab (Baha'i)
 - 6. May 26th Ascension of Our Lord (Christian)
 - 7. May 29th Ascension of Baha'u'llah (Baha'i)
- L. June
 - 1. June 5th Pentecost (Christian)
 - 2. June 4th 6th Shavuot (Jewish)
 - 3. June 12th Pentecost (Eastern Orthodox Christian)
 - 4. June 16th Martyrdom of Guru Arjan Dev Sahib (Sikh)
 - 5. June 20th Fast of the Holy Apostles (Eastern Orthodox Christian)
 - 6. June 24th Litha (Wicca)

* Approximate date based on the lunar calendar. Every attempt has been made to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian, and Julian calendars.

(x) Periodically, () Annually, [END OF OPTIONS] the Superintendent may consult with religious institutions and leaders in the community with regard to modification of the above list of religious holidays. The Board, however, is not bound by the information provided to the Superintendent by religious institutions and leaders.

The Superintendent shall establish procedures and time limits to be observed:

- A. by students, teachers, and administrators in making available to each student, so excused, an opportunity to make up any examination, study, or work assignment which has been missed;
- B. by a student's parent(s) or guardian when giving prior notice of the student's intended absence; and
- C. when giving affected students and parents an opportunity to be heard in connection with the decision not to excuse an absence on a day or portion thereof which is not included in the above list of religious holidays.

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Book Policy Manual

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Title GRADUATION REQUIREMENTS

Code po5460 fsj 1/23/25 JM 2/25/2025

Status

Adopted June 13, 2017

Last Revised May 14, 2024

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at a fitting graduation ceremony.

Standards for Graduation

For students entering grade 9 before the 2023-2024 school year.

Receipt of a standard high school diploma requires successful completion of twenty-four (24) or eighteen (18) ACCEL credit options, an International Baccalaureate curriculum, an Advanced International Certificate of Education completion, or the Career and Technical Education (CTE) pathway.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses, excluding work-related internships approved by the State Board of Education and identified in the course code directory. Any must-pass assessment requirement must be met.

Credit Distribution

Subject	24 Credits	18 Credits
English Language Arts	4	4
Mathematics	4	4
Science	3	3
Social Studies	3	3
Performing Arts, Speech & Debate or career and technical education	1	1
Physical Education	1	N/A
Electives	8	3

A financial literacy course consisting of at least one-half (1/2) credit as an elective shall be offered.

Beginning with the 2023-24 school year, high school students enrolled in the U.S. Government classes required by F.S. 1003.4282 must receive at least forty-five (45) minutes of instruction on "Victims of Communism Day" to include topics such as Mao Zedong and the Cultural Revolution, Joseph Stalin and the Soviet System, Fidel Castro and the Cuban

Revolution, Vladimir Lenin and the Russian Revolution, Pol Pot and the Khmer Rouge, and Nicolás Maduro and the Chavismo movement, and how victims suffered under these regimes through poverty, starvation, migration, systemic lethal violence, and suppression of speech.

Beginning in the 2023-2024 school year, middle school and high school students enrolled in the civics education class required by F.S. 1003.4156 or the United States Government class required by F.S. 1003.4282(3) must receive at least forty (45) minutes of instruction on "9/11 Heroes' Day" topics involving the history and significance of September 11, 2001, including remembering the sacrifice of military personnel, government employees, civilians, and emergency responders who were killed, wounded, or suffered sickness due to the terrorist attacks on or after that date, including, but not limited to:

- A. the historical context of global terrorism.
- B. a timeline of events on September 11, 2001, including the attacks on the World Trade Center, the Pentagon, and United Airlines Flight 93.
- C. the selfless heroism of police officers, firefighters, paramedics, other first responders, and civilians involved in the rescue and recovery of victims and the heroic actions taken by the passengers of United Airlines Flight 93.
- D. the unprecedented outpouring of humanitarian, charitable, and volunteer aid occurring after the events of September 11, 2001.
- E. the global response to terrorism and importance of respecting civil liberties while ensuring safety and security.

Receipt of a standard high school diploma requires successful completion of twenty-four (24) credits, an International Baccalaureate curriculum, an Advanced International Certificate of Education completion, or the Career and Technical Education (CTE) pathway.

The twenty-four (24) credits shall be distributed as follows:

Subject	Credits
English Language Arts	4
Social Studies	3
Mathematics	4
Science	3
Fine or performing arts, speech and debate, or career and technical education	1
Electives	7.5
Basic Physical education	1
Personal Financial Literacy and Money Management	.5

Basic training in first aid, including at least one (1) hour of cardiopulmonary resuscitation (CPR) instruction, shall be provided for students in grades 9 and 11.

High school students will be provided opportunities to take "computer science" courses and earn technology-related industry certifications to satisfy high school graduation requirements. Computer science courses and technology-related industry certifications that are identified as eligible for meeting mathematics or science requirements for high school graduation will be included in the Course Code Directory.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses as defined in F.S. 1003.01(4), including work-related internships approved by the State Board of Education and identified in the Ceourse Ceode Defirectory. However, any must-pass assessment requirements must be met.

An equivalent course is one (1) or more courses identified by content-area experts as being a match to the core curricular content of another course, based upon a review of the State academic standards and includes real-world applications of a career and technical education standard used in business or industry. An integrated course includes content from several courses within a content area or across content areas.

The earning and awarding of high school credits will be in accordance with Florida law including, but not necessarily limited to, the provisions of F.S. 1003.4282 and those identified in the Student Progression Plan.

For courses that require Statewide standardized end-of-course assessments, a minimum of thirty percent (30%) of a student's course grade shall be comprised of performance on the Statewide standardized end-of-course assessment.

In order to graduate, students must earn passing scores on the Florida State Assessment (State-mandated testing) or scores on a standardized test that are concordant with passing scores on the State-mandated testing. Additionally, a student must earn a cumulative GPA of 2.0 on a 4.0 scale.

High School Diploma

The Board shall award a standard high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her IEP including either the exemption from or the requirement to complete the State-mandated tests and the recommendation of the IEP Team.

Students may earn one (1) or more designations on their standard diploma pursuant to F.S. 1003.4285.

Each student's standard high school diploma will include, as applicable, the following designations, if the student meets the criteria:

A. Scholar Designation

In order to earn the Scholar Designation, the student must, in addition to the requirements for a standard high school diploma, satisfy the following:

- 1. English Language Arts (ELA) When the State transitions to common core assessments, pass the 11th grade ELA common core assessment.
- 2. Mathematics Earn one (1) credit in Algebra II or an equally rigorous course and one (1) credit in statistics or an equally rigorous course. When the State transitions to common core assessments, students must pass the Geometry common core assessment.
- 3. Science Pass the Statewide standardized Biology I end-of-course assessment and earn one (1) credit in chemistry or physics and one (1) credit in a course equally rigorous to chemistry or physics.
- 4. Social Studies Pass the Statewide standardized United States History end-of-course assessment.
- 5. Foreign Language Earn two (2) credits in the same foreign language.
- 6. Electives Earn at least one (1) credit in an Advanced Placement, an International Baccalaureate, an Advanced International Certificate of Education, or a dual enrollment course.

B. Industry Scholar Designation

In order to earn the Industry Scholar Designation, a student must, in addition to the requirements for a standard high school diploma, attain one (1) or more industry certifications on the Florida Department of Education's current "Industry Certification Funding List".

Students and parents shall be provided information about diploma designations through an online education and career planning tool, which allows students to monitor their progress toward the attainment of each designation.

Honorary Diploma

An honorary diploma may be awarded in the case of such unfortunate circumstances as the severe disability or death of a student prior to graduation. The student must have been a senior in good standing to meet the requirements of graduation established by the Board at the time of the disability/death.

Early Admission Program

High school graduation by means of the Early Admission to College Program is an alternative for the college-bound student during the normal senior year in high school. When the prescribed District conditions as set forth in the student handbook have been met, the student shall be awarded a high school diploma with the regular high school graduating class. The official college transcript shall be made a part of the student's high school permanent record file.

When students leave high school as Early Admission to College Program students, they may participate in graduation exercises with their graduation class and may be ranked in the class pursuant to Policy 5430.

Early High School Graduation

For the purposes of this policy, the term "early graduation" means graduation from high school in less than eight (8) semesters or the equivalent by completion of the required number of credits.

For a student who enters grade 9 before the 2023-2024 school year

A student who meets the requirements of F.S. 1003.4282(3)(a)-(e), earns three (3) credits in electives (a total of eighteen (18) credits), and earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale shall be awarded a standard high school diploma.

For a student who enters grade 9 in the 2023-2024 school year and thereafter

A student who meets the requirements of F.S. 1003.4282(3)(a)-(e), earns two and one-half (2.5) credits in electives and one-half (.5) credit in financial literacy and money management (a total of eighteen (18) credits), and earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale shall be awarded a standard high school diploma.

A student also has the option of early graduation if the student has completed a minimum of twenty-four (24) credits and otherwise meets the requirements for graduation.

Academically Challenging Curriculum to Enhance Learning (ACCEL)

The following ACCEL options are available: whole-grade and midyear promotion; subject-matter acceleration; virtual instruction in higher grade-level subjects; and the Credit Acceleration Program described below. Additional options may be available.

Students shall be advised of courses through which they can earn college credit, including Advanced Placement, International Baccalaureate, Advanced Certificate of Education, dual enrollment, and early admission courses, and career academy courses, and courses that lead to industry certification, as well as the availability of course offerings through virtual instruction.

Credit Acceleration Program (CAP)

High school credit in courses required for high school graduation may be earned through the passage of an end-of-course assessment administrated under F.S. 1008.22, an advanced placement examination, or a College Level Examination Program (CLEP). Course credit shall be awarded to a student who is not enrolled in the course, or who has not completed the course if the student attains a passing score on the corresponding end-of-course assessment, advanced placement examination, or CLEP. Public school or home education students in the District shall take the assessment or examination during the regular administration of the assessment or examination.

The District shall notify the parent of a student who is eligible to graduate early.

A student who graduates early may continue to participate in school activities and social events and to attend and participate in graduation events with the student's cohort. The student will be included in the class ranking, honors, and award determinations for the student's cohort. The student must comply with Board rules and policies regarding access to the school facilities and grounds during normal operating hours.

Career and Technical Education Graduation Pathway Option

A student is eligible to complete an alternative pathway to earning a standard high school diploma through the CTE pathway option. Receipt of a standard high school diploma awarded through the CTE pathway option requires the student's successful completion of at least eighteen (18) credits. A student completing the CTE pathway option must earn at least a cumulative grade point average (GPA) of 2.0 on a 4.0 scale. In order for a student to satisfy the requirements of the CTE pathway option, s/he must meet the GPA requirement and:

For a student who enters grade 9 before the 2023-2024 school year

- A. meet the requirements as set forth in F.S. 1003.4282;
- B. complete two (2) credits in career and technical education; and

The courses must result in a program completion and an industry certification.

C. complete two (2) credits in work-based learning programs. A student may substitute up to two (2) credits of electives, including one-half (1/2) credit in financial literacy, for work-based learning program courses to fulfill this

requirement.

For a student who enters grade 9 in the 2023-2024 school year and thereafter

A. meet the requirements as set forth in F.S. 1003.4282;

B. complete two (2) credits in career and technical education; and

The courses must result in a program completion and an industry certification.

C. complete one and one-half (1.5) credits in work-based learning programs.

The CTE pathway option to graduation will be incorporated into the District's Student Progression Plan.

High School Equivalency Diploma

The Board shall offer the high school equivalency diploma examination and the subject area examinations to all candidates pursuant to the rules of the State Board of Education. To be eligible to be a candidate for a high school equivalency diploma, a student must be at least eighteen (18) years of age on the date of the examination. However, in extraordinary circumstances and if the student resides or attends school in the District, the student may take the examination after reaching the age of sixteen (16) and receiving an underage waiver application approval in accordance with Policy 5465 - General Education Development (GED) Tests. All high school equivalency diplomas have equal status with other high school diplomas. A student may be awarded a standard high school diploma pursuant to the Florida Department of Education rules.

Certificate of Completion

A student who completes the minimum number of credits and other requirements for graduation but cannot earn a passing score on the State mandated testing, achieve a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent, or complete all other applicable requirements prescribed by the Board pursuant to Florida statutes shall be awarded a certificate of completion in a form prescribed by the State Board of Education.

A student who is entitled to a certificate may elect to remain as a full-time student or a part-time student for up to one (1) additional year and receive special instruction designed to remedy the student's identified deficiencies.

Notice to Students and Parents

The District will notify students and parents, in writing, of the requirements for a standard high school diploma, available designations, and the eligibility requirements for State scholarship programs and postsecondary admissions.

Commencement Exercises

Commencement exercises will include only those students who have successfully completed requirements for a standard high school diploma, Early Admission to College Program, a special diploma, or a certificate of completion for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct or outstanding financial obligation so warrants.

Students are permitted to lawfully wear dress uniforms of any of the Armed Forces of the United States or of the State at their graduation ceremony.

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F.S. 1003.4295

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F.S. 1003.436

F.S. 1003.437

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Book Policy Manual

Section Special Update September 2024 REVISED

Title STUDENT CONDUCT

Code po5500 fsj 1/23/25 ; jfk2/18/25

Status

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5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

The Principal shall notify all school personnel as to their obligation to report to the Principal those acts and/or crimes which pose a threat to school safety. School personnel must also properly document the disposition of any such incident.

The School Board has zero tolerance for conduct that poses a threat to school safety. Zero-tolerance policies must apply equally to all students and are not intended to be rigorously applied to petty acts of misconduct. This policy minimizes the victimization of students, staff, and volunteers and requires that necessary steps be taken to protect the victim of any violent act from any further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

Florida law requires that students found to have committed one of the following offenses:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- B. making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year, and shall be referred to mental health services identified by the District and, to the criminal justice or juvenile justice system.

The pre-expulsion committee may consider the one (1) year expulsion requirement on a case-by-case basis. A student may be assigned to a disciplinary program or second chance school in lieu of expulsion. If a student committing either of the offenses enumerated above is a student who has a disability, the Board shall comply with applicable State Board of Education rules for discipline of such students.

The District shall enter into agreements with local law enforcement specifying procedures so that acts that pose a threat to school safety, whether committed by a student or adult, are reported to a law enforcement agency having jurisdiction.

The school's threat management team will consult with law enforcement when a student exhibits a pattern of behavior, based on previous acts or the severity of an act that would pose a threat to school safety.

School Environmental Safety Incident Reporting

The following acts are required to be reported to the Department of Education as school environmental safety incidents (SESIR):

- A. Alcohol (Level IV): possession, sale, purchase, distribution or use of alcoholic beverages. "Use" means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
- B. Aggravated Battery (Level I) A battery where the attacker intentionally or knowingly causes more serious injury, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.
- C. Arson (Level I) To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.
- D. Burglary (Level II) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
- E. Bullying (Level IV) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Policy 5517.01, Bullying and Harassment. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property.
- F. Criminal Mischief (Felony Vandalism \$1,000 threshold) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti or other acts of vandalism on the property.
- G. Disruption on Campus Major (Level III) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, such as, but not limited to, bomb threats, inciting a riot, or initiating a false fire alarm.
- H. Drug Sale or Distribution (Level II) The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.
- I. Drug Use or Possession (Level III) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. "Use" means the person is caught in the act of using, admits to use, or is discovered to have used in the course of an investigation.
- J. Fighting (Level III) When two (2) or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.
- K. Grand Theft (\$750 threshold) (Level III) The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm.
- L. Harassment (Level IV) -- as defined in Policy 5517, Anti-Harassment.
- M. Hazing (Level III) as defined in Policy 5516, Student Hazing.
- N. Homicide (Level I) The unjustified killing of one human being by another.
- O. Kidnapping (Level I) Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
- P. Other Major Incidents (Level III) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual.
- Q. Robbery (Level II) -- The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.

- R. Sexual Assault (Level II), Sexual Battery (Rape) (Level I), Sexual Harassment (Level III), and Sexual Offenses (Other) (Level III) -- as defined in Policy 2266, Nondiscrimination on the Basis of Sex in Educational Programs and Activities.
- S. Simple Battery (Level II) -- An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
- T. Threat/Intimidation (Level III) An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically, or through any other means.
- U. Tobacco (Level IV) -- as defined in Policy 5512, Smoking and Tobacco-Free Environment.
- V. Trespassing (Level III) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry, if involves a student currently under suspension or expulsion, an offender who was previously issued an official trespass warning by school officials, or an offender who was arrested for trespass.
- W. Weapons Possession (Level II) as defined in Policy 5772, Weapons.

Acts that Pose a Threat to School Safety

Acts that pose a threat to school safety include, but are not limited to,:

- A. possession of firearms or other weapons
- B. placing, discharging, or throwing an explosive item or noxious substance or making threats to do so
- C. arson
- D. felony assault
- E. threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

Petty Acts of Misconduct

Petty acts of misconduct that are not a threat to school safety do not require consultation with law enforcement.

The following are typically considered petty acts of misconduct, although each act must be examined on a case-by-case basis to determine whether or not the act constitutes a threat to school safety requiring consultation with law enforcement:

- A. disorderly conduct
- B. disrupting a school function (Level IV)
- C. simple assault or battery
- D. verbal abuse or use of profanity
- E. cheating

theft of less than, (x) \$750 () \$____trespassing,(incidents without prior official warning, not resulting in arrest, or not involving students under suspension or expulsion), and vandalism of less than \$1,000

Assault or Battery on School District Personnel

Notwithstanding any other provision of Board policy, pursuant to F.S. 1006.13(5), any student found to have committed an act of assault or aggravated assault, or battery or aggravated battery, on any elected official of the School District, teacher, administrator, or other School District personnel, shall be recommended for expulsion or placement in an alternative school setting, as appropriate.

Further, upon being charged with such offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

Code of Student Conduct

The Student Code of Conduct that is adopted annually shall provide for review of a decision to suspend or expel a student pursuant to this policy and the Code, consistent with F.S. 1006.07.

The Code shall also include the following:

A. criteria for recommending to law enforcement that a student who commits a criminal offense be allowed to participate in a civil citation or similar prearrest diversion program as an alternative to expulsion or arrest;

All civil citation or similar prearrest diversion programs must comply with F.S. 985.12.

B. criteria for assigning a student who commits a petty act of misconduct to a school-based intervention program. If a student's assignment is based on a noncriminal offense, the student's participation in a school-based intervention program may not be entered into the Juvenile Justice Information System Prevention Web.

Furthermore, if the Board receives notice from the Department of Juvenile Justice, as required by law, that a student enrolled in the District has been adjudicated guilty of or delinquent for, or is found to have committed, regardless of whether adjudication is withheld, or pleads guilty or nolo contendere to, a felony violation as set forth in F.S. 1006.13(6, a), the Board shall, pursuant to State law and the adopted cooperative agreement with the Department of Juvenile Justice, require that any no contact order entered by a court be enforced and that all of the necessary steps be taken to protect the victim of the offense, or a sibling of the victim.

Students may be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions set forth in the Student Code of Conduct which is reviewed and adopted annually in accordance with F.S. Chapter 120 and is incorporated in the policy by reference.

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Title CORPORAL PUNISHMENT AND USE OF REASONABLE FORCE AND RESTRAINT

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Status

Adopted June 13, 2017

5630 - CORPORAL PUNISHMENT AND USE OF REASONABLE FORCE AND RESTRAINT

A teacher or other member of the staff shall assume such authority for the control of students who are assigned to him/her by the principal or designee and shall keep good order in the classroom.

Corporal Punishment

The use of corporal punishment is prohibited. Alternative disciplinary procedures, which may include timeout, peer review, or other forms of positive reinforcement should be used to bring about appropriate student classroom behavior.

Reasonable Force and Restraint

Instructional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

Furthermore, administrators, instructional staff members, and support staff members shall not be criminally or civilly liable for any action carried out in conformity with State Board rule and/or Board policies regarding the control, discipline, suspension, and expulsion of students, including, but not limited to, any exercise of authority granted by this policy.

F.S. 1003.01

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Legal F.S. 1003.01

F.S. 1003.02 F.S. 1003.32 F.S. 1006.09 F.S. 1006.11



Book Policy Manual

Section Special Update September 2024 REVISED

Title AUDITS

Code po6830 fsj 1/23/25 jmm01282025 dm030625

Status

Adopted June 13, 2017

6830 - **AUDITS**

The School Board requires that, after the close of the fiscal year (June 30th), an audit of all records and financial statements of the District be made annually by an independent, certified public accounting firm or the Auditor General's Office, State of Florida. The audit examination shall be conducted in accordance with generally-accepted auditing standards and shall include all funds over which the Board has direct or supervisory control. The report of such audits shall be presented to the Board while in public session and filed as a part of the public record.

The Director of Finance Department and Purchasing shall also prepare and publish a statement of the financial condition (the Annual Financial Report) of the District at the close of each fiscal year, on or before September 11th of the next succeeding fiscal year.

Internal Accounts Audit

In accordance with F.A.C. 6A 1.087, the Board shall provide for an annual audit of internal accounts by a person certified by the State Board of Accountancy as a certified public accountant. The auditor shall submit a signed, written report to the Board covering internal funds that shall include any notations of any failure to comply with requirements of Florida statutes, State Board of Education regulations, and policies of the board and commentary as to financial management and irregularities. Such audit shall be presented to the Board while in session and filed as a part of the public record.

F.A.C. 6A 1.087

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Legal F.S. 11.45

F.S. 218.39

F.S. 1001.42

F.S. 1001.453

F.S. 1010.30

F.S. 1010.33



Book Policy Manual

Section Special Update September 2024 REVISED

Title BUILDING PERMITS AND CODE ENFORCEMENT

Code po7101 fsj 1/23/25 BR 1/29/25 SC 1/29/25

Status

Adopted June 13, 2017

7101 - BUILDING PERMITS AND CODE ENFORCEMENT

The School Board shall establish a Code Enforcement Office, employ a Building Code Administrator (BCA) and/or subcontract for code enforcement services. The BCA or subcontractor serving as the BCA services shall perform those responsibilities identified in F.S. 468.604. Approved project plans will be reviewed for code compliance, permits issued, and the work inspected. Two (2) types of permits will be issued: annual facility maintenance permits and building permits.

A. Annual Facility Maintenance Permits:

The School Board shall establish a Code Enforcement Office, employ a Building Code Administrator (BCA) and/or subcontract for code enforcement services. The BCA or subcontractor serving as the BCA services shall perform those responsibilities identified in F.S. 468.604. Approved project plans will be reviewed for code compliance, permits issued, and the work inspected. Two (2) types of permits will be issued: annual facility maintenance permits and building permits.

B. <u>Building Permits:</u>

Building permits are required for new construction, additions, remodeling, renovations, site work, structural modifications, major mechanical and electrical upgrades, technology infrastructure and improvements, roofing, reroofing, and demolition. District project managers and/or their contractors will submit application for a permit to the BCO.

Before a contract has been let for the construction, the BCO must review and approve the Phase III construction documents as required by F.S. 1013.3738. Upon review by the BCO, a permit will be issued and work inspected. When the work is deemed complete and the BCO has determined that the building or structure and its site conditions comply with all applicable statues and rules, the BCO will issue a Certificate of Occupancy.

The BCO shall take into account the seventeen (17) considerations set forth in F.S. 1013.37 when reviewing plans for approval.

The District may reuse prototype plans on another site, provided the facilities list and Phase III construction documents have been updated for the new site and for compliance with the Florida Building Code and the Florida Fire Prevention Code and any laws relating to fire safety, health and sanitation, casualty safety, and requirements for the physically handicapped which are in effect at the time a construction contract is to be awarded.

For each proposed new facility and each proposed new facility addition exceeding 2,500 square feet, the Board shall submit for review a minimum of one (1) copy of the site plan to the local county, municipality, or independent special fire control district providing fire protection services to the facility. The site plans shall be considered in accordance with F.S. 1013.38.

Before the commencement of any new construction, renovation, or remodeling, the Board shall:

- 1. approve or cause to be approved the construction documents and evaluate such documents for compliance with the Florida Building Code and the Florida Fire Prevention Code; and
- 2. ensure compliance with all applicable fire safety codes and standards by contracting with a fire safety inspector certified by the State Fire Marshal under F.S. 633.216.081.

The Board shall provide reasonable access to all construction documents upon request by the local county, municipality, or independent special fire control district.

C. Design Services:

The Board or volunteer service organization which undertakes any project that includes new construction, addition, remodeling, and structural modifications shall have plans and specifications prepared by a licensed design professional as required by State Requirements for Education Facilities 4.1(2).

Board approved projects will be governed by the standard District contracts. Volunteer project sponsor(s) will submit a standard partnership agreement for project approval prior to commencement of work.

D. Contractors:

All construction on Board-owned property including volunteer or service organization projects, shall be performed by State-certified or licensed general contractors and subcontractors, or locally registered subcontractors where their registration is valid, as required by State Requirements for Education Facilities 4.1(5) and shall follow approved processes as described under Florida statute.

F.S. 553.73, The Florida Building Code, as amended 2010 Florida Building Code

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Legal F.S. 468.604

F.S. 1013.37 F.S. 1013.38

F.A.C. 6A-2.0010 (State Requirements for Educational Facilities) 2010 Florida

Building Code



Book Policy Manual

Section Special Update September 2024 REVISED

Title EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY

RESPONSE AGENCIES

Code po8420 fsj 1/20/24 BD 2/7/25 BH 2/11/25

Status

Adopted June 13, 2017

Last Revised May 14, 2024

8420 - EMERGENCY MANAGEMENT, EMERGENCY PREPAREDNESS, AND EMERGENCY RESPONSE AGENCIES

Emergency Management and Emergency Preparedness

The School Board recognizes that its responsibility for the safety of students and staff requires that it formulate and prescribe in consultation with appropriate public safety agencies emergency management and emergency preparedness procedures for all public schools in the District, including emergency notification procedures for life-threatening emergencies, including, but not limited, fires; natural disasters; bomb threats; weapon-use, hostage and active shooter situations; hazardous materials or toxic chemical spills; weather emergencies, including hurricanes, tornadoes, and severe storms; and exposure as a result of a manmade emergency and that such emergencies are best met by preparedness and planning.

Policies and procedures for emergency drills and fire drills shall be developed in consultation with the appropriate public safety agencies, including at a minimum, law enforcement, fire service, and emergency management.

The active shooter situation training for each school must engage the participation of the School Safety Specialist, threat assessment team members, faculty, staff, and students.

Pursuant to Policy 8405 - School Safety and Security, the Superintendent (in conjunction with the School Safety Specialist) shall develop, and revise as necessary, a School Safety Plan to provide for the safety and welfare of the students and staff, as well as a system of emergency preparedness and accompanying procedures that provide for the following:

- A. a listing of the commonly used alarm system response for specific types of emergencies and verification by each school that drills have been provided as required by law, State Board of Education rules and fire protection codes;
- B. the health and safety of students and staff are safeguarded;
- C. students are helped to learn self-reliance and trained to respond sensibly to emergency situations;
- D. the system is supported by ongoing training that will include practical application and appropriate "drills" as required by F.S. 1006.07;
- E. evacuation drills should represent actual emergencies, including, but not limited to a firearm, natural disasters, and bomb threats:
- F. emergency egress and relocation drills (including, but not necessarily limited to, fire drills) in accordance with the requirements of the Florida Fire Prevention Code, the Fire Code (NFPA 1), and the Life Safety Code (NFPA 101);

- G. drills for active shooter and hostage situations must be conducted in accordance with developmentally appropriate and age-appropriate procedures as specified in State Board of Education rules;
- H. law enforcement officers responsible for responding to the school in the event of an active assailant emergency, as determined necessary by the sheriff in coordination with the District's School Safety Specialist, must be physically present on campus and directly involved in the execution of active assailant drills; and
 - The District's School Safety Specialist must notify law enforcement officers at least twenty-four (24) hours before conducting an active assailant emergency drills at which such law enforcement officers are expected to attend.
- I. floor plans of each school must be provided to all community emergency responders in support of evacuation procedures.

Instructional and administrative personnel [X] as well as educational support employees and managers [END OF OPTION] as defined in F.S. 1012.01 who knowingly violate school safety requirements shall be subject to the District's progressive discipline policy which may include, but is not limited to, verbal warning up to termination of employment. The seriousness of the employee's violation of a school safety requirement and any prior disciplinary offenses will be taken into consideration in determining the appropriate discipline to be implemented.

All threats to the safety of District facilities, students, and staff shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Any aspect of the emergency preparedness plan and/or procedures that are included in the School Safety Plan shall remain confidential and exempt from public records disclosure in accordance with State law.

The Superintendent, as part of the development of the emergency preparedness plan and procedures, shall establish a schedule to test the functionality and coverage capacity of all emergency communication systems and determine if adequate signal strength is available in all areas of school campuses.

An after-action report must be completed following each emergency drill and fire drill. After-action reports must:

- A. identify the type of drill, location and date of the drill, participants, and involvement of law enforcement or other public safety agencies;
- B. describe actions taken by participants;
- C. analyze areas of success and areas where improvement is needed;
- D. include input from public safety agencies; and,
- E. include a plan for corrective action.

After-action reports must be submitted to the District school safety specialist for review fifteen (15) calendar days following completion of the drill.

Alyssa's Alert/Mobile Panic Alert System

In accordance with the requirements of F.S. 1006.07, the District shall implement a mobile panic alert system. The District will select a system under contract with FL DOE or procure a different system. The District will maintain current listings of mobile panic alert systems implemented by all public schools, including charter schools, within the District. Such list shall include the school name, address, and MSID number, and vendor or application implemented. The list will be provided to the Office of Safe Schools via e-mail by August 1, 2022, and will be updated within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of District-provided information.

The District's mobile panic alert system will include mobile devices placed throughout each school campus. In determining the number and placement of devices needed to afford all staff members the ability to silently and easily activate a panic alert in the event of an on-campus emergency, the District will consider using a combination of fixed panic alert buttons, mobile and desktop applications, landline phone capabilities, and wearable panic alerts (such as on a lanyard).

The District's policies and procedures related to Alyssa's Alert/Mobile Panic Alert Systems will be developed in consultation with the County 911 authority and local emergency management office to ensure that the system integrates with local public safety answering point (PSAP) infrastructure to transmit calls and mobile activations.

List of Emergency Response Agencies

The primary emergency response agencies that are responsible for notifying the District for each type of emergency are as follows:

A. Fires:

Hernando County Sheriff's Office Dispatch Center

B. <u>Natural Disasters:</u>

Hernando County Emergency Management Office

C. Bomb Threats:

Hernando County Sheriff's Office Dispatch Center

D. Weapon-Use, Hostage, and Active Shooter Situations:

Hernando County Sheriff's Office Dispatch Center

E. <u>Hazardous Materials or Toxic Chemical Spills:</u>

Hernando County Sheriff's Office Dispatch Center

F. Weather Emergencies, Including Hurricanes, Tornadoes, and Severe Storms:

Hernando County Emergency Management Office

G. Exposure as a Result of a Manmade Emergency:

Hernando County Emergency Management Office

In accordance with notification procedures adopted by the Superintendent, timely notification will be provided to the parents/guardians of District students who are likely to be impacted by critical incidents, threats, unlawful acts and significant emergencies that occur on school grounds, while using school transportation, or during school-sponsored activities.

Individuals who have authority to enact emergency procedures such as fire alarm or active threat on campus include any and all employees of the District (i.e., District staff, principals and administrators, teachers, school-based and District support staff), and/or emergency first responders (e.g., law enforcement and fire rescue personnel).

The individual(s) responsible for contacting the primary emergency response agencies listed above are as follows:

- A. Director of Safe Schools;
- B. Fire Official/Plans Examiner;
- C. Assistant Superintendent of Business Services and Operations;
- D. Principals and administrators;
- E. teachers and staff.

The information in this section shall be part of the School Safety and Security Plan, and, therefore, confidential.

Revised 8/27/19 Revised 3/8/22 Revised 12/13/22 Revised 5/14/24

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Legal

Florida Fire Prevention Code (F.S. 633.202)

F.S. 1001.43

F.S. 1006.07

F.S. 1013.13

Fire Code (NFPA 1)

Life Safety Code (NFPA 101)

F.A.C. 6A-1.0018



Book Policy Manual

Section Public Participation at Board Meetings REVISED

Title PUBLIC PARTICIPATION AT BOARD MEETINGS

Code po0169.1 mc 1/14/25

Status

Adopted June 13, 2017

Last Revised December 12, 2023

0169.1 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board recognizes the value to school governance of receiving input from the public-comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. To maintain orderly conduct and proper decorum at its meetings, this policy sets forth the Board's viewpoint-neutral rules related to public input at Board meetings, which are limited public forums.

(x) Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board.

For purposes of this policy, a proposition is an item before the Board for a vote, and includes, but is not necessarily limited to, all items on the agenda noted as unfinished business, consent, **x**] and nonconsent. A proposition may also include a vote on a motion to rescind or to amend action previously taken, but does not generally include items on the special order agenda. A proposition does not include items wherever found on the agenda upon which the Board votes in its quasijudicial capacity. Propositions do not include the following:

- A. an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;
- B. an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- C. a meeting that is exempt from F.S. 286.011 (the Public Meetings Law); or,
- D. a meeting at which the Board is sitting in its quasi-judicial capacity.

Nothing in this policy otherwise limits the right of an individual to be heard as otherwise required by law or Board policy.

The Board has adopted a Code of Civility which requires all participants to engage in meaningful but civil communication. Speakers addressing the Board during the Public Comment Period shall refrain from making disparaging remarks about any individuals and shall abide by the Code of Civility. Speakers shall therefore be prohibited from using loud or offensive language, heckling, disruptive behavior, verbal outbursts, inappropriate gestures, profanity, or any other language or statement that, in the discretion of the Board Chair, or designee, is intended to bully, belittle, tease, or demean another

individual or that is otherwise abusive or obscene. No personal accusatory, slanderous, or derogatory comments, which identifies an individual by position or proper name shall be permitted.

For purposes of the policy, a proposition is an item before the Board for a vote, and includes, but is not necessarily limited to, all items on the agenda noted as unfinished business, consent, and nonconsent. A proposition may also include a vote on a motion to rescind or to amend action previously taken, but does not generally include items on the special order agenda.

The opportunity to be heard need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Board takes the official action. This policy does not prohibit the Board from maintaining orderly conduct or proper decorum in a public meeting.

x 1 The portion of the meeting during which participation of the public is invited shall be limited to a total of ____3___minutes, unless adjusted by a vote of the Board. Public input will be received prior to the Board taking official action on a proposition.

Requirements When Providing Public Input

When providing public input, an individual must adhere to the following requirements:

- A. Individuals desiring to provide public input must complete a public input form with their name and identify the x 1 proposition or matter on which the individual desires to speak.
- B. Individuals will be given the opportunity to speak in the order in which their form is received.
- C. Each individual speaker shall be allotted up to a total of __3__ minutes. The time period may be adjusted by the presiding officer.
- D. Individuals who have filled out the Board's public input form [x] may not delegate their allotted time to speak to other individuals.
 - If the number of individuals signed up to provide public input exceeds the number of minutes designated for public input, [x] the total allotted time for public input may be prorated evenly among all individuals who have completed a public input form.
- E. Rather than all member of groups or factions desiring to speak on a particular matter at meetings in which a large number of individuals wish to be heard, the Board encourages representatives of such groups or factions to address the matter in their representative capacity.
- F. Individuals may not utilize any demonstrative aids when providing public input.

The opportunity to be heard is subject to policies adopted by the Board as follows:

- A. Guidelines regarding the amount of time an individual has to address the Board:
 - 1. Each statement made by a member of the public shall be limited to three (3) minutes duration. Persons will be recognized in the order in which the requests were received.
 - The time period may be adjusted by the presiding officer.
 or factions for or against a proposition addressing the Board at meetings in which a large number of
 individuals wish to be heard, the Board encourages representatives of such groups or factions to address the
 proposition in their representative capacity.

В.

C. Procedures or forms for an individual to use in order to inform the Board of a desire to be heard:

Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting by completing a speaker's form at the entry of the meeting room indicating his/her support, opposition, or neutrality on a proposition; and indicating his/her designation of a representative to speak for him/her or his/her

group on a proposition if s/he so chooses.

D. Designated period of time for public comment:

F.

Participation of the public is invited at the end of the meeting and shall be limited to sixty (60) minutes, unless extended by a vote of the Board.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

Additional Rules of Decorum and Conduct

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. Pursuant to Florida law, the presiding officer may request that a law enforcement authority or sergeant-at-arms designated by the presiding officer remove a disorderly individual when such individual fails to adhere to the Board's rules after being warned that continued interference with the orderly processes of the meeting will result in removal.

The presiding officer shall be guided by the following rules:

- A. Publicinput—participation shall be permitted as indicated on the order of business and before the Board takes official position on any action item under consideration.
- B. IndividualsParticipants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. All statements shall be directed to the presiding officer; no person may address or question Board members individually. Staff members shall not be expected to answer questions from the audience unless called upon by the presiding officer Board Chairperson or the Superintendent.
- D. Audio Tape or video recordings are permitted under the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.
 - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- E. 1.
 - An obscene statement may include, but is not necessarily limited to, language or gestures that are crude, abusive, vulgar, offensive, pornographic, or indecent. A statement that is threatening in nature is one containing language meant to frighten or intimidate one (1) or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest. An abusive statement shall be understood to mean containing language that is harsh, insulting, cruel, or malicious.
 - 2. (x) stop, interrupt, or warn an individual when the individual shouts, uses profanity, causes a disruption to the Board's ability to maintain orderly conduct and proper decorum, or engages in conduct that constitutes a violation F.S. 877.13;
 - 3. (x) request any individual to stop speaking and/or leave the meeting when that person does not observe reasonable decorum fails to adhere to the Board's rules of decorum and conduct;
 - 4. () request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 5. (x) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

These exceptions do not affect the right of a person to be heard as otherwise required by law or Board policy.

No Board action shall be taken on requests made during public discussion unless the Board declares the matter to be an emergency in accordance with current law. Any other requests that the Board chooses to take action on shall be placed on an agenda for a subsequent meeting.

The requirement for public comment on action items does not apply to:

an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;

an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

a meeting that is exempt from F.S. 286.011 (the Public Meetings Law); or

a meeting at which the Board is sitting in its quasi judicial capacity.

F.S. 877.13

F.S. 1001.372

Revised 12/12/23

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Legal F.S. 286.011

F.S. 286.0114 F.S. 877.13

F.S. 1001.372

Last Modified by Patricia Grapner on April 28, 2025

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # *6. 25-3101

6/24/2025

Title and Board Action Requested

Public hearing and final approval of the Student Code of Conduct for the 2025-2026 School Year. This item received tentative approval at the May 20th Workshop, agenda item 25-3017.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the Student Code of Conduct for the 2025-2026 School Year.

My Contact

Jill Kolasa, Director Student Services (352) 797-7008

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

A quote was requested from the HCSD Printing Department. The cost for the previous fiscal year was \$240.00 from our Printing Department, 200 booklets were printed.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Outline of Revisions of the 25-26 SCOC

Page #	Topic	Change	Resource
Cover page		School year update	
Superintendent Message		Updated message	
III – IV	Zero Tolerance	New verbiage added	
4-6	C. Bus	Discipline consequences added	
7		Written threat verbiage added	
11-32	Level I Offense Codes	Added and deleted verbiage to codes: PI, TR, UF	
	Level II Offense Codes	BV – deleted, matrix moved to pg. 4 after Bus Procedures New EM code added	
		Added and deleted verbiage to codes: CD, CI, CP, PR, TA	
	Level III Offense Codes	Added and deleted verbiage to codes: FA, PV, SXA, SXO, WI	
33-36	Out of School Suspension Procedures/Students with Disabilities Flow Chart	New verbiage added	
	C. Off Campus Felonies	Reassignment verbiage added	
37-39 Alternative School/Expulsion Procedures	Expulsion	Added verbiage to B. Expulsion	
Appendix D	Student Network & Internet Acceptable Use and Safety Agreement	Proposed AI Modification verbiage added	

PARENT AND STUDENT ACKNOWLEDGMENT

Student Code of Conduct is available on-line at hernandoschools.org

This Student Code of Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Code of Conduct. I have read/viewed on-line and acknowledge: Bullying/Harassment/Teen Dating Violence Policy & Procedures (Appendix A) **Bus Expectations** Dress Code Policy (Appendix B) Annual notification of Family Educational Rights and Privacy Acts (FERPA) (Appendix C) Network/Internet acceptable use agreement (Appendix D) Opt Out Pledge of Allegiance (E) Participation in Interscholastic and Intrascholastic Extracurricular Activities (Appendix F) Student Code of Conduct Parent(s)/Guardian(s) Signature Date Student's Signature (Middle & High School) Date (Print) Student's Name/Student ID # Grade I request a copy of the Student Code of Conduct in Spanish Photograph/Video/Student Work Permission: Hernando County Schools may use photographs or videotapes in which your child appears as well as your child's project materials (i.e. artwork, written materials, class projects, computer projects). These images may be used for Hernando County Schools in publications such as newsletters, brochures and/or display on social media. The publication of any picture in which your child appears will not be labeled with his/her name or any other personal facts. PLEASE INITIAL Yes, I give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials. No, I do NOT give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials. PLEASE HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL AFTER SIGNING THE ACKNOWLEDGEMENT AND INITIALING THE PHOTO/VIDEO/WORK PERMISSION SECTION

HERNANDO COUNTY SCHOOL DISTRICT STUDENT CODE OF CONDUCT



2024 - 20252025 2026

Ray Pinder, Interim Superintendent of Schools

Hernando County School District, 919 North Broad Street, Brooksville, FL 34601, (352) 797-7000

A MESSAGE FROM THE INTERIM SUPERINTENDENT



Parents and Guardians,

The Hernando School District has updated its Student Code of Conduct for the 2025-26 school year. The Code of Conduct outlines rules and expectations for student behavior on campus, during school activities, and at school-related events. This code was developed by a committee comprised of school staff, administrators, and parents to set clear guidelines and expectations that play a vital role in promoting a positive school culture.

The framework of our code of conduct aptly reflects our district's priority of maintaining a safe and healthy learning environment and ensures time spent at school is safe for everyone and focused on learning. We are committed to upholding the values of accountability and responsibility and will remain dedicated to the fair enforcement of this code.

Fostering a safe and supportive learning environment is a shared effort between all members of the school community, including students, parents, teachers, and administrators. I encourage you to take part in this mutual effort by reviewing the 2025-26 Student Code of Conduct with your student and aligning your own expectations for their behavior at school. By working together, we can ensure our students receive the support they need to continue pursuing enriching academic endeavors.

The Hernando School District has updated its Student Code of Conduct for the 2024-25 school year. Developed by a committee comprised of school staff, administrators and parents, the Code of Conduct outlines rules and expectations for student behavior on campus, during school activities, and at school-related events. Clear guidelines and expectations play a vital role in promoting a positive school culture.

The Student Code of Conduct serves as a clear framework of expectations and procedures that ensures timespent at school is safe for everyone and focused on learning. There are no shortcuts in ensuring the safety of students and staff. It is a commitment we must uphold together.

Fostering a safe and supportive learning environment requires a collective effort from all members of the school community, including students, parents, teachers, and administrators. I encourage you to take a moment to review the 2024-25 Student Code of Conduct with your student and discuss your own expectations for behavior at school. By working together, we can ensure our students receive the support they need to pursue their academic and career aspirations to the fullest!

Thank you.

Ray Pinder

Interim Superintendent



Mission

The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

Vision

To inspire and support the pursuit of individual greatness.



Code of Civility

The education of a child happens only through partnership, and among partners must be the child, the school faculty and staff, the parent(s) or guardian(s), the community and district office employees. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying "please" and "thank you." It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

Therefore, the Hernando County School Board requires that as we communicate, students, HCSD faculty and staff, parents, guardians and all other members of the community shall:

1. Treat each other with courtesy and respect at all times.

This means that:

- We listen carefully and respectfully as others express opinions that may be different from ours.
- We share our opinions and concerns without loud or offensive language, gestures or profanity.

2. Treat each other with kindness.

This means that:

- We treat each other as we would like to be treated.
- We do not threaten or cause physical or bodily harm to another.
- We do not threaten or cause damage to the property of another.
- We do not bully, belittle or tease another and we do not allow others to do so in our presence.
- We do not demean and are not abusive or obscene in any of our communications.

3. Take responsibility for our own actions.

This means that:

- We share information honestly.
- We refrain from displays of temper.
- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. Cooperate with one another.

This means that:

- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.
- We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
- We respond when asked for assistance.
- We understand that we do not always get our way.

Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, HCSD faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. The school board does not condone a lack of civility by anyone.

Therefore:

- 1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
- 2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.
- 3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
 - A. If personal harm is threatened, the employee may contact law enforcement.
 - B. Anyone on school district property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer.
 - a. If such person does not immediately and willingly leave, law enforcement shall be called.
 - C. If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
 - a. If personal harm is threatened, the employee may contact law enforcement.
 - b. The employee shall save the message and contact his or her immediate supervisor or school district security.
 - D. If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
 - a. Calmly and politely ask the speaker to communicate civilly.
 - b. If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
 - c. If the meeting or conference is on school district premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
 - d. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.

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Introduction

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world. With this vision in mind, The Hernando County School District has developed the Student Code of Conduct to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The Student Code of Conduct applies to all students enrolled in the Hernando County School District.

Students enrolled in the Hernando County School District are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Hernando County, Florida, anytime:

- 1. a student is on school board-owned property;
- 2. a student is attending school;
- 3. a student is being transported to or from school or school-sponsored events at public or school expense;
- 4. and a student is in attendance at, or participating in, a school-sponsored activity.

All students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

The term "parent" wherever used in this document shall include a student's parent or parents, legal guardian, legal custodian, or adult recognized by the student's school as acting "in loco parentis".

I

** PARENT NOTICE **

If your child commits two or more Level III offenses with documentation of interventions, or any Level III offense that results in injury or campus disruption or one Level IV violation, the result will be immediate administrative action, removal of your child from school and/or recommendation for expulsion. Please refer to pages 12 through 37 of this Student Code of Conduct for specific offenses.

Furthermore, any student who has been determined to have committed a repeat offense of bullying will be subject to this same administrative action. Refer to Appendix A.

Students will be disciplined as outlined in the Student Code of Conduct. Some acts may warrant law enforcement investigation, and there may be additional consequences for acts that violate the law.

Electronic communication and all other forms of communication that take place on or off of school grounds, with students' personal property (non-school property) and causes a major disruption on school campus, will result in disciplinary action.

A parent conference must be held with school administration for any major infraction prior to student returning to school.

Restraint

- 1. All efforts should be made to contact a parent for assistance with de-escalation prior to a student restraint.
- 2. For an incident where a student is restrained, the parent must be contacted by telephone, email (or both), as soon as possible, but prior to the end of the school day.



Zero Tolerance:

Zero Tolerance for School Related Violent Crimes: The Hernando County School District believes that all students are entitled to attend schools that are safe and orderly and which provide an environment that fosters learning and high academic achievement. The district will not tolerate the presence of persons who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities. (F.S 1006.13) The Legislature finds that zero tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances.

A threat management team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies must apply equally to all students regardless of their economic status, race or disability.

Each district school board shall adopt a policy of zero tolerance that:

- a. Identifies acts that are required to be reported under the school environmental safety (SESIR) incident reporting pursuant to s. 1006.07(9).
- b. Defines acts that pose a threat to school safety
- c. Defines petty acts of misconduct which are not a threat to school safety and do not require consultation with law enforcement
- d. Minimizes the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent act from any further victimization. In a disciplinary action, there is rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.
- e. Establishes a procedure that provides each student with the opportunity for a review of the disciplinary action imposed pursuant to s. 1006.07.
- f. Requires the threat management team to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act that would pose a threat to school safety.

The School Board has determined that the following acts constitute threats to school safety:

- Aggravated battery
- Armed robbery
- Arson
- Battery or aggravated battery on a teacher or other school personnel

- Homicide
- Possession, use or sale of any explosive device
- Possession, use or sale of any firearm
- Sexual battery
- Victimization
- False Alarms, including but not limited to, pulling fire alarms

Firearms:

A Student shall not bring, possess, handle or transport firearms on any District School Board of Hernando county school or campus, at any school function, or on any school sponsored transportation. A Junior ROTC or color guard, pre-approved activity, exemption may apply.

• It is the policy of the District School Board of Hernando County, that F.S.790.25(5), SHALL NOT apply to any student bringing any concealed firearm or weapon onto school property. All students are subject to the policies and penalties stated in this Student Code of Conduct. For the purposes of this

^{*}Any student who has been found to have committed one of the enumerated felony offenses in Florida Statutes and has a No Contact Order issued by a judge, will be removed from the school of attendance and transferred to a different school in the district, or must be separated from the victim(s) and the victims' siblings in school and on school transportation.

- policy, the word student shall mean, but not be limited to, any preschool, elementary, middle, high, Illsecondary, vocational or post-secondary student of a school maintained and operated by the District School Board of Hernando County.
- Violation of this rule will result in automatic out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances.

Any student who is determined to have brought a firearm as defined in 18 U.S.C.s. 921 (United States Code) or Florida Statute 790, to any District School Board of Hernando County school or campus, at any school function, or on any school sponsored transportation, will be recommended for expulsion, with or without continuing educational services from the student's regular school for a period of not less than (one) full year and referred for criminal prosecution.

The Superintendent, his designee, and/or the School Board may consider extenuating circumstances in determining the length and type of expulsion. (F.S. 1006.07)

Weapons:

A student shall not bring, possess, handle or transport weapons to or on any District School Board of Hernando County school or campus, at any school function or on any school sponsored transportation.

Florida Statute 790 and the School Board define the term "weapon" to include the following non-exclusive list of items:

- "antique firearm", "tear gas gun", "chemical weapon or device", "dart-firing stun gun",
 "destructive device", "electric weapon or device", "explosive", "firearm", "handgun",
 "machine gun", "short-barreled rifle", "short-barreled shotgun", "slungshot", "dirk", "knife",
 "sword", sword cane", "razor blade", "box cutter", "metallic knuckles", "billie",
- or any other deadly weapon, or object that's capable of being utilized as a deadly weapon, except a common pocketknife, plastic knife or a blunt-bladed table knife.

<u>Violation of this rule will result in disciplinary action, which may include out-of-school suspension</u> and possible expulsion. Criminal prosecution is also likely in these instances. (F.S.790.001)

Infractions that require Expulsion or One Year Placement in an Alternative Setting: Per Florida Statute 1006.07

- False reporting of bomb or explosive
- Possession of Firearms/Weapons

Anti-Bullying, Harassment, and Dating Violence Policy

The policy of the Hernando County School District is that all students have an educational setting that is safe, secure and free from harassment, bullying, dating violence or abuse of any kind. This policy shall be applied consistently with all applicable school board, state and federal laws. Conduct that constitutes bullying, harassment, dating violence or abuse as defined herein, is prohibited. Students who persistently engage in substantiated bullying behavior will be subject to possible expulsion. See Appendix A.

Annual Notice of Non-Discrimination

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex (including sexual orientation, transgender status or gender identity), marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. (The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center or adult education programs)

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

Compliance officers for Employee related issues are Matthew Goldrick, Director of Human Resources 352-797-7005. Compliance officer for student related issues are Jill Kolasa, Director of Student Services 352-797-7008 and Anna Jensen, Director of ESE, 352-797-7022.

I. STUDENTS' RIGHTS AND RESPONSIBILITIES:

<u>Attendance</u>				
Students' Rights	Students' Responsibilities			
Students have the right to attend school and be informed of the school rules and county policies on attendance and makeup work.	Students have the responsibility to participate in classes regularly, be on time, and adhere to the school's attendance policy and makeup policy.			
Bull	ying			
Students' Rights	Students' Responsibilities			
Students have the right to attend school free of harassment, bullying, or sexual cyber harassment.	Students have the responsibility to report any and all acts of harassment, bullying, or sexual cyber harassment to school personnel.			
<u>Coun</u>	seling			
Students' Rights	Students' Responsibilities			
Students have the right to receive counseling for personal, academic, or career oriented reasons.	Students have the responsibility to seek this counseling.			
Dress	Code			
Students' Rights	Students' Responsibilities			
Students have the right to dress comfortably in a way appropriate to the school setting.	Students have the responsibility to dress in a non-offensive manner to others that is compliant with school, classroom, and extracurricular rules.			
Due P	rocess			
Students' Rights	Students' Responsibilities			
Students have a right to due process in all disciplinary actions	Students have the responsibility to cooperate with school personnel in cases involving disciplinary actions, follow the process correctly, and accept the final decisions and consequences of their actions.			
Educ	ation			
Students' Rights	Students' Responsibilities			
Students have the right to receive an education.	Students have the responsibility to participate in educational opportunities, complete all assignments expected from them, and complete work to the best of their abilities and strive for academic growth and their personal best.			
Students have the right to know in advance how grades in their class will be determined. Students have the right to receive grades in a timely manner.	Students have a responsibility to understand the grading system and monitor their own progress.			
Students have the right to attend school in a positive, safe, and clean learning environment free from bias, discrimination, and verbal or physical threats.	Students have the responsibility to maintain an attitude and actions that promotes a positive learning environment.			
Students have the right to have school personnel who are receptive to student needs and concerns.	Students have the responsibility to express their needs and concerns in an appropriate manner.			
<u>Electr</u>				
Students' Rights	Students' Responsibilities			
Students have the right to use electronic media legally for academic purposes in accordance with the district electronics policy and state statutes.	Students have the responsibility to follow and adhere to the district electronic policy during school hours and at school functions.			
Free S	peech_			
Students' Rights	Students' Responsibilities			

Students have the right to hear, examine, and express divergent	Students have the responsibility to be considerate and respectful
points of view, including freedom of speech, written expression,	of divergent points of view, and to not cause major disturbances
and symbolic expression.	on campus through their expression of their point of views to
	others or to school property.
Students have the right to express their views through reading	Students have the responsibility to respect the right of others in
and writing, but without being obscene, disruptive, or slanderous	their expression of their views, and to do this (and express their
to the school, students, or employees.	own) in a polite manner.
Mate	<u>erials</u>
Students' Rights	Students' Responsibilities
Students have the right to be provided with district adopted	Students have the responsibility to respect all school property
textbooks and use school facilities and property appropriately.	and materials and return them or pay for them in cases of
	damage at appropriate times.
Partic	ipation_
Students' Rights	Students' Responsibilities
Students have the right to participate in extracurricular activities	Students have the responsibility to abide by all school rules
dependent upon state and district eligibility requirements.	when participating in school sponsored activities on or off
Students have the right to participate in school affiliated clubs	campus. Students have the responsibility to take an active
and organizations.	interest in the club or organization and fulfill all membership
	responsibilities.
Students have the right to participate in school government	Students have the responsibility to take an active interest in
based on democracy.	student government and provide their input.
Students have the right to choose whether to participate in	Students have the responsibility to respect the rights of others to
patriotic or religious activities	participate in religious or patriotic activities.
Students have the right to assemble peaceful on school grounds.	Students have the responsibility to assemble in a way that does
	not disrupt education.
Privacy and P	roperty Rights
Students' Rights	Students' Responsibilities
Students have the right to enjoy a reasonable degree of personal	Students have the responsibility to understand that privacy is not
privacy.	guaranteed with regard to use of the internet and electronic
	devices.
Students have the right to have personal property respected,	Students have the responsibility to respect others private
unless school personnel have reason to believe a student is in	possessions and to keep prohibited items away from school and
possession of materials prohibited according to school and state	school related activities.
rules.	
School Rules a	nd Regulations
Students' Rights	Students' Responsibilities
Students have a right to be informed of the school's rules and	Students have a responsibility to know and follow the school
regulations and the consequences of breaking them.	rules and accept the consequences of their actions in breaking
	the rules.
Students have the right to be treated in a fair and equitable way	Students have the responsibility to treat school employees in a
from school employees and have school rules that are enforced	fair and equitable way, and to also treat the school grounds in a
in a consistent and fair manner.	respectful manner.
<u>Student</u>	Records
Students' Rights	Students' Responsibilities
Students have the right to have access their own student records	Students have the responsibility to provide the school their own
	information relevant to making educational decisions.

This list is intended as a general illustration of some rights and responsibilities recognized by law, and does not create or expand any rights or responsibilities beyond those specifically provided by State or Federal law or School Board Policy.

II. EDUCATIONAL AUTHORITY

A. School Administration Authority

The school administration shall have authority and control over all students at school, at a school sponsored activity and during times when students are on a school bus. School administration has the authority to direct students and can impose reasonable requirements that are consistent with the Student Code of Conduct. (F.S 1006.09)The school administration has the final say on the disciplinary action for each discipline. Information regarding other students and their disciplines cannot be shared with non-parent/guardians in compliance with FERPA.

Electronic communication that takes place off school grounds with student's personal property (non-school property) and causes a significant disruption on school campus may result in disciplinary action.

B. Teacher Authority/Procedures

In accordance with Section 1003.32, Florida Statutes

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html, teachers and other instructional personnel shall have the authority to undertake actions in managing student behavior and ensuring the safety of all students in their classes and school and their opportunity to learn in an orderly and disciplined classroom.

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable.

- 1. The school-based Placement Review Committee consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student] and one (1) teacher appointed by the principal. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee.
- 2. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee.
- 3. The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.
- 4. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
- 5. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.

C. Bus Driver's Authority

The bus driver shall have authority of students when they are on the bus. The driver *shall not have authority* when students are waiting at the bus stop, or when they are en route to the bus stop except

when the bus is present at the bus stop and students are loading or unloading from the bus. If a student's behavior jeopardizes the safety of others on the bus, law enforcement shall be contacted by the driver or the Transportation Department. (F.S. 1006.10)

Bus Procedures - Instructions for Students Riding the Bus:

- Students are expected to obey the bus driver's instructions at all times since he/she is in full charge
 of the bus
- When waiting to board the bus, students are to stand at least 10 feet off the roadway until the bus stops. Also when boarding or departing the bus, students are to walk 10 feet in front of the bus and wait for the driver's signal before crossing the road.
- Students must board and leave the bus at their regular stop location. No exceptions will be made unless by written permission from the administration.
- Students must be on time. The bus will not wait for those who are tardy. Students should be at the bus stop five minutes before the scheduled time. In case of a bus breakdown, student must wait at the bus stop for one hour for a substitute bus to arrive before an excused tardy for being late to school is issues.
- The driver will assign student seats. Students are to sit facing forward with feet out of the aisle. Students are to remain in their seats while the bus is in motion. The aisle must be clear of feet, books and jackets. The driver must have an unobstructed view of the back door.
- Students are to keep arms and heads inside windows. No object is to be thrown at the bus, in the bus or out of the windows of the bus.
- Students are to make no unnecessary conversation with the bus driver since the driver must have his/her full concentration on driving the bus. Students are to remain quiet. Outside of ordinary conversation, students are to maintain classroom conduct. Students shall not use any abusive or profane language to other students, the driver or pedestrians.
- Students will refrain from pushing, tripping, shoving and fighting while boarding, riding and leaving the bus.
- Students are to be absolutely silent when the bus stops at all railroad crossings. Burning the dome lights is the driver's signal for absolute silence.
- No eating, drinking, use of drugs/snuff/chewing tobacco, smoking, vaping or possession of a weapon will be allowed at any time on the bus.
- Animals (dead or alive), glass containers, sharp objects, balls, ball bats, racquets, marbles, cutting
 instruments, toothpicks, balloons, lighters, matches, or any items of this nature are NOT allowed
 on the bus.
- Large objects, including band instruments which cannot be held on the lap of which interfere with the seating and safety of others, will not be permitted on the bus.
- Students in Exceptional Student Education must comply with all of the above. As required by law, parent(s)/guardian(s) of exceptional students must be available to assist the student in boarding and departing at the approved bus stops, and they must provide necessary emergency information to the Transportation Department.

Violation of any of the above procedures will be reported by the driver to the principal who has the authority to suspend a student temporarily or permanently from riding the bus. Riding the bus is a privilege. Parent(s) have the responsibility to ensure that suspended students will not appear at the bus stop.

Disciplines occurring on the bus – Progression of Consequences:

	First Offense	Second Offense	Third Offense	Fourth Offense
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
<u>(K-5)</u>	Bus warning or 1 day	Admin Parent Conf.	Admin Parent Conf.	Bus Suspension 10 days
	bus suspension	Bus Suspension 1-3 days	Bus Suspension 3-5 days	Referral for Bus Pre-
				<u>Expulsion</u>
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
<u>(6-12)</u>	Bus Suspension 1 day	Admin Parent Conf.	Admin Parent Conf.	Bus Suspension 10 days
		Bus Suspension 3 days	Bus Suspension 5 days	Referral for Bus Pre-
				<u>Expulsion</u>

Parent(s) shall:

- 1. Ensure that their students ride only on their assigned school bus and get on and off only at assigned bus stops, except when the district has pre-approved an alternative bus or other arrangements.
- 2. Ensure that their child follows the district's adopted Student Code of Conduct while at the school bus stop and provide necessary supervision during times the bus is not present.
- 3. Provide assistance if necessary to their students with disabilities to help them get on and off the bus at their stop, as required by the student's Individualized Education Plan.
- 4. Meet their $PK 2^{nd}$ grade students at the bus door for all Elementary and K-8 schools, or have an adult or older sibling listed on the child's bus registration card designated to meet the student at the bus door. If the person designated is an older sibling, then the parent(s) must send in a notarized letter authorizing this action.

HERNANDO COUNTY SCHOOL DISTRICT BUS EXPECTATIONS

All standards of behavior that apply on school grounds and at school activities also apply to the school bus. The rules found in the Student Code of Conduct shall be enforced on the bus. Students are expected to abide by the standards of the Student Code of Conduct in addition to but not limited to the bus expectations listed below.

- 1. Respect the driver and follow instructions.
- 2. Remain seated; head and arms inside bus and keep your hands to yourself.
- 3. Keep door and aisle clear of obstacles to include but not limited to: pets, glass or large items including large band instrument, skateboards or loose balloons.
- 4. Do not throw anything on the bus or out of the window at anytime.
- 5. Be absolutely quiet when the dome lights are on.
- 6. Do not eat, drink or chew gum on the bus.
- 7. Quiet conversations only.
- 8. After waiting for the driver's signal, cross the road in front of the bus.
- 9. A permission slip signed by the principal or designee and approved by the transportation department is required for riding another bus or getting off at a different stop.
- 10. Complete silence shall be maintained at all railroad crossings.
- 11. Students should sign on/off bus with their bus pass badge or entering their student number into the keypad at the bus entrance.

Pre-K through 2nd grade students MUST be met at the bus door at the afternoon bus stop by an authorized adult or they will be returned to school.

Bus riding is a privilege, not a right.

III. INTERVIEWS/INVESTIGATIONS

A. Administrative

School administration, which may include the School Resource Officer/Guardian, has the right and duty to interview students who are subjects and/or potential witnesses to possible violations of the Student Code of Conduct **without** notifying parent(s). The identity of witnesses will be protected to the greatest extent possible.

B. Written Threats to Commit Mass Violence

In accordance with Florida Statute 836.10, any written or electronic threats to commit mass violence are considered a felony offense. Arrests for such offenses will require an administrative hearing and disciplinary action, regardless of whether the offense occurs on or off campus, as it poses a significant threat to school safety.—

Florida Statute 836.10 states that it is unlawful for any person to send, post or transmit, or procure the sending, posting, or transmission of, a written or other record, including an electronic record, in any manner in which it may be viewed by another person, when in such writing or record the person makes a threat to:

- Kill or do bodily harm to another person; or
- Conduct a mass shooting or an act of terrorism.

B.C. Criminal Offenses On School Campus

School administration has the right to request the assistance of law enforcement to investigate crimes or allegations of a crime committed at school, on a school bus or at a school sponsored activity. If school administration requests assistance, a law enforcement officer may conduct a general investigation and interview students (witnesses and suspects) during the school day. School administration shall be present during the interviews. If the investigation determines that a particular student is a suspect then the parent(s) will be notified.

C.D. Criminal Offenses Off School Campus

The school administrator shall make every attempt to contact the student's parent(s) before permitting law enforcement to interview a child when the student is a suspect in a criminal investigation for an offense that occurred off school property. When the parent(s) can be reached they will be informed that law enforcement is planning to interview the student and be given a reasonable time to appear before the student is interviewed. School administration shall be present during the interview if the parent(s) cannot be contacted. At the high school level, the student has the right to request that school administration not be present during the interview.

When a student is being interviewed as a victim or witness in a criminal case that occurred off campus, the parent(s) must be notified before permitting the child to be interviewed. Attempts must be documented and if the parent(s) cannot be contacted the school administration shall be present during the interview.

D.E. Child Abuse

If a student is a suspected victim in a child abuse investigation, school administration may **not** contact the parent(s). This is the sole responsibility of the Department of Children and Family investigator. School administration or their designee may be present, in accordance with Florida statutes, if requested by the student and approved by the DCF /law enforcement official conducting the interview.

E.F. Removal of a Student from School

A student has certain rights when an officer of the court (law enforcement, Department of Children and Families Investigator/Case Worker) wishes to remove the student from school premises.

- 1. A student can be removed from campus by law enforcement under the following circumstances:
 - a. With consent from the parent
 - b. To ensure compliance with a subpoena requiring the student to appear in a court proceeding
 - c. In response to a court order authorizing the student's being taken into custody; OR
 - d. When the student is subject to criminal arrest due to probable cause.

School administration should verify the time of removal and that the School Resource Officer has informed the parent(s).

2. When a law enforcement officer/DCF investigator informs school administration that the child needs to be removed pursuant to Florida Statutes, the officer/investigator shall be permitted to do so. The officer/investigator will be responsible for notifying the parent(s). The officer/investigator should follow established sign out procedures. School administration should document the time of removal.

IV. SEARCHES

A. Locker/Vehicle Search

The school administration maintains authority over lockers and desk spaces provided to students and oversees the admission and parking of vehicles on school premises. As a result, principals are empowered and obligated to inspect and search students' lockers, desks, and both student and non-student vehicles if, there is reasonable suspicion of the presence of a prohibited or illegally possessed substance or objects such as weapons within those areas, as outlined in Florida Statue 1006.9 (9). Furthermore, the school may employ the use metal detectors and trained dogs to screen for prohibited weapons and substances. Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. If a request to search a vehicle on school premises is denied by the student, parent, or vehicle owner, administration has the right to terminate the student's privilege of bringing a motor vehicle on to school premises. The above actions are taken in accordance with the school's responsibility to uphold discipline and ensure the health and safety of students and the school community. Any items discovered during such searches may be handed over to law enforcement for further investigation and could lead to criminal or juvenile court proceedings, as well as school disciplinary actions.

B. Personal Search

Students and their possessions may be searched by school administrators and/or designee with or without the student's permission, if school administrators have reasonable suspicion that the safety and well-being of that student or other people in the school are in jeopardy, or if the student is suspected to be in possession of a prohibited or illegally possessed substance or objects such as a weapon. If the illegal items are located by school administrators during the search, these items will be turned over to law enforcement for investigation. Furthermore, the school may employ the use metal detectors to screen for prohibited weapons and prohibited items. If the student refuses or parent denies the student to be searched, this may result in a Level III for Gross Insubordination.

House Bill 1537: Any search of a student's personal belongings, including a purse, backpack, or book bag, must be conducted discreetly to maintain the privacy of the student's personal items within such belongings. Personal items that are not prohibited on school grounds must be immediately returned to the student's personal belongings.

C. Canine Search

A trained sniff-screening dog can be walked around school lockers, school grounds or vehicles in the school parking lot without violating student's constitutional rights. Students cannot be detained without reasonable suspicion while the dog is sniffing. For example, walking a trained sniff-screening dog around a student's vehicle in a school parking lot while the student is in class is permissible; however, detaining the same student in the school parking lot, without reasonable suspicion, while a trained sniff-screening dog walks around the student's car is not permissible. An alert by a trained sniff-screening dog that drugs or weapons may be present in a particular location provides school officials reasonable suspicion and law enforcement officers probable cause to conduct a search of the place to which the dog alerted.

D. Cell Phones/Wireless Communication Devices (WCD)

School administration may search a cell phone or other wireless communication devices if they have reasonable suspicion that such a device has been used in violation of the Student Code of Conduct.

E. FortifyFL.

School districts are required to promote FortifyFL, as provided in Section 943.082(4)(b), F.S. Districts are required to:

- 1. Advertise FortifyFL on the district website, on school campuses, in newsletters, and in school publications;
- 2. Install the FortifyFL app on all mobile devices issued to students; and
- 3. Bookmark the FortifyFL website on all computer devices issued to students.
- 4. Advertise that someone who knowingly submits a false tip through FortifyFL may be subject to further investigation by law enforcement, and may be subject to criminal penalties under Section 837.05, F.S.
- (d) Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b). F.S. Instruction on FortifyFL must be developmentally appropriate and must include the consequences of making a threat or false report involving school or school personnel's property, school transportation or a school-sponsored activity.

*OSS is also specified for some specific Level I and Level II infractions, see section VIII.

A Multi-Tiered System of Supports (MTSS) refers to framework that includes all of the instructional strategies, interventions, and supports that are used to help <u>all</u> students achieve.

INTERVENTIONS

Interventions may include, but are not limited to, the following strategies

LEVEL I

- Referral to MTSS/Response to intervention team
- Four step problem solving process
- Monthly/Quarterly positive incentives
- Class Assemblies to review behavior expectations
- Classroom Interventions/supports
- School/Class Behavior Expectations posted
- Conference with student and administrator
- Re-teach school & classroom expectations
- Social Worker Referral

LEVEL II

- Conference with student,
 Counselor and/or Administrator
- Daily or weekly home school communication
- Functional Behavioral Assessment, Positive Behavioral Intervention Plan
- Parent conference with teacher and/or administrator
- Parent Workshop
- Peer Mediation
- Participate in targeted skills group
- Check-In / Check-out
- Referral to community agency
- Re-teach Behavioral expectations
- Increase frequency of incentives
- Social Worker Referral

LEVEL III & IV

- Functional Behavioral
 Assessment, Positive Behavioral
 Intervention Plan
- Re-teach behavioral expectation(s)
- Review classroom expectations
- Referral for Mental Health Supports
- Check-In / Check-out (BIP)
- *Targeted skills group
- *Individual counseling
- Wrap around services
- Referral to community agency
- Social Worker Referral

LEVELS OF DISCIPLINARY ACTION SUMMARY

Interventions and corrective actions should be selected that will have a positive impact on student behavior, and when at all possible, minimize student's time away from classroom instruction. Corrective actions are designed for consistency and to protect the learning environment for all students.

LEVEL I

- Reteach behavioral expectation(s)
- Conference with Teacher
- Conference with Principal
- Counseling referral
- Conference with Parent
- Referral to Community Agency
- Adjustment of Student's schedule
- Assignment of peer or adult mentor
- Written reflection
- Daily or weekly home-school communication
- Letter of apology
- Lunch detention
- Administrative warning
- Loss of privilege
- Change assigned seat (bus)
- Teacher detention

LEVEL II & III

- Detention (Administrative)
- Timeout
- After-hours school
- In-school suspension
- Out of school suspension
- Lunch detention
- Loss of eligibility for extracurricular activities
- Loss of privileges
- Restitution
- *Participate in targeted skills group
- Check-In/Check-out Behavioral Education Plan
- *Group counseling
- Social Worker Referral

LEVEL IV

Pre-Expulsion Hearing will be held

- Out of School Suspension
- Expulsion-Alternative placement
- Social Worker Referral

A Pre-Expulsion hearing to review student's record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at or immediately following the hearing.

^{*}Any referral for the following require parental consent: individual counseling, group counseling and targeted group participation.

Guiding Principles

Student success is reliant on collaboration among staff, students, parents and community stakeholders. In order to eliminate disparate rates of discipline and suspensions, each school will implement a school_wide Positive Behavior Intervention and Supports Plan that provides interventions and a tiered system of supports to promote preventive measures that engage students and families as part of the process. When misbehavior occurs, teachers, support staff, and parents work together to identify risk factors contributing to student misconduct as well as consider students developmental/cognitive ability. Use of direct instruction and positive reinforcement, replacement behaviors can be achieved.

V. INFRACTIONS WITH GENERAL AND SPECIFIC DISCIPLINARY ACTIONS AS INDICATED:

The Hernando County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Students are expected to comply with established rules, follow directions, and respond respectfully to those in authority. In addition, students should be recognized and praised for demonstrating good conduct, self- discipline, good citizenship, and academic success.

A. Level I Any Level I code that occurs on the bus refer to the matrix of consequences on page 5

[DS] DRESS CODE VIOLATION: (Appendix B outlines the dress code expectations): Any student who violates the dress code policy, such as; wearing clothing that exposes undergarments or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense**
Elementary	Parent Notification				
(K-5)	Admin Student	Loss of Privilege 1	Loss of Privilege 3	Admin Parent	Admin Parent
	Conf.	day	days	Conf.	Conf.
				ISS 1 day	ISS 2-3 days
Secondary	Parent Notification				
(6-12)	Admin Student	Loss of Privilege	Loss of Privilege	Admin Parent	Admin Parent
	Conf.	1-3 days	3-5 days	Conf.	Conf.
				ISS 1 day	ISS 2-3 days

NOTE: Administrator may hold student in ISS while waiting for a change of clothes. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school-related games/events, etc.

Any offenses after the fifth offense may be considered Gross Insubordination and receive up to Level 3 consequences. (Section 1006.07, FL Statutes)

[HP] HORSEPLAY: Jumping on, wrestling with, slapping on head, etc. Note: Pulling down another student's pants may be considered "horseplay" or "harassment" depending on the situation, students present, and the location of the incident. Horseplay that results in unintentional injury may result in out of school suspension.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin/Student Conf.	Loss of Privilege 3-5 days <i>or</i> ISS	ISS 1-2 days
	Loss of Privilege 1-3 days	1 day	
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin/Student Conf.	Loss of Privilege 3-5 days <i>or</i> ISS	ISS 1-2 days
	Loss of Privilege 1-3 days	1 day	

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[NS] NO SHOW DETENTION.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	reschedule detention or ISS 1 day	ISS 1-2 days	ISS 2- 3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	reschedule detention or ISS 1 day	ISS 1-2 days	ISS 2-3 days

[FR] FAILURE TO REPORT: Any student who knowingly fails to report any violation of the Student Code of Conduct. Intentionally withholding valid information from an HCSD employee, contracted personnel, volunteer, or authorized adult. Failure to report Level III and Level IV offenses could result in Level II consequences (see code FL).

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[PI] POSSESSION OF INAPPROPRIATE (Non-approved) ITEMS: Any item that may cause campus distraction or may potentially cause harm. Items banned at school, for example, any outside food or drink, counterfeit. Level II consequences may be applied if appropriate. If counterfeit money is used it may rise to level II consequences.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[SE] SELLING/BUYING/TRADING ITEMS.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days

NOTE: Administration may request that parent pick up item in the front office. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

TARDIES: Tardy to class is defined as the student is not in the classroom when the tardy bell rings or class begins. Violations one (1) to three (3) are Level I offenses. Unexcused tardy from class for ten (10) or more minutes will be considered skipping (SR), a Level 2 offense in the Student Code of Conduct and will result in ISS.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Secondary	4 th tardy:	5 th tardy:	6 th tardy:	7 th tardy:
(6-12)	- Admin Student Conf.	- Admin Student Conf.	- Admin Student Conf.	- Admin Student Conf.
	- lunch detention or	- lunch detention or	- ISS 1-2 days	- ISS 2-3 days
	after school detention 1-	after school detention 2-		
	2 days	3 days		

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences. *Tardy to school is addressed in the Student Progression Plan for both elementary and secondary.

[UF] UNDUE FAMILIARITY: Inappropriate public display of affection marked by welcomed physical contact. Includes but not limited to hugging, kissing etc.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Loss of privilege	ISS 1-2 days
<u>(K-2)</u>			
Elementary	Parent Notification	Parent Notification	Parent Notification
(<u>K3</u> -5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[VV] MOTORIZED VEHICLES VIOLATIONS:

Improper or unsafe operation of any means of transportation on school campus by a student, including failure to comply with school parking policies.

	First Offense	Repeat Offense
Secondary	Parent Notification	Parent Notification
(6-12)	Possible Revocation of Parking Permit	Revocation of parking permit and denial of future
	Loss of Privilege 1-5 days	parking/driving privileges
		ISS 1-2 days

B. Level II Any Level II code that occurs on the bus refer to the matrix of consequences on page 5

[BV] BUS VIOLATIONS: Failure to adhere to bus safety regulations. This may include but not limited to changing seats while the bus is in motion, getting on or off the bus at the wrong stop, having any part(s) of the body hanging out the window, or any other behavior deemed unsafe by the driver, school administrator, or designee. Multiple Level II referrals may result in Level III consequences. Discipline infractions that meet the definition of a SESIR code must be processed as a SESIR code violation. Bus riding is a privilege not a right.

	First Offense	Second Offense	Third Offense	Fourth Offense
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(K-5)	Bus warning or 1 day	Admin Parent Conf.	Admin Parent Conf.	Bus Suspension 10 days
	bus suspension	Bus Suspension 1 3 days	Bus Suspension 3 5 days	Referral for Bus Pre-
				Expulsion
Secondary -	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(6-12)	Bus Suspension 1 day	Admin Parent Conf.	Admin Parent Conf.	Bus Suspension 10 days
		Bus Suspension 3 days	Bus Suspension 5 days	Referral for Bus Pre-
				Expulsion

[CD] DISRESPECTFUL/DISRUPTIVE BEHAVIOR/CLASS DISRUPTION: To include isolated inappropriate language. Any actions which interrupt classroom instruction to include isolated inappropriate language. Examples include, but not limited to being up out of seats, distracting other students, repeated verbal outbursts, etc.

First Offense	Second Offense	Third Offense	Fourth Offense**

Elementary	Parent Notification	Loss of privilege 1-5	Parent Notification	Parent Notification
<u>(K-2)</u>	Admin conference	days	ISS 1-2 days	ISS 2-3 days
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(K 3-5)	Loss of Privilege 1-5	ISS 1-2 days	ISS 2-3 days	ISS 3-4 days
	days			
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Admin Detention, Lunch			
	Detention, or 1 day of			
	ISS			

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

- [CH] CHEATING/PLAGIARISM/FALSIFYING DOCUMENTS: To influence by deceit, fraud, dishonesty/to steal and pass off the ideas or words of another as one's own, without crediting the source. Including but not limited to:
 - 1. Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test
 - 2. Unlawfully accessing tests or answer keys through physical or electronic means
 - 3. Providing or receiving questions, answers or work to or from another student
 - 4. Using any type of artificial intelligence (AI) to complete assignments or assessments without teacher permission. (School Board Policies; 7540.08, 5505, 2531)
 - 5. Incorporating the words, sentences, paragraphs, or part of another person's writings

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
	Zero (0) or reduced credit on assignment	Zero (0) on assignment	Zero (0) on assignment
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Warning, Admin	ISS 1-2 days	ISS 2-3 days
	Detention, or Lunch Detention	Zero (0) on assignment	Zero (0) on assignment
	Zero (0) or reduced credit on		
	assignment		

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. *Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.*

[CI] CLASSROOM INSUBORDINATION: Refusal to complete or participate in classwork and/or causes a disruption to the learning environment.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Elementary	Parent Notification	Loss of privilege 1-5	Parent Notification	Parent Notification
<u>(K-2)</u>	Admin conference	days	ISS 1-2 days	ISS 2-3 days
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(<u>K3</u> -5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days	ISS 3-4 days
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Admin Detention, Lunch			
	Detention, or 1 day of ISS			

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CP] CELL PHONE / <u>WIRELESS COMMUNICATION</u> DEVICES (WCDs):

In compliance with HB 1105 effective July 1, 2025.

A student may possess a wireless communications device while the student is on school property or in attendance at a school function.

<u>Pre-K through grade 8 students may not use a Wireless Communications Device (WCD) during</u> the school day.

Grades 9 through 12 students may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes.

A high school teacher shall designate an area for wireless communications devices during instructional time. In addition, school administrator may designate locations within school buildings where a student may use his or her wireless communications device.

Referred to as "device" includes but is not limited to a privately/school owned laptop, tablet-computing device, net book, notebook, e Reader, iPod touch, smart watch, gps tracker with recording and/or transmitting capability, and/or smart phone. When permission is not given, such devices must be turned off and put away during the school day or on the bus. Smart watches may be on the wrist in sight but shall not be utilized for recording or transmitting without permission. The student is fully responsible, at all times, for the personally owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally owned device. As such, students should not share devices. Device use is exclusively limited to schools participating in the Bring Your Own Device (BYOD) program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

House Bill 379 A student may not use a wireless communication device (WCD) during instructional time, except when solely used for educational purposes as directed by his or her teacher. A teacher may withhold a student's WCD during instructional time. Each staff member has the authority to establish a procedure for collection of devices in order to enhance the learning environment.

Ear Bud/Headphones/Devices may not be worn. Such devices must be turned off and put away during the school day or on the bus unless used for instructional purposes with the approval of classroom teacher, will only be permitted in labs or lab type settings on a school campus with the approval of administration or classroom teacher. Refusal to turn over a device including a cell phone's sim card and battery when directed is considered Gross Insubordination.

NOTICE:

• Taking pictures of school/district staff or students without their permission is prohibited. WCDs may not be used for illegal purposes, nor used for transmitting, retrieving, or storing any communications of an obscene, discriminatory, harassing nature, or for any other purpose that is against school board policy.

- **This will result in Level 3 consequences relating to harassment, bullying, and/or OMC.
- The taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.) may constitute a crime under state and/or federal law. Any person taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.
- Use of devices to record a fight(s) will result in a discipline action code of PV/MD.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
		Phone Confiscated until the end	Phone Returned to Parent or
		of the day	designee (not student)
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	ISS 1-2 days	ISS 2-3 days
	Admin Warning, Admin	Phone Confiscated until the end	Phone Returned to
	Detention, or Lunch Detention	of the day	Parent/Guardian or designee (not
			student)

Any offense after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[EM] ENCOURAGEMENT OF MISCONDUCT:- Students shall not encourage, coerce, incite, or otherwise attempt to persuade others to engage in behavior that violates the student code of conduct.

This includes verbal, written, digital, or non-verbal communication intended to influence others to break school rules or engage in prohibited conduct.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Elementary	Parent Notification	Loss of privilege 1-5	Parent Notification	Parent Notification
<u>(K-2)</u>	Admin conference	<u>days</u>	ISS 1-2 days	ISS 2-3 days
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
<u>(3-5)</u>	Loss of Privilege 1-5	ISS 1-2 days	ISS 2-3 days	ISS 3-4 days
	<u>days</u>			
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
<u>(6-12)</u>	Admin Student Conf.	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Admin Detention, Lunch			
	Detention, or 1 day of			
	<u>ISS</u>			

[FL] FALSE INFORMATION: Reporting untrue or misleading information with reckless disregard, which may disrupt the orderly process of the school or which may slander or libel others.
 NOTE: Any instance where a student intentionally makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is a Level III offense.

	First Offense	Second Offense	Third Offense**
Elementary (K-5)	Parent Notification	Parent Notification	Parent Notification
	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary (6-12)	Parent Notification	Parent Notification ISS 1-3 days	Parent Notification
	Admin Student Conf.		ISS 3-5 days

Admin Warning, Admin	
Detention, or Lunch	
Detention	

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. *Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.*

INTERMEDIATE OFFENSES: Any offenses to include but not limited to racially charged slurs, comments or gesture of a sexual connotation, tampering with food/drink, tampering with school facilities causing disruption without causing damage, etc. If monetary damages occur please see Vandalism or another appropriate code.

	First Offense	Second Offense	Third Offense**
Elementary (K-5)	Parent Notification	Parent Notification	Parent Notification
	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary (6-12)	Parent Notification	Parent Notification	Parent Notification
	Any combination of ISS or	Any combination of ISS or OSS 3-	Any combination of ISS or OSS 5-
	OSS 1-3 days	5 days	10 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. *Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.*

[MD] MISUSE OF ALL WIRELESS COMMUNICATION DEVICES (WCDs) OR ONLINE

SERVICES: Electronic media may not be used for illegal purposes including transmitting, retrieving or storing any communications of an obscene, discriminatory, harassing nature, academic dishonesty, or for any purpose that is against school board policy (i.e. accessing school district Wi-Fi or any password protected site). Furthermore, no student may use electronic media to attempt access to restricted data nor bypass network security or filtering through the use of a VPN or other methods. Students are to connect only to the guest/student Wi-Fi which is not password protected. Students are prohibited from connecting to any password protected Wi-Fi. See (Appendix E) for Acceptable Use Agreement.

Prohibited use(s) of a device include, but are not limited to, taking inappropriate pictures, inappropriate video /audio recording, inappropriate receiving or sending text messages, sexting, or distribution of school misbehavior. These violations will be considered a Level III or Level IV offense depending on location (i.e. locker room, restroom) and subject of violation. It is prohibited and against the law to photograph or audio/video record a person without their permission. Violations will immediately be referred to law enforcement if they involve any nude images of children or adults, should be coded as [OMC] and will result in out-of-school suspension (one (1) to ten (10) days) and possible recommendation for expulsion. Parents will be notified once law enforcement has completed their investigation. To help prevent misuse, school personnel reserves the right to collect devices during classroom assessments.

Use of devices to record a fight(s) will result in the code of PV/MD.
 Refusal to give a prohibited item(s) to any school staff will result in an immediate Out of School Suspension. A parent/guardian conference may be required before a student may return to school. Each school may develop its own procedure for confiscating electronic devices.
 House Bill 379 students may not access social media platforms through the use of internet access provided by the school district, except when such use is solely for educational purposes as directed by their teacher.

	First Offense	Second Offense	Third Offense**	
Elementary	Parent Notification	Parent Notification	Parent Notification	
(K-5)	ISS 1 Day	ISS 2-3 days	ISS 4-5 days	
Secondary	Parent Notification	Parent Notification	Parent Notification	
(6-12)	ISS 1-3 Days	ISS 3-5 days	ISS 5-10 days	

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[MV] MEDICATION VIOLATION: Students who bring their medication to school in violation of the District Medication Policy will be given one (1) day OSS and a parent(s)/guardian(s) is/are contacted. Repeat violations will be treated under the Drug Violation section.

House Bill 1537: A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the- Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging. F.S. 1002.20(3)P

	First Offense	Second Offense	Third Offense	
Elementary (K-5)	Parent Notification	See DRU in Level 3	See DRU in Level 3	
	OSS 1 day			
Secondary (6-12)	Parent Notification OSS 1 day	See DRU in Level 3	See DRU in Level 3	

[PR] GENERAL PROFANITY: Blatant use of profane, obscene, vulgar, intimidating or otherwise offensive language or gestures in the presence of other students or school staff.

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

	First Offense		Second Offense		Third Offense**	
Elementary	Parent Notification		Parent Notification		Parent Notification	
<u>(K-2)</u>	Admin conference		Loss of privilege 1-5 days		ISS 1-2 days	
Elementary (K3-5)	Parent Notification First Offense ISS 1 day	Sec	Parent Notification ond Offense ISS 2-3 days	Third Offer	Parent Nase ISS 3-5	Notification Fourth Offense**
\$\congrum \congrum \cong	Parent Notification Less of Brigglege 1-5		Parent Notification 1918S 3-5 days	Parent Notification ISS 2 days	P ⁿ Parent N	Volument Notification USS 3-5 Days or OSS 1
	days					Day
Secondary	Parent Notification -	Parent Notification		Parent Notification		Parent Notification
(6-12)	Admin Student Conf.	Any combination of ISS		Any combination of ISS		Any combination of ISS
	ISS or OSS 1 Day	or OSS 2-3 days		or OSS 3-5 days		or OSS 5-10 days

[SR] SKIPPING/UNAUTHORIZED AREA: Student not in assigned classroom or authorized area within the school, without permission. Leaving campus without permission may receive Level III consequences.

House Bill 1521, any student who willfully enters a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so may result in level III consequences. Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

TAUNTING: Unwanted teasing, an isolated incident that is insulting or hurtful to others. Multiple incidents of this nature may be considered bullying/harassment.

Level III consequences can be applied.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
<u>(K-2)</u>	Admin conference	Loss of privilege 1-5 days	ISS 1-2 days
Elementary	Parent Notification	Parent Notification	Parent Notification
(<u>K3</u> -5)	ISS 1 day	ISS 2 days	ISS 3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TBC*] TOBACCO POSSESSION, SALE, USE, DISTRIBUTION: (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related. This includes products used for smoking, chewing, snuffing, or vaping, including but not limited to E-cigarettes and hookah pens.

Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as TBC and OMC)

NOTE: The School Board prohibits the use of any form of tobacco products by anyone in any area at all times utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, prohibits the use of tobacco products in any form in facilities, vehicles, and areas designated for the various student programs and activities. It is unlawful for any person under 21 years of age to smoke tobacco or vape in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6 a.m. and midnight.

Any person issued a citation pursuant to this section shall be deemed to be charged with a civil infraction punishable by a maximum civil penalty not to exceed \$30, or 16 hours of community service or, where available, successful completion of a school-approved anti-tobacco or anti-vaping "alternative to suspension" program. Any person who fails to comply with the directions on the citation shall be deemed to waive his or her right to contest the citation and an order to show cause may be issued by the court.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	OSS 3 days	OSS 5 days	OSS 10 days
	Tobacco Class Referral	Second Offender Tobacco Class	Referral for pre-expulsion
		Referral	
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	OSS 3 days	OSS 5 days	OSS 10 days
	Tobacco Class Referral	Second Offender Tobacco Class	Referral for pre-expulsion
		Referral	

Consult with law enforcement.

Failure to attend tobacco program will result in two (2) additional days of OSS.

THEFT (Less than \$750 threshold): The unauthorized taking, carrying, riding away with, or concealing the property of another person less than \$750 value, including motor vehicles, without threat, violence, or bodily harm.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	ISS 1 day	ISS 2-3 days	ISS 3-5 days
	Restitution	Restitution	Restitution

Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Restitution	Restitution	Restitution

Notice of obligation may be added to students account.

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TRS*] TRESPASSING: (Illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	OSS 1 day	OSS 3 days	OSS 5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	OSS 1 day	OSS 3 days	OSS 5 days

Report to law enforcement

[TV] TESTING VIOLATION: Failure to follow stated directions on any state and/or district standardized assessment. This includes possession or use of electronic devices (including cell phones), talking to any other student, looking at another student's computer or any other behavior to be deemed disruptive or inappropriate by the school administrator or their designee. This infraction will result in two (2) days OSS and possible test invalidation, which could result in a score of zero (0) for the assessment.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	OSS 2 days	OSS 2 days	OSS 3 days
	Possible Test Invalidation	Possible Test Invalidation	Possible Test Invalidation
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	OSS 2 days	OSS 2 days	OSS 3-5 days
	Possible Test Invalidation	Possible Test Invalidation	Possible Test Invalidation

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[VI] VANDALISM: The destruction, damage or defacing of school or personal property less than \$1,000.00.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	ISS 1 day	ISS 2-3 days	ISS 4-5 days
	Restitution	Restitution	Restitution
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Any combination of ISS or OSS	Any combination of ISS or OSS	Any combination of ISS or OSS
	1-3 days	3-5 days	5-10 days
	Restitution	Restitution	Restitution

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[VP] VERBAL /PHYSICAL ALTERCATION: Verbal confrontation OR physical contact that does not involve serious injury between students which is harmful and/or disruptive.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-8)	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parental notification	Parental notification	Parental notification
	3 days OSS	5 days OSS	10 days OSS
			Recommendation for Expulsion
Secondary (6-12)	Parental notification	Parental notification	
	5 days OSS	10 days OSS	
		Recommendation for Expulsion	

C. Level III

Major infractions of the code of conduct and/or felony arrests that pose a safety concern, may prohibit a student from participating in the graduation ceremony and other extra-curricular activities.

[ALC*] ALCOHOL POSSESSION, USE OR SALE: (Possession, use, or sale) Possession, sale, purchase, distribution or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.

If distribution is involved, then Level 4 Consequences will apply

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
	Substance Abuse Educator		Recommendation for Expulsion
	referral		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**Substance Abuse Class	Recommendation for Expulsion	
	referral		

Referral to District Alcohol/Drug Program

**Failure to attend program may result in additional consequences/days of OSS

Report to law enforcement

Mental Health Resource List

[BRK*] BURGLARY: (Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

Report to law enforcement

Restitution when applicable

[BUL*] �BULLYING: (Intimidating behaviors that are repeated, intentional and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for harassment.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

Major infraction is defined as any discipline infraction listed in Level III and Level IV.

Parent conference required before student returns to campus Hope Scholarship documented Mental Health Resource List

Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS. May result in schedule change.

[DRU*] •DRUG USE, POSSESSION: (Illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, any substance used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
	Substance Abuse Educator		Recommendation for
	referralContact Substance		Expulsion
	<u>Use Educator</u>		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**Substance Abuse Class	Recommendation for	
	referralContact Substance	Expulsion	
	<u>Use Educator</u>		

Parent conference required before student returns to campus Substance Abuse class referral through District Substance Abuse Educator

**Failure to attend Substance Abuse Program will result in additional consequences or days of OSS

Report to law enforcement Mental Health Resource List

FALSE ACCUSATION: Student knowingly or with reckless disregard makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff or that jeopardize the reputation of another student.

Vs. Staff	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	10 days OSS
	3 days OSS	5 days OSS	
		Recommendation for	
		Expulsion	
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
		Recommendation for	
		Expulsion	

Will result in schedule change.

Vs. another student:	First Offense	Second Offense	Third Offense
Elementary (K-5)	First Offense	Second Offense	Third Offense Parent notification
Elementary (K-5)	Parent notifications 3 days OSS Referral to certified school	Parent notifications 5 days OSS Referral to Social Worker	Parent potification 10 dame Commendation for Recommendation for
Secondary (6-12)	counsplor for inflicialish bullying haras sugart program.	Parent notification 10 days OSS Recommendation for	Expulsion notification 10 days OSS Recommendation for
Secondary (6-12)	Parent notification	Parent notification ays OSS	Expulsion
	5 days OSS District Bullying/Harassment Prevention Program	Recommendation for Expulsion	

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[FIT*] \(\int \text{FIGHTING} \): (Mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

House Bill 1537 Self Defense: In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3-5 days OSS	5-7 days OSS	10 days OSS
	Referral to Certified School		Recommendation for
	Counselor for individual Anger		Expulsion
	Management Program.		
	Additional days of suspension may		
	be assigned at the discretion of		
	Administration.		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**Enrollment in District approved	Recommendation for	
	Anger Management Program.	Expulsion	
	Additional days of suspension may		
	be assigned at the discretion of the		
	Administrator, not to exceed 10.		

Parent conference required before student returns to campus

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

♦GROSS INSUBORDINATION: Repeated refusal to respond to or carry out reasonable and/or [GI]

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1 days OSS	3 days OSS	5- 10 days OSS
			Recommendation for Expulsion
Secondary (6-12)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	3-5 days OSS	10 days OSS
			Recommendation for Expulsion

lawful directions of authorized school personnel. Student with multiple (2 or more) [GI] infractions can be recommended for expulsion with documentation of interventions for individual. If a student refuses, or a parent denies a student to be searched, the student will receive a minimum of 3 days OSS for the first offense and will receive the maximum of each level of the progression as applicable.

Parent conference required before student returns to campus **Mental Health Resource List**

^{**}Failure to attend may result in additional consequences/days of suspension

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[HAR*] \[Implies HARASSMENT: Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
	**Referral to certified school counselor for individual bullying/harassment program.	Referral to Social Worker	Recommendation for Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	District Bullying/Harassment	Recommendation for	
	Prevention Program	Expulsion	

substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for bullying or bullying related.

Parent conference required before student returns to campus Hope Scholarship documented Mental Health Resource List May result in schedule change Consult Law Enforcement

[HAZ*]♦HAZING: Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

	First Offense	Second Offense	Third Offense
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
		Recommendation for	
		Expulsion	

Parent conference required before student returns to campus

Report to law enforcement

Mental Health Resource List

Hope Scholarship Information

Loss of privilege to participate in extracurricular activities

^{**}Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS

[IF] INTERFERENCE OR PHYSICAL CONTACT WITH SCHOOL PERSONNEL: Preventing or

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification Up to 5 days ISS, if no injury Up to 5 days OSS, if minor	Parent notification 5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion
Secondary (6-12)	Parent notification 3 days OSS	Parent notification 5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion

attempting to prevent school personnel from engaging in their lawful duties. This may include blocking an exit or entry route of school personnel or any physical contact with school personnel that is deliberate.

_Parent conference required before student returns to campus _Mental Health Referral List

[OB] PROFANITY DIRECTED TOWARD STAFF: Use of profane, obscene, vulgar, or abusive/discriminatory language or gestures directed at or referring to a staff member/ volunteer/ chaperone, whether written, verbal, on social media, or other medium. Student with multiple [OB] infractions can be recommended for expulsion with documentation of interventions for individual.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1- 3 days OSS	5 days OSS	10 days OSS
			Recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
		Up to 10 days at	Recommendation for
		Administrative Discretion	Expulsion

Parent conference required before student returns to campus

[OMC*] OTHER MAJOR: (Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not lined linked to any individual; such incidents must be coded with the appropriate related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.

(Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be coded as TBC and OMC.)

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
			Recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Administration.	Recommendation for	
		Expulsion	

Parent conference required before return to campus

Report to law enforcement

Mental Health Resource List

[PHA*]♦PHYSICAL ATTACK (SIMPLE BATTERY): An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual. If

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	3-5 days OSS	10 days OSS
	Referral to certified school	Referral to Social	Recommendation for Expulsion
	counselor for individual Anger	Worker	
	Management Program.		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**District Anger Management	Recommendation for	
	Referral	Expulsion	

injuries are serious in nature and law enforcement involvement is necessary, code as Level IV [BAT].

Parent conference required before student returns to campus.

**Failure to attend may result in additional consequences/days of suspension.

Additional days of suspension may be assigned at the discretion of the Administrator, not to exceed 10 days.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1 days OSS	3 days OSS	5-10 days OSS
		Parent conference required	Possible recommendation for
		before student returns to	Expulsion
		campus.	
Secondary (6-12)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
			Recommendation for Expulsion

[PC] PHYSICAL CONTACT: May include but not limited to hitting, kicking, scratching, biting, spitting, or throwing objects at another student. This infraction can be considered a [PHA*] if injuries result or [IF] if staff member is hit with no injury.

Parent conference required before return to campus

[PV] PROVOKING A FIGHT: Encouraging others, in person or digitally, to violate the Student Code of Conductengage in a fight or physical conflict (i.e. inciting others to engage in a fight or two (2)

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification 1-3 days OSS	Parent notification 3-5 days OSS	Parent notification 5-10 days OSS
	1-5 days OSS	3-3 days OSS	Possible recommendation for expulsion
Secondary (6-12)	Parent notification 3-5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions	

persons engage in a physical conflict). blows are exchanged, students separate on their own and no injuries result). This infraction includes aggressively confronting or challenging another student(s) and/or video recording up to and/or during a physical altercation. -

FOR RECORDING A FIGHT

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification Loss of privilege	Parent notification 1-2 days ISS	Parent notification 2-3 days ISS
Secondary (6-12)	Parent notification 1-3 days ISS	Parent notification 3-5 days ISS	Parent notification 5-10 days ISS

Parent conference required before student returns to campus.

[STL*]♦GRAND THEFT (Taking of property from person, building or vehicle) (\$750 threshold): The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification 1-3 days OSS	Parent notification 3-5 days OSS	Parent notification 5-10 days OSS Possible recommendation for Expulsion
Secondary (6-12)	Parent notification 3- 5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions	

threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Theft of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

Parent conference required before return to campus

Report to law enforcement Mental Health Resource List Restitution *SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

	First Offense	Second Offense	Third Offense
Elementary (K-2)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	5 days OSS	10 days OSS
			Possible recommendation for
			<u>expulsion</u>
Elementary (K3-5)	Parent notification	Parent notification	Parent notification
	3-5 days OSS	5 <u>-10</u> days OSS	10 days OSS
		Possible recommendation for	Possible rRecommendation for
		expulsion	expulsion
Secondary (6-12)	Parent notification	Parent notification	
. ,	5 days OSS	10 days OSS	
	Up to 10 days OSS with	Recommendation for Expulsion	
	possible Recommendation	•	
	for Expulsion at		
	Administrative Discretion		

[SXA*]♦SEXUAL ASSAULT: An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.

Parent conference required before return to campus Report to law enforcement Hope Scholarship documented Mental Health Resource List

[SXH*]♦SEXUAL HARASSMENT: (Undesired sexual behavior) Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	5 days OSS	5-10 days OSS
	Referral to Certified School Counselor	Referral to Social Worker	Possible recommendation for
	for an individual Sexual Harassment		expulsion
	Program.		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Up to 10 days OSS at Administrative	Recommendation for	
	Discretion	Expulsion	
	** Attend District Sexual Harassment		
	Prevention Program		

written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.

Parent conference required before student returns to campus Hope Scholarship documented Mental Health Resource List Initiate Title 9 Investigation Consider Bullying Investigation

** Failure to attend District Sexual Harassment Prevention Program may result in additional consequences or days of suspension.

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.
♦F.S.1006.07 − Requires mental health referral resource for violent and disruptive behaviors

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[SXO*] SEX OFFENSES: (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 3-5 days OSS	5 <u>-10</u> days OSS	5-10 days OSS
		Possible recommendation for	Possible r-Recommendation for
		<u>Expulsion</u>	expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Up to 10 days OSS at	Recommendation for Expulsion	
	Administrative discretion		

activity, or exposing private body parts in a lewd manner.

Parent conference required before return to campus Report to law enforcement to investigate Hope Scholarship documented **Mental Health Resource List**

[TI] EXTORTION/COERSION/BLACKMAIL: Obtaining money or property (Something of value) from an unwilling person, or forcing an individual to act through use of force or threat of the use of

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	5-10 days OSS
		Referral to Social Worker	Possible recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
		Recommendation for	
		Expulsion	

force. Also includes posting or threatening to post things on social media that would embarrass or damage an individual's reputation.

Parent conference required before return to campus Refer to law enforcement

[TRE*]♦THREAT/INTIMIDATION: (Instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

Parent conference required before return to campus Report to Law Enforcement Hope Scholarship documented Mental Health Resource List Threat Assessment documented

Florida Statute 836.10 any written or electronic threat to commit mass violence are considered a felony offense. Students will be required to attend an administrative hearing whether the offense is on campus or off campus.

[VAN*] CRIMINAL MISCHIEF – (destruction, damage, or defacement of school or personal property) (\$1,000 threshold) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification 3 days OSS	Parent notification 5 days OSS	Parent notification 10 days OSS Possible recommendation for expulsion
Secondary (6-12)	Parent notification 5 days OSS	Parent notification 10 days OSS Recommendation for expulsion	

acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

Parent conference required before return to campus.

Restitution

Report to law enforcement

[WI] POSSESSION/USE OR DISPLAY OF OBJECT: Possession or display of any object including: common pocket knife, lighters, chains, laser pointer, smoke bomb, bullet, shotgun shell or firecracker or any other object that could cause harm to another person is prohibited. Possession, use, or display of any object that could cause harm, create a perception of harm, or contribute to an unsafe environment is prohibited. This includes, but is not limited to: Common pocket knives, lighters, chains, laser, pepper spray, pointers, smoke/stink bombs, bullets, shotgun shells, firecrackers, or realistic-looking toy weapons.

Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.

Note: If a student threatens to use a common pocketknife or any other object to harm another person, it becomes a weapon under state statute.

Parent conference required before return to campus

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	5 days OSS	10 days OSS
			Possible recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Up to 10 Days OSS at	Recommendation for Expulsion	
	Administrative Discretion.		

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

♦F.S.1006.07 - Requires mental health referral resource for violent and disruptive behaviors

- **[UBL] UNSUBSTANTIATED BULLYING:** After a complete investigation and follow-up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffrey Johnston Stand Up for All Students Act (section 1006.147, F.S.).
- **[UHR] UNSUBSTANTIATED HARASSMENT:** After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).
- [USA] UNSUBSTANTIATED SEXUAL ASSAULT: After a complete investigation and follow up of a reported sexual assault incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual assault.
 - D. Level IV

Major infractions of the code of conduct and/or felony arrests that pose a safety concern, may prohibit a student from participating in the graduation ceremony and other extra-curricular activities.

[ARS*]◆ARSON: (Intentionally setting a fire on school property) To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

Report to law enforcement Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[BAT*]♦AGGRAVATED BATTERY: (Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g),, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DOC*]♦MAJOR DISRUPTION ON CAMPUS: (major disruption of all or a significant portion of campus activities, school sponsored events and school bus transportation) Disruptive behavior that poses a

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	5-10 days OSS
	·		Possible recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	Parent Notification
	<u>3-</u> 5 days OSS	10 - <u>5-10</u> days OSS	10 days OSS
		Recommendation Possible	Recommendation for expulsion
		recommendation for Expulsion	

serious threat to the <u>learning environment</u>, <u>health</u>, <u>safety</u>, or <u>welfare</u> of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DRD*] DRUG SALE OR DISTRIBUTION: (Illegal sale or distribution of drugs) The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.

Report to law enforcement

Substance Abuse class referral through District Substance Abuse Educator

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[HOM*]♦HOMICIDE: (Murder, Manslaughter) The unjustified killing of one human being by another.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

•F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[KID*] ♦KIDNAPPING: (Abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[ROB*] ♦ROBBERY: (Using force to take something from another) The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[SXB*] ◆SEXUAL BATTERY: (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[WPO*] ◆WEAPONS POSSESSION: (Possession of firearms and other instruments which can cause harm)
Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict
serious harm on another person or that can place a person in reasonable fear of serious harm. This
includes such items as any knife, metallic knuckles, slingshot, club, tear gas gun, box cutter, electric
weapon or device, razor blades, chemical weapon, destructive device or explosive device. (Possession
of a common pocketknife is exempted from state zero tolerance expulsion requirement
1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including
pocketknives, for investigation.)

Firearms with the exception of approved school activities to include those for recreational activities such as hunting or target practice, shall not be displayed or in the possession of any student while on school premises or property, or taken upon school premises or property or property designated for school activities by students:

- 1. Regardless of intent or lack thereof.
- 2. With or without knowledge, whether advertently or inadvertently.
- 3. Whether on or about the person or property, to include vehicles.

4. Whether loaded, unloaded, operable, or inoperable.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

*See page IV for details on Section 790.001, F.S.

[USB] UNSUBSTANTIATED SEXUAL BATTERY: After a complete investigation and follow up of a reported sexual battery incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual battery.

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

• F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

VI. OUT OF SCHOOL SUSPENSION PROCEDURES

When administration selects OSS or bus suspension as the disciplinary action for a student, the following procedural (due process) steps are required:

A. The School Administration Shall:

- 1. Schedule a conference with the student giving him/her an opportunity to tell his/her side of the story and provide documentation or the names of witnesses. The conference shall occur prior to the suspension except in emergency situations, disruptive conditions or "serious" breaches of this Student Code of Conduct. In these situations, the school administration may suspend the student pending the conference, but it must still take place within two (2) school days except when waived by the student's parent or for good cause.
- 2. Provide reasons for recommending suspension.
- 3. The principal shall make good faith effort to immediately contact parent(s)/guardian(s) by telephone in the presence of the student, if possible, at the time of the suspension and explain the reasons for same.
- 4. Provide the student with a copy of the discipline referral.
- 5. Send a letter to the parent(s)/guardian(s) confirming the suspension and the reasons for same.

 Notes: Procedures regarding "make-up work" due to suspension may be found in the School Procedures Manual Student Progression Plan located on the school district website. School administrators have the authority to permit the suspended student on campus for assessment or intervention activities as deemed appropriate.
- 6. A parent conference must be held with school administration for any major infraction prior to student returning to school.
- 7. Students must not be on any HCSD school campus without parent during out of school suspension.
- 8. For students who are athletes and receive OSS please refer to the Athletic handbook on rules applying to practice/game participation.
- 7.9. Inform a Valedictorian or Salutatorian who commits a major infraction of the code of conduct and/or felony arrests that pose a safety concern during their graduating year will forfeit their designation and may be prohibited from participating in the graduation ceremony. The next highest-ranked student will be elevated to the Valedictorian or Salutatorian position.

B. Due Process

A student cannot be suspended and, thereby deprived of his or her free and appropriate education, which is provided in the public schools, without appropriate due process of the law. While the appropriate level of procedural due process to be afforded to a student may depend upon circumstances, due process is guaranteed to every American citizen by the Fourteenth Amendment to

the Constitution of the United States of America. These rights are not waived or relinquished by a child enrolled in a public school.

A student cannot be deprived of his/her constitutionally guaranteed rights to fair notice, fair hearing, and fair procedures. Personal and constitutional rights must be safeguarded within such rules.

A student may not participate in any athletic competition, extra-curricular activity or co-curricular performances/competition during a suspension (in-school or out-of-school). Students may resume participation in any athletic competitions, extra-curricular and co-curricular activities the next day following the suspension. Students may attend practice and rehearsal while assigned in-school suspension with approval from their school's administration.

C. Off Campus Felonies

A student who is formally charged by the State Attorney's Office with an offense that constitutes a felony for an incident which occurred off school property that may have an adverse impact on the educational program, school discipline, or welfare of the school, may be suspended pending court determination of his or her guilt, innocence, or dismissal of the charges. School administration should provide written notice to the student and his or her parent(s)/guardian(s) that he or she is being temporarily suspended for a felony occurring off school campus and provide a date for an Administrative Hearing which shall not be less than two (2) school days or more than five (5) school days from the post-marked date or delivery. Appropriate personnel as determined by the Superintendent will be invited to any Administrative Hearing as per Florida Statute 1006.09. The school administration may recommend to the Board that the student be expelled if it is determined by the court the student committed the offense.

Reassignment if Charges Reduced: If the charge(s) are dropped or reduced below the felony level, the student will be reassigned to the assigned school. It is the student's responsibility to provide the proper documentation to his/her currently assigned school.

Note: When anyone is arrested, they are being accused of crime. The accusation is considered a "charge." A charge is defined as a formal accusation of an offense, which serves as a preliminary step to prosecution. This definition is supported by Black's Law Dictionary, which states that a charge is a "formal accusation of an offense as a preliminary step to prosecution." The term "charge" encompasses various forms of formal accusations, including indictments, complaints, and information, which are all mechanisms through which a person is officially accused of committing a crime.

D. Students with Disabilities: In matters relating to the discipline of students with disabilities, the Hernando County School District shall abide by the Federal and State laws regarding suspension, expulsion and alternative placement.

In the case of some students with Individual Education Plans (IEP) or Section 504 Plans, inappropriate behavior may be related to a disabling condition. The behavior must be treated individually and sensitively which frequently requires the use of a wide range of interventions and/or alternatives. The following procedures will be utilized:

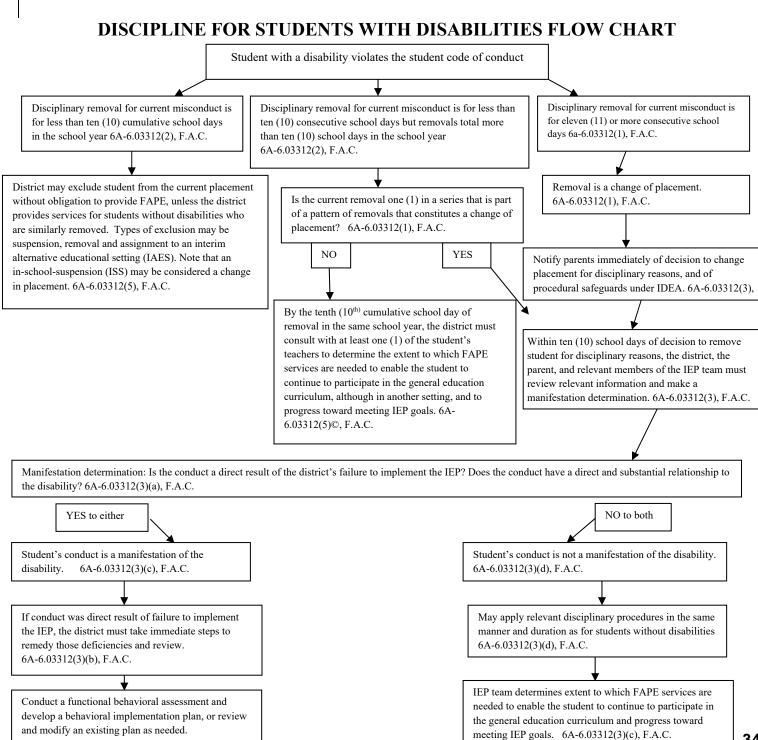
- 1. In all matters, including transportation, students with disabilities shall conform to the same rules outlined in the Student Code of Conduct as their non-disabled peers unless otherwise stated in their IEP or Section 504 Plan.
- 2. Students with disabilities may be suspended for infractions as defined for all students in the Student Code of Conduct.
- 3. Suspension for ten (10) days or less: Follow typical disciplinary procedures.

- 4. Suspension beyond ten (10) days: **Any student with a suspected or identified disability** shall not be suspended more than ten (10) days, either through a single suspension or cumulative shorter suspensions per school year without the IEP or Section 504 Committee meeting to evaluate the extent to which the misconduct has direct and & substantial relationship to the disabling condition and as permitted by state and federal law. Bus suspension and partial day removals may count as suspensions.
- 5. Before a school district can consider a student with disabilities with an IEP for expulsion:
 - a. Convene an IEP meeting and conduct a manifestation determination within ten (10) school days of decision to remove the student for discipline reasons.
 - b. If the IEP committee determines that the behavior is a manifestation of the student's disability, the IEP team will either conduct, review or revise a functional behavior assessment.
 - c. If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior. If no behavioral intervention plan exists but one is needed, then develop one based on the current behaviors needing to be addressed.
 - d. If the IEP committee determines that the behavior is not a manifestation of the student's disability, then relevant disciplinary procedures in the same manner and duration as for students without disabilities apply, however, educational services must continue.
 - e. If the committee determines that the behavior is a manifestation of the student's disability, except as described below under the sub-heading Special Circumstances, the school district must return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavioral intervention plan.

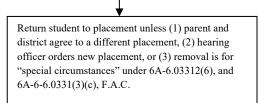
Special Circumstances

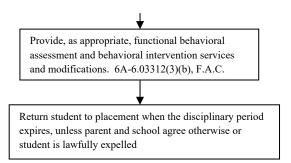
Whether or not the behavior was a manifestation of the student's disability, school personnel may remove a student to an interim alternative educational setting (determined by the student's IEP team) for up to 45 school days, if the student:

- 1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district;
- 2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district; or
- 3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district.

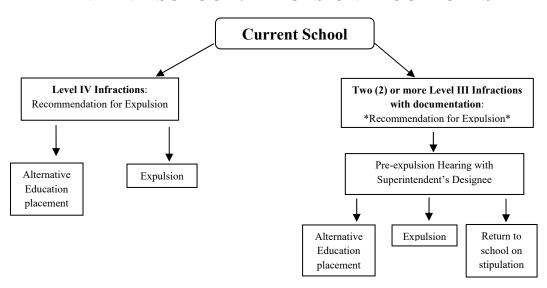


6A-6.03312(3)(c), F.A.C.





VII. ALTERNATIVE SCHOOL / EXPULSION PROCEDURES



A. If the Superintendent designee recommends a disciplinary reassignment in lieu of expulsion, said decision will be considered final and not subject to further appeal, negotiation, or amendment, by any party.

Students attending Endeavor Academy will adhere to a stricter matrix of consequences.

Expelled students may not be on the campus of the zoned school or any Hernando County School at any time, for any reason, unless accompanied by a parent/guardian for a schedule meeting with school staff.

Any student with a disability or suspected of a disability (504 or ESE non-inclusive of Gifted only) must have the proper Manifestation Determination Meeting (MDM) proceeding prior to being recommended for expulsion discussing said recommendations.

ESE students only: The hearing results letter and the student's disciplinary reassignment contained herein, are subject to the student's educational and behavioral rights as set forth by the IDEA and similar Florida statutes and regulations.

School personnel shall not be held legally responsible for suspensions and recommendations made in good faith.

B. Expulsion:

Expulsion is the removal of the right to attend school in Hernando County, be on any school property, on school buses, on school-sponsored transportation or to attend any school. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services.

Students who commit two (2) or more Level III or a Level IV offense may warrant expulsion from school. The principal must follow due process and suspension procedures, informing the parent that expulsion is being recommended. Within twenty-four (24) hours of the infraction, the school-based administrator will suspend the student for ten (10) days and notify the parent in writing that a hearing will be scheduled. A subsequent letter will be issued to the parent from the superintendent or designee notifying them to attend the pre-expulsion hearing with their student

If the student who committed the infraction is a student with a disability, the school administrator will need to contact the Director of Exceptional Student Education (or designee) and schedule a meeting with an IEP team to conduct a manifestation determination.

If the student who committed the infraction is a student with a disability and has a 504 plan, the school administrator must request a meeting to conduct a 504 manifestation.

When the outcome of the superintendent's designee hearing is a recommendation to expel the student from school, parents will be notified by certified mail the date and time that this recommendation will be considered by the School Board. The letter shall also set forth the deadline by which the parents may request a hearing with the School Board.

If a hearing before the School Board is not requested, it will proceed as outlined in the parent letter.

If a hearing is requested, such will be scheduled. The decision that the Hernando County School Board reaches at the hearing is final. Florida Statute outlines that the superintendent's designee may extend the student's suspension beyond ten days while waiting for the next School Board meeting.

Students who are expelled may not re-enroll for the period of the expulsion. When their expulsion period is complete, students shall-may be assigned to the Alternative School prior to transitioning back to their zoned school. Upon successful completion of the Alternative School's prescribed interventions, the student may enroll in their zoned school.

Students assigned to Endeavor Academy in lieu of expulsion or are expelled from HCSD for a drug offense, are required to attend an evidence-based substance use course and test negative before students can return to their zoned school.

C. Unsatisfactory Completion of Alternative Education Program

The general procedure for a student who enters or returns to the Hernando County School District without completing an assigned Alternative Education Program will be determined by the Superintendent or designee on a case-by-case basis.

D. Reciprocal Discipline

Hernando County School District will uphold and enforce disciplinary proceedings from other public school districts. If a student was expelled or alternatively placed in another district, Hernando County will enforce said expulsion or alternative placement. (F.S. 1006.07)

STUDENTS FROM COMMITMENT PROGRAMS AND THOSE EXPELLED FROM OTHER DISTRICTS

A. Commitment Programs

A student entering and/or returning to the Hernando County School District from court adjudicated commitment programs will be enrolled at their zoned school unless charged with a crime involving weapons, drug sale, sex or violence. Under these conditions, the student is entitled to an evaluation meeting to determine proper placement.

- The Evaluation Meeting shall involve the student, parent(s)/guardian(s), the Department of
 Juvenile Justice (DJJ) Juvenile Probation Officer (JPO), the Director of Student Services
 or designee, as well as any other appropriate school staff. The purpose of the meeting is to
 consider the student's educational program, commitment charge, and determine a proper
 school placement.
- 2. The student and his/her DJJ JPO shall have all pertinent educational records available for the period of time the student was not in attendance at a public school.

B. Expelled From Other Districts

The final order of expulsion will be honored, and student will not be admitted to school in Hernando County (F.S. 1006.07).

APPENDIX A

BULLYING AND HARASSMENT Policy 5517.01

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a District school bus, or at a District school bus stop;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

This policy has been developed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (April 2016).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy every three (3) years.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation:
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

"Cyberbullying" means bullying against one (1) or more students or employees, through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Bullying" and "harassment" also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying of harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - 1. incitement or coercion;
 - 2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 - 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) or employee(s) and the behavior both causes mental and physical harm to the other student(s) or employee(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

"Within the scope of the District" means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the Principal within twenty-four (24) hours. Refer to Policy 1362, Policy 3362, and Policy 4362 for District staff allegations and procedures.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

- A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the characteristics of the parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the alleged bully/harasser;
- I. where the bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any non-school-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - *Anti-Harassment*.

Sexual Harassment covered by Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities* is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

- A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
- B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, e-mail, personal conference, or by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (the Elementary and Secondary Education Act, as amended) that states, in pertinent part, as follows:

"...a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend

a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A. a process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, school social worker, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services that may include a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services(parent/guardian involvement is required at this point); or
 - If a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).
- C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
 - 1. counseling and support to address the needs of the victim(s) of bullying or harassment;
 - 2. interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
 - 3. interventions which include assistance and support for parents, as may be deemed necessary or appropriate.

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents, as well as any bullying-related incidents that have as a basis sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to,:

- A. Olweus Bullying Prevention Program
- B. Monique Burr Foundation for Children, Inc.'s Child Safety Matters
- C. PBS/PBIS (Positive Behavior Support/Positive Behavioral Interventions and Supports)

Victim's Parent Reporting

The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

Policy Publication

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity

A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry under this policy is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

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F.S. 110.1221

F.S. 784.048

F.S. 1002.20

F.S. 1006.13

F.S. 1006.147

Florida Department of Education Revised Model Policy (April 2016)

Elementary and Secondary Education Act

Last Modified by Tammy R Shroyer on December 29, 2022

DATING VIOLENCE AND ABUSE

The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Dating Violence and Abuse Defined

For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats, and/or acts of mental, physical, or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.

Reporting Acts of Dating Violence and Abuse

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff.

Any Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is strongly encouraged to promptly report the matter to the Principal or other District administrator or official. These reports can be made either in person or anonymously.

Investigating Reports of Dating Violence and Abuse

Upon receiving a report of alleged dating violence and abuse, the Principal shall conduct an investigation of the allegation promptly. As part of the investigation, the Principal shall contact the parent(s) of the alleged victim and/or the parent(s) of the alleged perpetrator, if they are under the age of eighteen (18), to inform them of the report.

The investigation of the report should include interviews of the alleged victim, the individual accused of perpetrating the dating violence and abusive behavior, and any other person who may have witnessed the alleged act or who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

The Board reserves the right to investigate a report of dating violence and abuse regardless of whether the student who is allegedly the victim of the dating violence and abuse wants to pursue the matter.

Consequences

At the conclusion of the investigation the Principal will determine whether or not the allegation of dating violence and abuse was substantiated. If the Principal determines that a student has committed an act of dating violence and abuse, that violation of this policy shall result in disciplinary action in accordance with the Student Code of Conduct, which may include suspension, assignment to another school or program, or recommendation for expulsion. All disciplinary action shall be taken in accordance with State law and applicable Board policy. (See Policy 5500 and Policy 5600) When imposing discipline, the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved, shall be considered.

Suspensions for acts of teen violence and abuse may be appealed in accordance with the procedures set forth in the Student Code of Conduct. (See Policy 5500)

Further, the Department of Children and Families shall be notified if the student who is found to have perpetrated the act of dating violence and abuse is eighteen (18) years of age or older and the student who was the victim of the act of dating violence and abuse is a minor.

In those cases where teen dating violence and abuse is not substantiated, the Principal may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the Student Code of Conduct or other Board policies.

Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing dating violence and abuse including, but not limited to the following:

- A. Stay Away Contract, that is, a contract with the alleged perpetrator to stay away from the victim while on school grounds, on school transportation, and during school sponsored programs and events;
- B. Class schedule changes;
- C. Protection that will enable safe egress/regress from school, as well as movement within the school; and
- D. Referrals for outside support or counseling.

Students' parent and/or guardian should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal shall notify law enforcement immediately if s/he knows or has reason to believe that a criminal or civil restraining order has been violated.

The School Resource Officer shall respond immediately to a report of a violation of a criminal or civil restraining order

Other Violations of the Dating Violence and Abuse Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging dating violence and abuse, or who has participated as a witness in an investigation of such an allegation.
- B. Filing a malicious or knowingly false report or complaint of dating violence and abuse.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of dating violence and abuse, when responsibility for reporting and investigating allegations of dating violence and abuse comprises part of one's supervisory duties.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports/allegations/complaints/statements;
- C. a narrative of all actions taken by District personnel;

- D. any written documentation of actions taken by District personnel;
- E. written witness statements;
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- G. all documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;
- I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- N. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of dating violence and abuse. The Superintendent shall require that the District's comprehensive health curriculum in grades 7-12 include a component about dating violence and abuse that is age appropriate and includes the content required by State law.

Further, the Superintendent shall provide appropriate training to all members of the School District staff related to dating violence and abuse, and the implementation of this policy.

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F.S. 1003.42

APPENDIX B

- I. DRESS CODE: The following procedures are established to promote discipline, maintain order and provide a healthy environment conducive to academic purposes.
 - Students are required to wear appropriate clothing and shoes according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program. Principals will enforce adherence to the dress code by those under their jurisdiction. School administrators have final authority to decide if clothing complies with district rules.
 - A. **Sun Protective Wear** Students will be allowed to wear sunglasses, hats or other sun protective items while outdoors during and engaged in school related activities such as physical education or recess. No hats or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
 - B. Pants Pants are to be worn at the waist, not below the waist or in such a way to expose undergarments or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. Short shorts, boxer shorts, see through items and other pajama revealing attire are not allowed. Spandex pants, leggings, or pants with rips may only be worn

- with a top that reaches mid-thigh or below as not expose undergarments or body parts in an indecent manner.
- C. **Shirts and Blouses** Must be long enough to remain tucked in at all times with no skin visible. Blouses with a neckline that dip below the line formed between the right and left armpit are prohibited. Spaghetti straps, tank tops, muscle shirts, and shirts with cut off sleeves are also prohibited.
- D. Shorts, Skirts, and Dresses To determine if shorts are too short: while student is standing with arms fully extended at side of his/her leg, shorts should reach to the student's fingertips. In other words, the longest finger should touch material, not skin. Students may wear skirts and dresses of a modest length of no more than three inches from the knee to the bottom on the hem. Dresses with a neckline that dip below the line formed between the left and right armpit are prohibited.
- E. Unacceptable Attire Any apparel that is determined inappropriate, disruptive to the educational environment, or offensive to good taste by principal or designee of the school such as; jewelry, tattoos, or markings must be covered, accessories or manner of grooming, which by virtue of color arrangement, trade mark, or other attributes that denotes membership in a gang, advocates drugs, tobacco products, alcohol, violence, sexual innuendo, profanity, or has caused disruption is prohibited.
 - 1. Jewelry should be worn in such a way that doesn't present a safety or health hazard such as spiked jewelry or accessories
 - 2. Wallet chains and dog chains are not permitted
 - 3. Bandanas are not to be worn, displayed, or carried onto campus.
- F. **Footwear** Students must wear shoes that are safe and appropriate for the specific learning environment.
- G. Uniforms: Brooksville Elementary School, Challenger (uniforms for K-5 only), Chocachatti Elementary School, Deltona Elementary School, Discovery, Eastside Elementary School, Endeavor Academy, J.D. Floyd Elementary School, Moton Elementary School, Pine Grove Elementary School, Spring Hill Elementary School and Suncoast Elementary School, require uniforms.

Schools through their School Advisory Councils (SAC), have the authority to establish dress codes that are more stringent than the guidelines specified in the Student Code of Conduct.

Note: Students enrolled in vocational/technical/lab classes may be required to wear clothing appropriate to a specific training in which students will be participating.

APPENDIX C STUDENT RECORDS

State and Federal law gives parents [and students over eighteen (18) years of age] certain rights concerning student school records.

Annual Notice About Your Rights Concerning Student Records: Parent(s)/ guardian(s) have the right to inspect and review all records and data related to their child who is under 18 years of age or over 18 years of age if claimed as a dependent under IRS rules. This includes print, computer media, microfilm, and microfiche records. This may be done by contacting the school administration for an appointment. All requests will be granted within a reasonable period, not to exceed 30 days. Students 18 years of age and older have the right to inspect and review their records by following the same procedure outlined above.

Parent(s)/guardian(s) have an opportunity to challenge the content of their child's record, to ensure that it is not inaccurate, misleading, or otherwise in violation of privacy. Parent(s)/guardian(s) of students over eighteen (18) years of age claimed as a dependent under IRS rules and students over eighteen (18) years of age not claimed as a dependent are provided the opportunity to correct or delete inaccurate, misleading, or inappropriate data by first requesting a meeting with the school administration or department responsible for developing that information. If the school administration or department responsible for developing the information agrees that it needs to be corrected, then it is done, and only a notation that the record has been corrected or deleted is placed in the file. If an

agreement is not reached at this level, then the parent(s)/guardian(s) or student over the age of 18 years if not claimed as a dependent, has the right to request a formal hearing under School Board Policy. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. Exemptions to consent for disclosure:

- i. School Board members, as part of an expulsion proceeding.
- ii. School district employee or adult volunteer may see records if he or she needs information in the record in order to do his or her job as an employee or volunteer.
- iii. Another educational institution even after a student has already enrolled or transferred if the purpose is related to the student's enrollment or transfer.
- iv. Schools or institutions of post-secondary education to which a student seeks or intends to enroll.
- v. Federal, state, and local authorities involved in an audit or evaluation of compliance with educational program requirements
- vi. Financial aid institution, such as college loan personnel.
- vii. Accrediting organizations.
- viii. Persons who comply with lawfully issued order or subpoenas.
- ix. Persons who deal with health or safety emergencies.
- x. State or local officials in connection with serving the students under juvenile justice systems in the accordance with an interagency agreement or cooperative agreement as mandate by section 1003.52 Florida Statute.

Some of the information in your child's school record is not confidential and may be released without your consent. This information is defined as "Directory Information". The primary purpose of directory information is to allow the District to include this type of information from your child's educational records in certain school publications.

Examples include: Yearbook, honor roll, graduation reports, sport publications, etc. The following records/reports are designated as Directory Information.

- 1. Student's name
- 2. Date of Birth
- 3. Dates of attendance
- 4. Address
- 5. Telephone number, if not unlisted or Restricted per state statute
- 6. Major field of study
- 7. Degrees, honors, and awards received
- 8. Most recent previous educational institution
- 9. Height & weight of members of athletic teams
- 10. Participation in recognized sports/activities

If you do not want directory information released, you must notify the school administration in writing specifying what types of directory information you do not want released. The written notice to the school administration must be received within two (2) weeks of the first day of the school year or entry into the school system, if you enroll after the school year has begun.

Military recruiters and institutions of higher education are entitled, under federal law, to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. The Superintendent also authorizes release of this information to companies that manufacture class rings and publish yearbooks. You must notify your child's school administration in writing, if you do not wish this information released without your consent. Both parents have a right to see their child's record unless there is a certified copy of an order on file at the school that specifically denies the right of access to school records. Copies of school records are available for a minimum copying charge.

You have the right to inspect, upon request, any instructional material used as part of the educational curriculum. This does not include academic tests/ assessments.

You have the right to opt out of any physical examination or screening that is invasive in nature – any medical examination that involve exposure of private body parts, or any acts during examination that include incision, insertion, or injection into the body, but do not include a hearing, vision, scoliosis screening, or head lice exams.

"Note: The School District may permit School Resource Officer (SRO) to view live feed of School District risk-management surveillance videos (bus or schools) or playback of such videos. A subpoena is required if the officer requests a copy of the video."

APPENDIX D

Student Network and Internet Acceptable Use and Safety Agreement

Telecommunications advances in technologies and proliferations of online media have fundamentally altered ways in which information is accessed, communicated, and disseminated in society. These changes are driving the need for educators to adopt new resources, instructional methods and ways they approach student learning, to harness and utilize the vast, diverse and unique resources available on the Internet. Although the School Board authorizes Internet services to its students, the School Board directs that appropriate restrictions are implemented to assure that use of the District's network is utilized in accordance with legitimate educational purposes. Student use of the District's computers, network, and Internet services ("Network") will be governed by policy 7540.03 and subject to the Student Code of Conduct. Student use of email will be governed by policy 7540.06 and subject to the Student Code of Conduct. The School Board encourages students to utilize the Network in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation and communication skills, and tools that are essential to both life and work. The instructional use of the Network will be guided by the School Board policies on instructional materials.

Technology advancements are such that the District may not always be able to protect access to services through the District's network/Internet connection to only those that have been deemed appropriate for education purposes. The District will strive to implement and sustain such protections, utilizing software and hardware measures that monitor, block and filter internet access to visual displays/depictions that are deemed obscene, child pornography and/or other materials that are harmful to minors as defined by the Children's Internet Protection Act (CIPA) and in compliance with Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), Florida Statutes Section 1002.22 and Rule 6A-1.0955 as may be amended or replaced from time to time. Parents/guardians are encouraged to discuss the appropriate use of the Internet and understand that there are risks associated with its use with their children. Parents/guardians assume risks by consenting to allow their child to participate in using the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent will implement procedures to configure District technology to prohibit access to other material deemed inappropriate for students to access. Protective hardware and software may not be disabled at any time that students may be using the Network. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the hardware and software. Determination of whether a material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material.

District Staff members will provide training to ensure awareness and compliance regarding this policy under their supervision, and for providing guidance and instruction to students on appropriate use of the District's Network. Pursuant to Federal law, students shall receive education on the following:

- A. Safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers of students disclosing personally identifiable information online;
- C. The consequences of unauthorized access and other unlawful or inappropriate activities by students online; and,
- D. The authorized disclosures, use and dissemination of personal information regarding minors.

Students shall not access social media for personal use through the District's network. Students shall be permitted to access social media for educational use, in accordance with a teacher's pre-approved plan for use of social media for educational purposes, consistent with School Board policies. Students are responsible for behavior in accordance with standards defined in the Student Code of Conduct on the District's computers and network just as they are in classrooms, school hallways and other school premises and during school sponsored events. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for inappropriate uses of the Internet as defined by this School Board policy. Users who disregard this policy may have user privileges suspended or revoked and may be disciplined.

Technology Privacy

Users have no expectation of privacy of the content of personal files and records of online activity while on the District's network. Monitoring may include, but will not be necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, with Information Technology (IT) personnel, to review browser history and network, server and computer logs.

Cyber-bullying

All students and employees will be provided a safe, secure, bullying and harassment free educational/work setting, in accordance with School Board 5517.01 Bullying and Harassment.

Student Communication

The School Board encourages positive and professional communication between staff, parents, and students by means which best protect all stakeholders' interests. The District staff shall comply with all Federal and State laws pertaining to electronic mail and shall communicate electronically for school related matters through the District-approved parent portal. The School Board recognizes that appropriate use of electronic media may take place during times outside the school hours during school activities (i.e. sport events, FFA events, field trips) when it is useful to use mobile devices and social media to communicate with students. Staff communications with students via private electronic media concerning non-school-related matters may cause the appearance of inappropriate association and are discouraged. The use of such communication technologies may lead to discipline.

Bring Your Own Device (BYOD)

BYOD is an acronym for Bring your Own Device, "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch and/or smart phone. The District encourages students to use their own devices to further enhance their education in accordance with the following guidelines:

- 1. In order to utilize the District's network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent/guardian must review and sign the Responsible Use Policy. This will be considered a legally-binding agreement for the privilege of use of the network.
- 2. The student is fully responsible, at all times, for the personally-owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally-owned device. As such, students should not share devices.
- 3. The student is responsible for the condition of the device brought to school, including but not limited to updates, antivirus software and repair.
- 4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
- 5. Device use is exclusively limited to schools participating in the BYOD program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.
- 6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

Student use of Artificial Intelligence and Natural Language Processing Tools (AI/NLP tools)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Conduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying and Harassment; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievand Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024); Policy 8330 – Student Records; Policy 2240 – Controversial Issues; Policy 7540.03 – Student Internet Safety and Acceptable Use; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

<u>Violation of this policy may result in disciplinary consequences.</u> Students may be disciplined for violations, up to and including suspension or expulsion.

The administration will refer any illegal acts to law enforcement.

STATUTORY AUTHORITY: 1001.43, 1001.51, 1002.22, 1003.4205, 1006.147 F.S. H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.S. 254(h), (10), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506 Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

APPENDIX E

Opt Out Pledge of Allegiance

In accordance with Florida statute §1003.44:

A student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

APPENDIX F

1006.195 District School Board, Charter School Authority and Responsibility to Establish Student Eligibility Regarding Participation in Interscholastic and Intrascholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in F.S. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrascholastic extracurricular activities:

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

- 1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including F.S. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).

- 3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20 (2)(b).
- b) Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15 (3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.
- c) The provisions of this subsection apply to interscholastic and intrascholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

[&]quot;As used in this document, 'F.S.' refers to 'Florida Statue',"

[&]quot;As used in this document, 's' refers to 'subsection',"

PARENT AND STUDENT ACKNOWLEDGMENT

Student Code of Conduct is available on-line at hernandoschools.org

This Student Code of Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Code of Conduct. I have read/viewed on-line and acknowledge: Bullying/Harassment/Teen Dating Violence Policy & Procedures (Appendix A) **Bus Expectations** Dress Code Policy (Appendix B) Annual notification of Family Educational Rights and Privacy Acts (FERPA) (Appendix C) Network/Internet acceptable use agreement (Appendix D) Opt Out Pledge of Allegiance (E) Participation in Interscholastic and Intrascholastic Extracurricular Activities (Appendix F) Student Code of Conduct Parent(s)/Guardian(s) Signature Date Student's Signature (Middle & High School) Date (Print) Student's Name/Student ID# Grade I request a copy of the Student Code of Conduct in Spanish L Photograph/Video/Student Work Permission: Hernando County Schools may use photographs or videotapes in which your child appears as well as your child's project materials (i.e. artwork, written materials, class projects, computer projects). These images may be used for Hernando County Schools in publications such as newsletters, brochures and/or display on social media. The publication of any picture in which your child appears will not be labeled with his/her name or any other personal facts. PLEASE INITIAL. Yes, I give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials. No, I do NOT give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials. PLEASE HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL AFTER SIGNING THE ACKNOWLEDGEMENT AND INITIALING THE PHOTO/VIDEO/WORK PERMISSION SECTION

HERNANDO COUNTY SCHOOL DISTRICT STUDENT CODE OF CONDUCT



2025-2026

Ray Pinder, Superintendent of Schools

Hernando County School District, 919 North Broad Street, Brooksville, FL 34601, (352) 797-7000

A MESSAGE FROM THE SUPERINTENDENT



Parents and Guardians,

The Hernando School District has updated its Student Code of Conduct for the 2025-26 school year. The Code of Conduct outlines rules and expectations for student behavior on campus, during school activities, and at school-related events. This code was developed by a committee comprised of school staff, administrators, and parents to set clear guidelines and expectations that play a vital role in promoting a positive school culture.

The framework of our code of conduct aptly reflects our district's priority of maintaining a safe and healthy learning environment and ensures time spent at school is safe for everyone and focused on learning. We are committed to upholding the values of accountability and responsibility and will remain dedicated to the fair enforcement of this code.

Fostering a safe and supportive learning environment is a shared effort between all members of the school community, including students, parents, teachers, and administrators. I encourage you to take part in this mutual effort by reviewing the 2025-26 Student Code of Conduct with your student and aligning your own expectations for their behavior at school. By working together, we can ensure our students receive the support they need to continue pursuing enriching academic endeavors.

Thank you.

Ray Pinder Superintendent



Mission

The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

Vision

To inspire and support the pursuit of individual greatness.



Code of Civility

The education of a child happens only through partnership, and among partners must be the child, the school faculty and staff, the parent(s) or guardian(s), the community and district office employees. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying "please" and "thank you." It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

Therefore, the Hernando County School Board requires that as we communicate, students, HCSD faculty and staff, parents, guardians and all other members of the community shall:

1. Treat each other with courtesy and respect at all times.

This means that:

- We listen carefully and respectfully as others express opinions that may be different from ours.
- We share our opinions and concerns without loud or offensive language, gestures or profanity.

2. Treat each other with kindness.

This means that:

- We treat each other as we would like to be treated.
- We do not threaten or cause physical or bodily harm to another.
- We do not threaten or cause damage to the property of another.
- We do not bully, belittle or tease another and we do not allow others to do so in our presence.
- We do not demean and are not abusive or obscene in any of our communications.

3. Take responsibility for our own actions.

This means that:

- We share information honestly.
- We refrain from displays of temper.
- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. Cooperate with one another.

This means that:

- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.
- We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
- We respond when asked for assistance.
- We understand that we do not always get our way.

Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, HCSD faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. The school board does not condone a lack of civility by anyone.

Therefore:

- 1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
- 2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.
- 3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
 - A. If personal harm is threatened, the employee may contact law enforcement.
 - B. Anyone on school district property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school district operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer.
 - a. If such person does not immediately and willingly leave, law enforcement shall be called.
 - C. If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
 - a. If personal harm is threatened, the employee may contact law enforcement.
 - b. The employee shall save the message and contact his or her immediate supervisor or school district security.
 - D. If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
 - a. Calmly and politely ask the speaker to communicate civilly.
 - b. If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
 - c. If the meeting or conference is on school district premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
 - d. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.

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Introduction

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world. With this vision in mind, The Hernando County School District has developed the Student Code of Conduct to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The Student Code of Conduct applies to all students enrolled in the Hernando County School District.

Students enrolled in the Hernando County School District are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Hernando County, Florida, anytime:

- 1. a student is on school board-owned property;
- 2. a student is attending school;
- 3. a student is being transported to or from school or school-sponsored events at public or school expense;
- 4. and a student is in attendance at, or participating in, a school-sponsored activity.

All students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

The term "parent" wherever used in this document shall include a student's parent or parents, legal guardian, legal custodian, or adult recognized by the student's school as acting "in loco parentis".

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** PARENT NOTICE **

If your child commits two or more Level III offenses with documentation of interventions, or any Level III offense that results in injury or campus disruption or one Level IV violation, the result will be immediate administrative action, removal of your child from school and/or recommendation for expulsion. Please refer to pages 12 through 37 of this Student Code of Conduct for specific offenses.

Furthermore, any student who has been determined to have committed a repeat offense of bullying will be subject to this same administrative action. Refer to Appendix A.

Students will be disciplined as outlined in the Student Code of Conduct. Some acts may warrant law enforcement investigation, and there may be additional consequences for acts that violate the law.

Electronic communication and all other forms of communication that take place on or off of school grounds, with students' personal property (non-school property) and causes a major disruption on school campus, will result in disciplinary action.

A parent conference must be held with school administration for any major infraction prior to student returning to school.

Restraint

- 1. All efforts should be made to contact a parent for assistance with de-escalation prior to a student restraint.
- 2. For an incident where a student is restrained, the parent must be contacted by telephone, email (or both), as soon as possible, but prior to the end of the school day.



Zero Tolerance:

Zero Tolerance for School Related Violent Crimes: The Hernando County School District believes that all students are entitled to attend schools that are safe and orderly and which provide an environment that fosters learning and high academic achievement. The district will not tolerate the presence of persons who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities. (F.S 1006.13) The Legislature finds that zero tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors, including, but not limited to, minor fights or disturbances.

A threat management team may use alternatives to expulsion or referral to law enforcement agencies to address disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Zero-tolerance policies must apply equally to all students regardless of their economic status, race or disability.

Each district school board shall adopt a policy of zero tolerance that:

- a. Identifies acts that are required to be reported under the school environmental safety (SESIR) incident reporting pursuant to s. 1006.07(9).
- b. Defines acts that pose a threat to school safety
- c. Defines petty acts of misconduct which are not a threat to school safety and do not require consultation with law enforcement
- d. Minimizes the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent act from any further victimization. In a disciplinary action, there is rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.
- e. Establishes a procedure that provides each student with the opportunity for a review of the disciplinary action imposed pursuant to s. 1006.07.
- f. Requires the threat management team to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act that would pose a threat to school safety.

The School Board has determined that the following acts constitute threats to school safety:

- Aggravated battery - Homicide

Armed robbery - Possession, use or sale of any explosive

- Arson device

Battery or aggravated - Possession, use or sale of any firearm battery on a teacher or - Sexual battery

other school personnel - Victimization
False Alarms, including but not limited to, pulling fire alarms

*Any student who has been found to have committed one of the enumerated felony offenses in Florida Statutes and has a No Contact Order issued by a judge, will be removed from the school of attendance and transferred to a different school in the district, or must be separated from the victim(s) and the victims' siblings in school and on school transportation.

Firearms:

A Student shall not bring, possess, handle or transport firearms on any District School Board of Hernando county school or campus, at any school function, or on any school sponsored transportation. A Junior ROTC or color guard, pre-approved activity, exemption may apply.

• It is the policy of the District School Board of Hernando County, that F.S.790.25(5), SHALL NOT apply to any student bringing any concealed firearm or weapon onto school property. All students are subject to the policies and penalties stated in this Student Code of Conduct. For the purposes of this

- policy, the word student shall mean, but not be limited to, any preschool, elementary, middle, high, Illsecondary, vocational or post-secondary student of a school maintained and operated by the District School Board of Hernando County.
- Violation of this rule will result in automatic out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances.

Any student who is determined to have brought a firearm as defined in 18 U.S.C.s. 921 (United States Code) or Florida Statute 790, to any District School Board of Hernando County school or campus, at any school function, or on any school sponsored transportation, will be recommended for expulsion, with or without continuing educational services from the student's regular school for a period of not less than (one) full year and referred for criminal prosecution.

The Superintendent, his designee, and/or the School Board may consider extenuating circumstances in determining the length and type of expulsion. (F.S. 1006.07)

Weapons:

A student shall not bring, possess, handle or transport weapons to or on any District School Board of Hernando County school or campus, at any school function or on any school sponsored transportation.

Florida Statute 790 and the School Board define the term "weapon" to include the following non-exclusive list of items:

- "antique firearm", "tear gas gun", "chemical weapon or device", "dart-firing stun gun", "destructive device", "electric weapon or device", "explosive", "firearm", "handgun", "machine gun", "short-barreled rifle", "short-barreled shotgun", "slungshot", "dirk", "knife", "sword", sword cane", "razor blade", "box cutter", "metallic knuckles", "billie",
- or any other deadly weapon, or object that's capable of being utilized as a deadly weapon, except a common pocketknife, plastic knife or a blunt-bladed table knife.

Violation of this rule will result in disciplinary action, which may include out-of-school suspension and possible expulsion. Criminal prosecution is also likely in these instances. (F.S.790.001)

Infractions that require Expulsion or One Year Placement in an Alternative Setting: Per Florida Statute 1006.07

- False reporting of bomb or explosive
- Possession of Firearms/Weapons

Anti-Bullying, Harassment, and Dating Violence Policy

The policy of the Hernando County School District is that all students have an educational setting that is safe, secure and free from harassment, bullying, dating violence or abuse of any kind. This policy shall be applied consistently with all applicable school board, state and federal laws. Conduct that constitutes bullying, harassment, dating violence or abuse as defined herein, is prohibited. Students who persistently engage in substantiated bullying behavior will be subject to possible expulsion. See Appendix A.

Annual Notice of Non-Discrimination

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. (The lack of English skills will not be a barrier to admission into any Career and Technical Education Programs offered at any of our schools, Sun Tech Education Center or adult education programs)

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

Compliance officers for Employee related issues are Matthew Goldrick, Director of Human Resources 352-797-7005. Compliance officer for student related issues are Jill Kolasa, Director of Student Services 352-797-7008 and Anna Jensen, Director of ESE, 352-797-7022.

I. STUDENTS' RIGHTS AND RESPONSIBILITIES:

<u>Attendance</u>			
Students' Responsibilities			
Students have the responsibility to participate in classes regularly, be on time, and adhere to the school's attendance policy and makeup policy.			
lying			
Students' Responsibilities			
Students have the responsibility to report any and all acts of harassment, bullying, or sexual cyber harassment to school personnel.			
nseling			
Students' Responsibilities			
Students have the responsibility to seek this counseling.			
s Code			
Students' Responsibilities			
Students have the responsibility to dress in a non-offensive manner to others that is compliant with school, classroom, and extracurricular rules.			
Process			
Students' Responsibilities			
Students have the responsibility to cooperate with school personnel in cases involving disciplinary actions, follow the process correctly, and accept the final decisions and consequences of their actions.			
cation			
Students' Responsibilities			
Students have the responsibility to participate in educational opportunities, complete all assignments expected from them, and complete work to the best of their abilities and strive for academic growth and their personal best.			
Students have a responsibility to understand the grading system and monitor their own progress.			
Students have the responsibility to maintain an attitude and actions that promotes a positive learning environment.			
Students have the responsibility to express their needs and concerns in an appropriate manner.			
<u>tronics</u>			
Students' Responsibilities			
Students have the responsibility to follow and adhere to the district electronic policy during school hours and at school functions.			
functions.			
Speech			

Students have the right to hear, examine, and express divergent	Students have the responsibility to be considerate and respectful
points of view, including freedom of speech, written expression,	of divergent points of view, and to not cause major disturbances
and symbolic expression.	on campus through their expression of their point of views to
and symbolic expression.	others or to school property.
Students have the right to express their views through reading	Students have the responsibility to respect the right of others in
and writing, but without being obscene, disruptive, or slanderous	their expression of their views, and to do this (and express their
to the school, students, or employees.	own) in a polite manner.
	erials
Students' Rights	Students' Responsibilities
Students have the right to be provided with district adopted	Students have the responsibility to respect all school property
textbooks and use school facilities and property appropriately.	and materials and return them or pay for them in cases of
textbooks and use sensor racinities and property appropriately.	damage at appropriate times.
Partic	ipation
Students' Rights	Students' Responsibilities
Students Aights Students have the right to participate in extracurricular activities	-
dependent upon state and district eligibility requirements.	Students have the responsibility to abide by all school rules
Students have the right to participate in school affiliated clubs	when participating in school sponsored activities on or off campus. Students have the responsibility to take an active
and organizations.	interest in the club or organization and fulfill all membership
and organizations.	responsibilities.
Students have the right to participate in school government	Students have the responsibility to take an active interest in
based on democracy.	student government and provide their input.
Students have the right to choose whether to participate in	Students have the responsibility to respect the rights of others to
patriotic or religious activities	participate in religious or patriotic activities.
Students have the right to assemble peaceful on school grounds.	Students have the responsibility to assemble in a way that does
	not disrupt education.
Privacy and P	roperty Rights
Students' Rights	Students' Responsibilities
Students have the right to enjoy a reasonable degree of personal	Students have the responsibility to understand that privacy is not
privacy.	guaranteed with regard to use of the internet and electronic
	devices.
Students have the right to have personal property respected,	Students have the responsibility to respect others private
unless school personnel have reason to believe a student is in	possessions and to keep prohibited items away from school and
possession of materials prohibited according to school and state	school related activities.
rules.	
School Rules a	nd Regulations
Students' Rights	Students' Responsibilities
Students have a right to be informed of the school's rules and	Students have a responsibility to know and follow the school
regulations and the consequences of breaking them.	rules and accept the consequences of their actions in breaking
	the rules.
Students have the right to be treated in a fair and equitable way	Students have the responsibility to treat school employees in a
from school employees and have school rules that are enforced	fair and equitable way, and to also treat the school grounds in a
in a consistent and fair manner.	respectful manner.
C/ 1 /	December
	Records
Students' Rights	Students' Responsibilities
Students have the right to have access their own student records	Students have the responsibility to provide the school their own
	information relevant to making educational decisions.

This list is intended as a general illustration of some rights and responsibilities recognized by law, and does not create or expand any rights or responsibilities beyond those specifically provided by State or Federal law or School Board Policy.

II. EDUCATIONAL AUTHORITY

A. School Administration Authority

The school administration shall have authority and control over all students at school, at a school sponsored activity and during times when students are on a school bus. School administration has the authority to direct students and can impose reasonable requirements that are consistent with the Student Code of Conduct. (F.S 1006.09)The school administration has the final say on the disciplinary action for each discipline. Information regarding other students and their disciplines cannot be shared with non-parent/guardians in compliance with FERPA.

Electronic communication that takes place off school grounds with student's personal property (non-school property) and causes a significant disruption on school campus may result in disciplinary action.

B. Teacher Authority/Procedures

In accordance with Section 1003.32, Florida Statutes http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html, teachers and other instructional personnel shall have the authority to undertake actions in managing student behavior and ensuring the safety of all students in their classes and school and their opportunity to learn in an orderly and disciplined classroom.

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable.

- 1. The school-based Placement Review Committee consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student] and one (1) teacher appointed by the principal. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee.
- 2. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee.
- 3. The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.
- 4. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
- 5. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.

C. Bus Driver's Authority

The bus driver shall have authority of students when they are on the bus. The driver *shall not have authority* when students are waiting at the bus stop, or when they are en route to the bus stop except

when the bus is present at the bus stop and students are loading or unloading from the bus. If a student's behavior jeopardizes the safety of others on the bus, law enforcement shall be contacted by the driver or the Transportation Department. (F.S. 1006.10)

Bus Procedures - Instructions for Students Riding the Bus:

- Students are expected to obey the bus driver's instructions at all times since he/she is in full charge
 of the bus
- When waiting to board the bus, students are to stand at least 10 feet off the roadway until the bus stops. Also when boarding or departing the bus, students are to walk 10 feet in front of the bus and wait for the driver's signal before crossing the road.
- Students must board and leave the bus at their regular stop location. No exceptions will be made unless by written permission from the administration.
- Students must be on time. The bus will not wait for those who are tardy. Students should be at the bus stop five minutes before the scheduled time. In case of a bus breakdown, student must wait at the bus stop for one hour for a substitute bus to arrive before an excused tardy for being late to school is issues.
- The driver will assign student seats. Students are to sit facing forward with feet out of the aisle. Students are to remain in their seats while the bus is in motion. The aisle must be clear of feet, books and jackets. The driver must have an unobstructed view of the back door.
- Students are to keep arms and heads inside windows. No object is to be thrown at the bus, in the bus or out of the windows of the bus.
- Students are to make no unnecessary conversation with the bus driver since the driver must have his/her full concentration on driving the bus. Students are to remain quiet. Outside of ordinary conversation, students are to maintain classroom conduct. Students shall not use any abusive or profane language to other students, the driver or pedestrians.
- Students will refrain from pushing, tripping, shoving and fighting while boarding, riding and leaving the bus.
- Students are to be absolutely silent when the bus stops at all railroad crossings. Burning the dome lights is the driver's signal for absolute silence.
- No eating, drinking, use of drugs/snuff/chewing tobacco, smoking, vaping or possession of a weapon will be allowed at any time on the bus.
- Animals (dead or alive), glass containers, sharp objects, balls, ball bats, racquets, marbles, cutting
 instruments, toothpicks, balloons, lighters, matches, or any items of this nature are NOT allowed
 on the bus.
- Large objects, including band instruments which cannot be held on the lap of which interfere with the seating and safety of others, will not be permitted on the bus.
- Students in Exceptional Student Education must comply with all of the above. As required by law, parent(s)/guardian(s) of exceptional students must be available to assist the student in boarding and departing at the approved bus stops, and they must provide necessary emergency information to the Transportation Department.

Violation of any of the above procedures will be reported by the driver to the principal who has the authority to suspend a student temporarily or permanently from riding the bus. Riding the bus is a privilege. Parent(s) have the responsibility to ensure that suspended students will not appear at the bus stop.

Disciplines occurring on the bus – Progression of Consequences:

	First Offense	Second Offense	Third Offense	Fourth Offense
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(K-5)	Bus warning or 1 day	Admin Parent Conf.	Admin Parent Conf.	Bus Suspension 10 days
	bus suspension	Bus Suspension 1-3 days	Bus Suspension 3-5 days	Referral for Bus Pre-
				Expulsion
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(6-12)	Bus Suspension 1 day	Admin Parent Conf.	Admin Parent Conf.	Bus Suspension 10 days
		Bus Suspension 3 days	Bus Suspension 5 days	Referral for Bus Pre-
				Expulsion

Parent(s) shall:

- 1. Ensure that their students ride only on their assigned school bus and get on and off only at assigned bus stops, except when the district has pre-approved an alternative bus or other arrangements.
- 2. Ensure that their child follows the district's adopted Student Code of Conduct while at the school bus stop and provide necessary supervision during times the bus is not present.
- 3. Provide assistance if necessary to their students with disabilities to help them get on and off the bus at their stop, as required by the student's Individualized Education Plan.
- 4. Meet their PK 2nd grade students at the bus door for all Elementary and K-8 schools, or have an adult or older sibling listed on the child's bus registration card designated to meet the student at the bus door. If the person designated is an older sibling, then the parent(s) must send in a notarized letter authorizing this action.

HERNANDO COUNTY SCHOOL DISTRICT BUS EXPECTATIONS

All standards of behavior that apply on school grounds and at school activities also apply to the school bus. The rules found in the Student Code of Conduct shall be enforced on the bus. Students are expected to abide by the standards of the Student Code of Conduct in addition to but not limited to the bus expectations listed below.

- 1. Respect the driver and follow instructions.
- 2. Remain seated; head and arms inside bus and keep your hands to yourself.
- 3. Keep door and aisle clear of obstacles to include but not limited to: pets, glass or large items including large band instrument, skateboards or loose balloons.
- 4. Do not throw anything on the bus or out of the window at anytime.
- 5. Be absolutely quiet when the dome lights are on.
- 6. Do not eat, drink or chew gum on the bus.
- 7. Quiet conversations only.
- 8. After waiting for the driver's signal, cross the road in front of the bus.
- 9. A permission slip signed by the principal or designee and approved by the transportation department is required for riding another bus or getting off at a different stop.
- 10. Complete silence shall be maintained at all railroad crossings.
- 11. Students should sign on/off bus with their bus pass badge or entering their student number into the keypad at the bus entrance.

Pre-K through 2nd grade students MUST be met at the bus door at the afternoon bus stop by an authorized adult or they will be returned to school.

Bus riding is a privilege, not a right.

III. INTERVIEWS/INVESTIGATIONS

A. Administrative

School administration, which may include the School Resource Officer/Guardian, has the right and duty to interview students who are subjects and/or potential witnesses to possible violations of the Student Code of Conduct **without** notifying parent(s). The identity of witnesses will be protected to the greatest extent possible.

B. Written Threats to Commit Mass Violence

In accordance with Florida Statute 836.10, any written or electronic threats to commit mass violence are considered a felony offense. Arrests for such offenses will require an administrative hearing and disciplinary action, regardless of whether the offense occurs on or off campus, as it poses a significant threat to school safety.

Florida Statute 836.10 states that it is unlawful for any person to send, post or transmit, or procure the sending, posting, or transmission of, a written or other record, including an electronic record, in any manner in which it may be viewed by another person, when in such writing or record the person makes a threat to:

- Kill or do bodily harm to another person; or
- Conduct a mass shooting or an act of terrorism.

C. Criminal Offenses On School Campus

School administration has the right to request the assistance of law enforcement to investigate crimes or allegations of a crime committed at school, on a school bus or at a school sponsored activity. If school administration requests assistance, a law enforcement officer may conduct a general investigation and interview students (witnesses and suspects) during the school day. School administration shall be present during the interviews. If the investigation determines that a particular student is a suspect then the parent(s) will be notified.

D. Criminal Offenses Off School Campus

The school administrator shall make every attempt to contact the student's parent(s) before permitting law enforcement to interview a child when the student is a suspect in a criminal investigation for an offense that occurred off school property. When the parent(s) can be reached they will be informed that law enforcement is planning to interview the student and be given a reasonable time to appear before the student is interviewed. School administration shall be present during the interview if the parent(s) cannot be contacted. At the high school level, the student has the right to request that school administration not be present during the interview.

When a student is being interviewed as a victim or witness in a criminal case that occurred off campus, the parent(s) must be notified before permitting the child to be interviewed. Attempts must be documented and if the parent(s) cannot be contacted the school administration shall be present during the interview.

E. Child Abuse

If a student is a suspected victim in a child abuse investigation, school administration may **not** contact the parent(s). This is the sole responsibility of the Department of Children and Family investigator. School administration or their designee may be present, in accordance with Florida statutes, if requested by the student and approved by the DCF /law enforcement official conducting the interview.

F. Removal of a Student from School

A student has certain rights when an officer of the court (law enforcement, Department of Children and Families Investigator/Case Worker) wishes to remove the student from school premises.

- 1. A student can be removed from campus by law enforcement under the following circumstances:
 - a. With consent from the parent
 - b. To ensure compliance with a subpoena requiring the student to appear in a court proceeding
 - c. In response to a court order authorizing the student's being taken into custody; OR
 - d. When the student is subject to criminal arrest due to probable cause.

School administration should verify the time of removal and that the School Resource Officer has informed the parent(s).

2. When a law enforcement officer/DCF investigator informs school administration that the child needs to be removed pursuant to Florida Statutes, the officer/investigator shall be permitted to do so. The officer/investigator will be responsible for notifying the parent(s). The officer/investigator should follow established sign out procedures. School administration should document the time of removal.

IV. SEARCHES

A. Locker/Vehicle Search

The school administration maintains authority over lockers and desk spaces provided to students and oversees the admission and parking of vehicles on school premises. As a result, principals are empowered and obligated to inspect and search students' lockers, desks, and both student and non-student vehicles if, there is reasonable suspicion of the presence of a prohibited or illegally possessed substance or objects such as weapons within those areas, as outlined in Florida Statue 1006.9 (9). Furthermore, the school may employ the use metal detectors and trained dogs to screen for prohibited weapons and substances. Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. If a request to search a vehicle on school premises is denied by the student, parent, or vehicle owner, administration has the right to terminate the student's privilege of bringing a motor vehicle on to school premises. The above actions are taken in accordance with the school's responsibility to uphold discipline and ensure the health and safety of students and the school community. Any items discovered during such searches may be handed over to law enforcement for further investigation and could lead to criminal or juvenile court proceedings, as well as school disciplinary actions.

B. Personal Search

Students and their possessions may be searched by school administrators and/or designee with or without the student's permission, if school administrators have reasonable suspicion that the safety and well-being of that student or other people in the school are in jeopardy, or if the student is suspected to be in possession of a prohibited or illegally possessed substance or objects such as a weapon. If the illegal items are located by school administrators during the search, these items will be turned over to law enforcement for investigation. Furthermore, the school may employ the use metal detectors to screen for prohibited weapons and prohibited items. If the student refuses or parent denies the student to be searched, this may result in a Level III for Gross Insubordination.

House Bill 1537: Any search of a student's personal belongings, including a purse, backpack, or book bag, must be conducted discreetly to maintain the privacy of the student's personal items within such belongings. Personal items that are not prohibited on school grounds must be immediately returned to the student's personal belongings.

C. Canine Search

A trained sniff-screening dog can be walked around school lockers, school grounds or vehicles in the school parking lot without violating student's constitutional rights. Students cannot be detained without reasonable suspicion while the dog is sniffing. For example, walking a trained sniff-screening dog around a student's vehicle in a school parking lot while the student is in class is permissible; however, detaining the same student in the school parking lot, without reasonable suspicion, while a trained sniff-screening dog walks around the student's car is not permissible. An alert by a trained sniff-screening dog that drugs or weapons may be present in a particular location provides school officials reasonable suspicion and law enforcement officers probable cause to conduct a search of the place to which the dog alerted.

D. Cell Phones/Wireless Communication Devices (WCD)

School administration may search a cell phone or other wireless communication devices if they have reasonable suspicion that such a device has been used in violation of the Student Code of Conduct.

E. FortifyFL.

School districts are required to promote FortifyFL, as provided in Section 943.082(4)(b), F.S. Districts are required to:

- 1. Advertise FortifyFL on the district website, on school campuses, in newsletters, and in school publications;
- 2. Install the FortifyFL app on all mobile devices issued to students; and
- 3. Bookmark the FortifyFL website on all computer devices issued to students.
- 4. Advertise that someone who knowingly submits a false tip through FortifyFL may be subject to further investigation by law enforcement, and may be subject to criminal penalties under Section 837.05, F.S.
- (d) Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b). F.S. Instruction on FortifyFL must be developmentally appropriate and must include the consequences of making a threat or false report involving school or school personnel's property, school transportation or a school-sponsored activity.

*OSS is also specified for some specific Level I and Level II infractions, see section VIII.

A Multi-Tiered System of Supports (MTSS) refers to framework that includes all of the instructional strategies, interventions, and supports that are used to help <u>all</u> students achieve.

INTERVENTIONS

Interventions may include, but are not limited to, the following strategies

LEVEL I

- Referral to MTSS/Response to intervention team
- Four step problem solving process
- Monthly/Quarterly positive incentives
- Class Assemblies to review behavior expectations
- Classroom Interventions/supports
- School/Class Behavior Expectations posted
- Conference with student and administrator
- Re-teach school & classroom expectations
- Social Worker Referral

LEVEL II

- Conference with student,
 Counselor and/or Administrator
- Daily or weekly home school communication
- Functional Behavioral Assessment, Positive Behavioral Intervention Plan
- Parent conference with teacher and/or administrator
- Parent Workshop
- Peer Mediation
- Participate in targeted skills group
- Check-In / Check-out
- Referral to community agency
- Re-teach Behavioral expectations
- Increase frequency of incentives
- Social Worker Referral

LEVEL III & IV

- Functional Behavioral
 Assessment, Positive Behavioral
 Intervention Plan
- Re-teach behavioral expectation(s)
- Review classroom expectations
- Referral for Mental Health Supports
- Check-In / Check-out (BIP)
- *Targeted skills group
- *Individual counseling
- Wrap around services
- Referral to community agency
- Social Worker Referral

LEVELS OF DISCIPLINARY ACTION SUMMARY

Interventions and corrective actions should be selected that will have a positive impact on student behavior, and when at all possible, minimize student's time away from classroom instruction. Corrective actions are designed for consistency and to protect the learning environment for all students.

LEVEL I

- Reteach behavioral expectation(s)
- Conference with Teacher
- Conference with Principal
- Counseling referral
- Conference with Parent
- Referral to Community Agency
- Adjustment of Student's schedule
- Assignment of peer or adult mentor
- Written reflection
- Daily or weekly home-school communication
- Letter of apology
- Lunch detention
- Administrative warning
- Loss of privilege
- Change assigned seat (bus)
- Teacher detention

LEVEL II & III

- Detention (Administrative)
- Timeout
- After-hours school
- In-school suspension
- Out of school suspension
- Lunch detention
- Loss of eligibility for extracurricular activities
- Loss of privileges
- Restitution
- *Participate in targeted skills group
- Check-In/Check-out Behavioral Education Plan
- *Group counseling
- Social Worker Referral

LEVEL IV

Pre-Expulsion Hearing will be held

- Out of School Suspension
- Expulsion-Alternative placement
- Social Worker Referral

A Pre-Expulsion hearing to review student's record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at or immediately following the hearing.

^{*}Any referral for the following require parental consent: individual counseling, group counseling and targeted group participation.

Guiding Principles

Student success is reliant on collaboration among staff, students, parents and community stakeholders. In order to eliminate disparate rates of discipline and suspensions, each school will implement a school-wide Positive Behavior Intervention and Supports Plan that provides interventions and a tiered system of supports to promote preventive measures that engage students and families as part of the process. When misbehavior occurs, teachers, support staff, and parents work together to identify risk factors contributing to student misconduct as well as consider students developmental/cognitive ability. Use of direct instruction and positive reinforcement, replacement behaviors can be achieved.

V. INFRACTIONS WITH GENERAL AND SPECIFIC DISCIPLINARY ACTIONS AS INDICATED:

The Hernando County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Students are expected to comply with established rules, follow directions, and respond respectfully to those in authority. In addition, students should be recognized and praised for demonstrating good conduct, self- discipline, good citizenship, and academic success.

A. Level I Any Level I code that occurs on the bus refer to the matrix of consequences on page 5

[DS] DRESS CODE VIOLATION: (Appendix B outlines the dress code expectations): Any student who violates the dress code policy, such as; wearing clothing that exposes undergarments or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense**
Elementary	Parent Notification				
(K-5)	Admin Student	Loss of Privilege 1	Loss of Privilege 3	Admin Parent	Admin Parent
	Conf.	day	days	Conf.	Conf.
				ISS 1 day	ISS 2-3 days
Secondary	Parent Notification				
(6-12)	Admin Student	Loss of Privilege	Loss of Privilege	Admin Parent	Admin Parent
	Conf.	1-3 days	3-5 days	Conf.	Conf.
				ISS 1 day	ISS 2-3 days

NOTE: Administrator may hold student in ISS while waiting for a change of clothes. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school-related games/events, etc.

Any offenses after the fifth offense may be considered Gross Insubordination and receive up to Level 3 consequences. (Section 1006.07, FL Statutes)

[HP] HORSEPLAY: Jumping on, wrestling with, slapping on head, etc. Note: Pulling down another student's pants may be considered "horseplay" or "harassment" depending on the situation, students present, and the location of the incident. Horseplay that results in unintentional injury may result in out of school suspension.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin/Student Conf.	Loss of Privilege 3-5 days or ISS	ISS 1-2 days
	Loss of Privilege 1-3 days	1 day	
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin/Student Conf.	Loss of Privilege 3-5 days or ISS	ISS 1-2 days
	Loss of Privilege 1-3 days	1 day	

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[NS] NO SHOW DETENTION.

	First Offense	Second Offense	Third Offense
Elementary Parent Notification		Parent Notification	Parent Notification
(K-5)	reschedule detention or ISS 1 day	ISS 1-2 days	ISS 2- 3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	reschedule detention or ISS 1 day	ISS 1-2 days	ISS 2-3 days

[FR] FAILURE TO REPORT: Any student who knowingly fails to report any violation of the Student Code of Conduct. Intentionally withholding valid information from an HCSD employee, contracted personnel, volunteer, or authorized adult. Failure to report Level III and Level IV offenses could result in Level II consequences (see code FL).

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[PI] POSSESSION OF INAPPROPRIATE (Non-approved) ITEMS: Any item that may cause campus distraction or may potentially cause harm. Items banned at school, for example, any outside food or drink, counterfeit. Level II consequences may be applied if appropriate. If counterfeit money is used it may rise to level II consequences.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[SE] SELLING/BUYING/TRADING ITEMS.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Parent Conf.	Loss of Privilege 1-3 days	Loss of Privilege 3-5 days

NOTE: Administration may request that parent pick up item in the front office. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

TARDIES: Tardy to class is defined as the student is not in the classroom when the tardy bell rings or class begins. Violations one (1) to three (3) are Level I offenses. Unexcused tardy from class for ten (10) or more minutes will be considered skipping (SR), a Level 2 offense in the Student Code of Conduct and will result in ISS.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Secondary	4 th tardy:	5 th tardy:	6 th tardy:	7 th tardy:
(6-12)	- Admin Student Conf lunch detention or after school detention 1- 2 days	- Admin Student Conf. - lunch detention or after school detention 2- 3 days	- Admin Student Conf. - ISS 1-2 days	- Admin Student Conf. - ISS 2-3 days

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

^{*}Tardy to school is addressed in the Student Progression Plan for both elementary and secondary.

[UF] UNDUE FAMILIARITY: Inappropriate public display of affection marked by welcomed physical contact. Includes but not limited to hugging, kissing etc.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Loss of privilege	ISS 1-2 days
(K-2)			
Elementary	Parent Notification	Parent Notification	Parent Notification
(3-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

[VV] MOTORIZED VEHICLES VIOLATIONS:

Improper or unsafe operation of any means of transportation on school campus by a student, including failure to comply with school parking policies.

	First Offense	Repeat Offense
Secondary Parent Notification Parent Notification		Parent Notification
(6-12)	Possible Revocation of Parking Permit	Revocation of parking permit and denial of future
	Loss of Privilege 1-5 days	parking/driving privileges
		ISS 1-2 days

- B. Level II Any Level II code that occurs on the bus refer to the matrix of consequences on page 5
- [CD] DISRESPECTFUL/DISRUPTIVE BEHAVIOR/CLASS DISRUPTION: To include isolated inappropriate language. Any actions which interrupt classroom instruction to include isolated inappropriate language. Examples include, but not limited to being up out of seats, distracting other students, repeated verbal outbursts, etc.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Elementary	Parent Notification	Loss of privilege 1-5	Parent Notification	Parent Notification
(K-2)	Admin conference	days	ISS 1-2 days	ISS 2-3 days
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(3-5)	Loss of Privilege 1-5	ISS 1-2 days	ISS 2-3 days	ISS 3-4 days
	days			
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Admin Detention, Lunch			
	Detention, or 1 day of			
	ISS			

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

- [CH] CHEATING/PLAGIARISM/FALSIFYING DOCUMENTS: To influence by deceit, fraud, dishonesty/to steal and pass off the ideas or words of another as one's own, without crediting the source. Including but not limited to:
 - 1. Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test
 - 2. Unlawfully accessing tests or answer keys through physical or electronic means

- 3. Providing or receiving questions, answers or work to or from another student
- 4. Using any type of artificial intelligence (AI) to complete assignments or assessments without teacher permission. (School Board Policies; 7540.08, 5505, 2531)
- 5. Incorporating the words, sentences, paragraphs, or part of another person's writings

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
	Zero (0) or reduced credit on	Zero (0) on assignment	Zero (0) on assignment
	assignment		
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Warning, Admin	ISS 1-2 days	ISS 2-3 days
	Detention, or Lunch Detention	Zero (0) on assignment	Zero (0) on assignment
	Zero (0) or reduced credit on		
	assignment		

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. *Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.*

[CI] CLASSROOM INSUBORDINATION: Refusal to complete or participate in classwork and/or causes a disruption to the learning environment.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Elementary	Parent Notification	Loss of privilege 1-5	Parent Notification	Parent Notification
(K-2)	Admin conference	days	ISS 1-2 days	ISS 2-3 days
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(3-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days	ISS 3-4 days
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Admin Detention, Lunch			
	Detention, or 1 day of ISS			

NOTE: CD and CI codes will be treated with cumulative consequences. For example, if a student receives a discipline for CD and is given first offense consequences, a subsequent discipline for CI will result in second offense consequences. Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc.

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[CP] CELL PHONE / WIRELESS COMMUNICATION DEVICES (WCDs): Referred to as "device" includes but is not limited to a privately/school owned laptop, tablet computing device, net book, notebook, e-Reader and iPod touch. When permission is not given, such devices must be turned off and put away during the school day or on the bus. Smart watches may be in sight but shall not be utilized for recording or transmitting. *Meta/recording glasses are not permitted on school campus or any school related event. The student is fully responsible, at all times, for the personally owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally owned device. As such, students should not share devices. Device use is exclusively limited to schools participating in the Bring Your Own Device (BYOD) program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

House Bill 379 A student may not use a wireless communication device (WCD) during instructional time, except when solely used for educational purposes as directed by his or her teacher. A teacher may withhold a student's WCD during instructional time. Each staff member has the authority to establish a procedure for collection of devices in order to enhance the learning environment.

Ear Bud/Headphones/Devices may not be worn. Such devices must be turned off and put away during the school day or on the bus unless used for instructional purposes with the approval of classroom teacher. should be off and used for instructional purposes with the approval of the classroom teacher. Refusal to turn over a device when directed is considered Gross Insubordination.

NOTICE:

- Taking pictures of school/district staff or students without their permission is
 prohibited. WCDs may not be used for illegal purposes, nor used for transmitting,
 retrieving, or storing any communications of an obscene, discriminatory, harassing
 nature, or for any other purpose that is against school board policy.
- **This will result in Level 3 consequences relating to harassment, bullying, and/or OMC.
- The taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.) may constitute a crime under state and/or federal law. Any person taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.
- Use of devices to record a fight(s) will result in a discipline action code of PV/MD.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
		Phone Confiscated until the end	Phone Returned to Parent or
		of the day	designee (not student)
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	ISS 1-2 days	ISS 2-3 days
	Admin Warning, Admin	Phone Confiscated until the end	Phone Returned to
	Detention, or Lunch Detention	of the day	Parent/Guardian or designee (not
			student)

Any offense after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[EM] ENCOURAGEMENT OF MISCONDUCT:- Students shall not encourage, coerce, incite, or otherwise attempt to persuade others to engage in behavior that violates the student code of conduct. This includes verbal, written, digital, or non-verbal communication intended to influence others to break school rules or engage in prohibited conduct.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Elementary	Parent Notification	Loss of privilege 1-5	Parent Notification	Parent Notification
(K-2)	Admin conference	days	ISS 1-2 days	ISS 2-3 days
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(3-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days	ISS 3-4 days
Secondary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Admin Detention, Lunch			
	Detention, or 1 day of ISS			

[FL] FALSE INFORMATION: Reporting untrue or misleading information with reckless disregard, which may disrupt the orderly process of the school or which may slander or libel others.
NOTE: Any instance where a student intentionally makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is a Level III offense.

	First Offense	Second Offense	Third Offense**
Elementary (K-5)	Parent Notification	Parent Notification	Parent Notification
	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary (6-12)	Parent Notification	Parent Notification ISS 1-3 days	Parent Notification
	Admin Student Conf.		ISS 3-5 days
	Admin Warning, Admin		
	Detention, or Lunch		
	Detention		

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. *Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.*

INTERMEDIATE OFFENSES: Any offenses to include but not limited to racially charged slurs, comments or gesture of a sexual connotation, tampering with food/drink, tampering with school facilities causing disruption without causing damage, etc. If monetary damages occur please see Vandalism or another appropriate code.

	First Offense	Second Offense	Third Offense**
Elementary (K-5)	Parent Notification	Parent Notification	Parent Notification
	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary (6-12)	Parent Notification	Parent Notification	Parent Notification
	Any combination of ISS or	Any combination of ISS or OSS 3-	Any combination of ISS or OSS 5-
	OSS 1-3 days	5 days	10 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. *Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.*

[MD] MISUSE OF ALL WIRELESS COMMUNICATION DEVICES (WCDs) OR ONLINE

SERVICES: Electronic media may not be used for illegal purposes including transmitting, retrieving or storing any communications of an obscene, discriminatory, harassing nature, academic dishonesty, or for any purpose that is against school board policy (i.e. accessing school district Wi-Fi or any password protected site). Furthermore, no student may use electronic media to attempt access to restricted data nor bypass network security or filtering through the use of a VPN or other methods. Students are to connect only to the guest/student Wi-Fi which is not password protected. Students are prohibited from connecting to any password protected Wi-Fi. See (Appendix E) for Acceptable Use Agreement.

Prohibited use(s) of a device include, but are not limited to, taking inappropriate pictures, inappropriate video /audio recording, inappropriate receiving or sending text messages, sexting, or distribution of school misbehavior. These violations will be considered a Level III or Level IV offense depending on location (i.e. locker room, restroom) and subject of violation. It is prohibited and against the law to photograph or audio/video record a person without their permission. Violations will immediately be referred to law enforcement if they involve any nude images of children or adults, should be coded as [OMC] and will result in out-of-school suspension (one (1) to ten (10) days) and possible recommendation for expulsion. Parents will be

notified once law enforcement has completed their investigation. To help prevent misuse, school personnel reserves the right to collect devices during classroom assessments.

Use of devices to record a fight(s) will result in the code of PV/MD.
 Refusal to give a prohibited item(s) to any school staff will result in an immediate Out of School Suspension. A parent/guardian conference may be required before a student may return to school. Each school may develop its own procedure for confiscating electronic devices.
 House Bill 379 students may not access social media platforms through the use of internet access provided by the school district, except when such use is solely for educational purposes as directed by their teacher.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	ISS 1 Day	ISS 2-3 days	ISS 4-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	ISS 1-3 Days	ISS 3-5 days	ISS 5-10 days

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[MV] MEDICATION VIOLATION: Students who bring their medication to school in violation of the District Medication Policy will be given one (1) day OSS and a parent(s)/guardian(s) is/are contacted. Repeat violations will be treated under the Drug Violation section.

House Bill 1537: A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. Violations of Over-the- Counter (OTC) medication policy, include but are not limited to: distributing, dispersing, or sharing of OTC, carrying or possessing OTC in a package other than the original manufacturer's packaging, or ingesting or utilizing OTC in a way that is not specifically directed or authorized by the manufacturer, as directed on the original packaging. F.S. 1002.20(3)P

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent Notification OSS 1 day	See DRU in Level 3	See DRU in Level 3
Secondary (6-12)	Parent Notification OSS 1 day	See DRU in Level 3	See DRU in Level 3

[PR] GENERAL PROFANITY: Blatant use of profane, obscene, vulgar, intimidating or otherwise offensive language or gestures in the presence of other students or school staff.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-2)	Admin conference	Loss of privilege 1-5 days	ISS 1-2 days
Elementary	Parent Notification	Parent Notification	Parent Notification
(3-5)	ISS 1 day	ISS 2-3 days	ISS 3-5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	ISS 1-3 Days	ISS 3-5 days	ISS 5-10 days

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[SR] SKIPPING/UNAUTHORIZED AREA: Student not in assigned classroom or authorized area within the school, without permission. Leaving campus without permission may receive Level III consequences.

House Bill 1521, any student who willfully enters a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so may result in level III consequences.

	First Offense	Second Offense	Third Offense	Fourth Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification	Parent Notification
(K-5)	Loss of Privilege 1-5	ISS 1 day	ISS 2 days	ISS 3-5 Days or OSS 1
	days			Day
Secondary	Parent Notification -	Parent Notification	Parent Notification	Parent Notification
(6-12)	Admin Student Conf.	Any combination of ISS	Any combination of ISS	Any combination of ISS
	ISS or OSS 1 Day	or OSS 2-3 days	or OSS 3-5 days	or OSS 5-10 days

Any offenses after the fourth offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TA] TAUNTING: Unwanted teasing, an isolated incident that is insulting or hurtful to others. Multiple incidents of this nature may be considered bullying/harassment.

Level III consequences can be applied.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-2)	Admin conference	Loss of privilege 1-5 days	ISS 1-2 days
Elementary	Parent Notification	Parent Notification	Parent Notification
(3-5)	ISS 1 day	ISS 2 days	ISS 3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TBC*]TOBACCO POSSESSION, SALE, USE, DISTRIBUTION: (Cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related. This includes products used for smoking, chewing, snuffing, or vaping, including but not limited to E-cigarettes and hookah pens.

Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as TBC and OMC)

NOTE: The School Board prohibits the use of any form of tobacco products by anyone in any area at all times utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, prohibits the use of tobacco products in any form in facilities, vehicles, and areas designated for the various student programs and activities. It is unlawful for any person under 21 years of age to smoke tobacco or vape in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school between the hours of 6 a.m. and midnight.

Any person issued a citation pursuant to this section shall be deemed to be charged with a civil infraction punishable by a maximum civil penalty not to exceed \$30, or 16 hours of community service or, where available, successful completion of a school-approved anti-tobacco or anti-vaping "alternative to suspension" program. Any person who fails to comply with the directions on the citation shall be deemed to waive his or her right to contest the citation and an order to show cause may be issued by the court.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	OSS 3 days	OSS 5 days	OSS 10 days
	Tobacco Class Referral	Second Offender Tobacco Class	Referral for pre-expulsion
		Referral	
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	OSS 3 days	OSS 5 days	OSS 10 days
	Tobacco Class Referral	Second Offender Tobacco Class	Referral for pre-expulsion
		Referral	

Consult with law enforcement.

Failure to attend tobacco program will result in two (2) additional days of OSS.

THEFT (Less than \$750 threshold): The unauthorized taking, carrying, riding away with, or concealing the property of another person less than \$750 value, including motor vehicles, without threat, violence, or bodily harm.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	ISS 1 day	ISS 2-3 days	ISS 3-5 days
	Restitution	Restitution	Restitution
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days
	Restitution	Restitution	Restitution

Notice of obligation may be added to student's account.

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[TRS*] TRESPASSING: (Illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.

	First Offense	Second Offense	Third Offense
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	OSS 1 day	OSS 3 days	OSS 5 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	OSS 1 day	OSS 3 days	OSS 5 days

Report to law enforcement

[TV] TESTING VIOLATION: Failure to follow stated directions on any state and/or district standardized assessment. This includes possession or use of electronic devices (including cell phones), talking to any other student, looking at another student's computer or any other behavior to be deemed disruptive or inappropriate by the school administrator or their designee. This infraction will result in two (2) days OSS and possible test invalidation, which could result in a score of zero (0) for the assessment.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	OSS 2 days	OSS 2 days	OSS 3 days
	Possible Test Invalidation	Possible Test Invalidation	Possible Test Invalidation
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	OSS 2 days	OSS 2 days	OSS 3-5 days
	Possible Test Invalidation	Possible Test Invalidation	Possible Test Invalidation

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

[♦]F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

Major infraction is defined as any discipline infraction listed in Level III and Level IV.

[VI] VANDALISM: The destruction, damage or defacing of school or personal property less than \$1,000.00.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	ISS 1 day	ISS 2-3 days	ISS 4-5 days
	Restitution	Restitution	Restitution
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-12)	Any combination of ISS or OSS	Any combination of ISS or OSS	Any combination of ISS or OSS
	1-3 days	3-5 days	5-10 days
	Restitution	Restitution	Restitution

Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.

[VP] VERBAL /PHYSICAL ALTERCATION: Verbal confrontation OR physical contact that does not involve serious injury between students which is harmful and/or disruptive.

	First Offense	Second Offense	Third Offense**
Elementary	Parent Notification	Parent Notification	Parent Notification
(K-5)	Loss of Privilege 1-5 days	ISS 1-2 days	ISS 2-3 days
Secondary	Parent Notification	Parent Notification	Parent Notification
(6-8)	ISS 1-3 days	ISS 3-5 days	ISS 5-10 days

NOTE: Loss of Privilege may include lunch detention, loss of field trip, inability to attend school related games/events, etc. *Any offenses after the third offense may be considered Gross Insubordination and receive up to Level 3 consequences.*

C. Level III

• Major infractions of the code of conduct and/or felony arrests that pose a safety concern, may prohibit a student from participating in the graduation ceremony and other extra-curricular activities.

[ALC*] ALCOHOL POSSESSION, USE OR SALE: (Possession, use, or sale) Possession, sale, purchase, distribution or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
	Substance Abuse Educator		Recommendation for Expulsion
	referral		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**Substance Abuse Class	Recommendation for Expulsion	
	referral		

If distribution is involved, then Level 4 Consequences will apply

Referral to District Alcohol/Drug Program

**Failure to attend program may result in additional consequences/days of OSS

Report to law enforcement

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

[♦]F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

Major infraction is defined as any discipline infraction listed in Level III and Level IV.

[BRK*] BURGLARY: (Illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parental notification 3 days OSS	Parental notification 5 days OSS	Parental notification 10 days OSS Recommendation for Expulsion
Secondary (6-12)	Parental notification 5 days OSS	Parental notification 10 days OSS Recommendation for Expulsion	

Report to law enforcement Restitution when applicable

[BUL*] ♦BULLYING: (Intimidating behaviors that are repeated, intentional and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for harassment.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
	Referral to certified school	Referral to Social Worker	Recommendation for
	counselor for individual		Expulsion
	bullying/harassment		
	program.		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	District Bullying/Harassment	Recommendation for	
	Prevention Program	Expulsion	

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS. May result in schedule change.

[DRU*] ◆DRUG USE, POSSESSION: (Illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, any substance used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
	Contact Substance Use		Recommendation for
	Educator		Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**Contact Substance Use	Recommendation for	
	Educator	Expulsion	

Parent conference required before student returns to campus

Substance Abuse class referral through District Substance Abuse Educator

Report to law enforcement

^{**}Failure to attend Substance Abuse Program will result in additional consequences or days of OSS

FALSE ACCUSATION: Student knowingly or with reckless disregard makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff or that jeopardize the reputation of another student.

Vs. Staff	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	10 days OSS
	3 days OSS	5 days OSS	
		Recommendation for	
		Expulsion	
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
		Recommendation for	
		Expulsion	

Will result in schedule change.

Vs. another student:	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	3-5 days OSS	10 days OSS
			Recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
			Recommendation for
			Expulsion

Consider schedule change as appropriate.

[FIT*] ◆FIGHTING: (Mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

House Bill 1537 Self Defense: In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened, using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer were necessary to restore or maintain the safety of others.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3-5 days OSS	5-7 days OSS	10 days OSS
	Referral to Certified School Counselor for		Recommendation for
	individual Anger Management Program.		Expulsion
	Additional days of suspension may be		
	assigned at the discretion of Administration.		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**Enrollment in District approved Anger	Recommendation for	
	Management Program.	Expulsion	
	Additional days of suspension may be		
	assigned at the discretion of the		
	Administrator, not to exceed 10.		

Parent conference required before student returns to campus

Report to law enforcement

Hope Scholarship documented

^{**}Failure to attend may result in additional consequences/days of suspension

[GI] ◆GROSS INSUBORDINATION: Repeated refusal to respond to or carry out reasonable and/or lawful directions of authorized school personnel. Student with multiple (2 or more) [GI] infractions can be recommended for expulsion with documentation of interventions for individual. If a student refuses, or a parent denies a student to be searched, the student will receive a minimum of 3 days OSS for the first offense and will receive the maximum of each level of the progression as applicable.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
	**Referral to certified school	Referral to Social Worker	Recommendation for
	counselor for individual bullying/harassment program.		Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	District Bullying/Harassment	Recommendation for	
	Prevention Program	Expulsion	

Parent conference required before student returns to campus Mental Health Resource List

[HAR*] \[Displaystylength{\psi} \] Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for bullying or bullying related.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification 1 days OSS	Parent notification 3 days OSS	Parent notification 5- 10 days OSS
			Recommendation for Expulsion
Secondary (6-12)	Parent notification 1-3 days OSS	Parent notification 3-5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

May result in schedule change

Consult Law Enforcement

[HAZ*]♦HAZING: Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

	First Offense	Second Offense	Third Offense
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
		Recommendation for Expulsion	

Parent conference required before student returns to campus

Report to law enforcement

Mental Health Resource List

Hope Scholarship Information

Loss of privilege to participate in extracurricular activities

^{**}Failure to attend Bullying/Harassment Prevention Program will result in additional consequences or days of OSS

[IF] INTERFERENCE OR PHYSICAL CONTACT WITH SCHOOL PERSONNEL: Preventing or attempting to prevent school personnel from engaging in their lawful duties. This may include blocking an exit or entry route of school personnel or any physical contact with school personnel that is deliberate.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification Up to 5 days ISS, if no injury Up to 5 days OSS, if minor	Parent notification 5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion
Secondary (6-12)	Parent notification 3 days OSS	Parent notification 5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion

Parent conference required before student returns to campus Mental Health Referral List

[OB] PROFANITY DIRECTED TOWARD STAFF: Use of profane, obscene, vulgar, or abusive/discriminatory language or gestures directed at or referring to a staff member/volunteer/chaperone, whether written, verbal, on social media, or other medium. Student with multiple [OB] infractions can be recommended for expulsion with documentation of interventions for individual.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1- 3 days OSS	5 days OSS	10 days OSS
			Recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
		Up to 10 days at	Recommendation for
		Administrative Discretion	Expulsion

Parent conference required before student returns to campus

[OMC*] OTHER MAJOR: (Major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.

(Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be coded as TBC and OMC.)

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
			Recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Administration.	Recommendation for	
		Expulsion	

Parent conference required before return to campus

Report to law enforcement

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

 $^{\, \}blacksquare \,$ Major infraction is defined as any discipline infraction listed in Level III and Level IV.

[PHA*] PHYSICAL ATTACK (SIMPLE BATTERY): An actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual. If injuries are serious in nature and law enforcement involvement is necessary, code as Level IV [BAT].

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	3-5 days OSS	10 days OSS
	Referral to certified school	Referral to Social	Recommendation for Expulsion
	counselor for individual Anger	Worker	
	Management Program.		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	**District Anger Management	Recommendation for	
	Referral	Expulsion	

Parent conference required before student returns to campus.

Additional days of suspension may be assigned at the discretion of the Administrator, not to exceed 10 days.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

[PC] PHYSICAL CONTACT: May include but not limited to hitting, kicking, scratching, biting, spitting, or throwing objects at another student. This infraction can be considered a [PHA*] if injuries result or [IF] if staff member is hit with no injury.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1 days OSS	3 days OSS	5-10 days OSS
		Parent conference required	Possible recommendation for
		before student returns to	Expulsion
		campus.	
Secondary (6-12)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	10 days OSS
			Recommendation for Expulsion

Parent conference required before return to campus

^{**}Failure to attend may result in additional consequences/days of suspension.

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

[♦]F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

 $^{\,\}blacksquare\,$ Major infraction is defined as any discipline infraction listed in Level III and Level IV.

[PV] PROVOKING A FIGHT: Encouraging others, in person or digitally, to engage in a fight or physical conflict (i.e. inciting others to engage in a fight or two (2) persons engage in a physical conflict). This infraction includes aggressively confronting or challenging another student(s) and/or video recording up to and/or during a physical altercation.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification 1-3 days OSS	Parent notification 3-5 days OSS	Parent notification 5-10 days OSS Possible recommendation for expulsion
Secondary (6-12)	Parent notification 3-5 days OSS	Parent notification 10 days OSS Recommendation for Expulsion with documentation of interventions	

FOR RECORDING A FIGHT

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	Loss of privilege	1-2 days ISS	2-3 days ISS
Secondary (6-12)	Parent notification	Parent notification	Parent notification
	1-3 days ISS	3-5 days ISS	5-10 days ISS

Parent conference required before student returns to campus.

[STL*]♦GRAND THEFT (Taking of property from person, building or vehicle) (\$750 threshold): The unauthorized taking of the property of another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies. Theft of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	3-5 days OSS	5-10 days OSS
			Possible recommendation
			for Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	3- 5 days OSS	10 days OSS	
		Recommendation for Expulsion	
		with documentation of	
		interventions	

Parent conference required before return to campus Report to law enforcement Mental Health Resource List Restitution

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

[♦]F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

Major infraction is defined as any discipline infraction listed in Level III and Level IV.

[SXA*]♦SEXUAL ASSAULT: An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.

	First Offense	Second Offense	Third Offense
Elementary (K-2)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	5 days OSS	10 days OSS
			Possible recommendation for
			expulsion
Elementary (3-5)	Parent notification	Parent notification	Parent notification
	3-5 days OSS	5-10 days OSS	10 days OSS
		Possible recommendation for expulsion	Recommendation for expulsion
		1	
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Up to 10 days OSS with	Recommendation for Expulsion	
	possible Recommendation		
	for Expulsion at		
	Administrative Discretion		

Parent conference required before return to campus

Report to law enforcement Hope Scholarship documented Mental Health Resource List

[SXH*]♦SEXUAL HARASSMENT: (Undesired sexual behavior) Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	5 days OSS	5-10 days OSS
	Referral to Certified School Counselor	Referral to Social Worker	Possible recommendation for
	for an individual Sexual Harassment		expulsion
	Program.		
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Up to 10 days OSS at Administrative	Recommendation for	
	Discretion	Expulsion	
	** Attend District Sexual Harassment		
	Prevention Program		

Parent conference required before student returns to campus

Hope Scholarship documented

Mental Health Resource List

Initiate Title 9 Investigation

Consider Bullying Investigation

** Failure to attend District Sexual Harassment Prevention Program may result in additional consequences or days of suspension.

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

[♦]F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors

Major infraction is defined as any discipline infraction listed in Level III and Level IV.

[SXO*]♦SEX OFFENSES: (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3-5 days OSS	5-10 days OSS	5-10 days OSS
		Possible recommendation for	-Recommendation for expulsion
		Expulsion	
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Up to 10 days OSS at	Recommendation for Expulsion	
	Administrative discretion		

Parent conference required before return to campus Report to law enforcement to investigate Hope Scholarship documented

Mental Health Resource List

[TI] EXTORTION/COERSION/BLACKMAIL: Obtaining money or property (Something of value) from an unwilling person, or forcing an individual to act through use of force or threat of the use of force. Also includes posting or threatening to post things on social media that would embarrass or damage an individual's reputation.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	5-10 days OSS
		Referral to Social Worker	Possible recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
		Recommendation for	
		Expulsion	

Parent conference required before return to campus Refer to law enforcement

[TRE*] THREAT/INTIMIDATION: (Instilling fear in others) An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	1-3 days OSS	5 days OSS	10 days OSS
			Possible recommendation for
			Expulsion
Secondary (6-12)	Parent notification	Parent notification	
	5 days OSS	10 days OSS	
	Up to 10 Days OSS at	Recommendation for Expulsion	
	Administrative Discretion.		

Parent conference required before return to campus

Report to Law Enforcement

Hope Scholarship documented

Mental Health Resource List

Threat Assessment documented

Florida Statute 836.10 any written or electronic threat to commit mass violence are considered a felony offense. Students will be required to attend an administrative hearing whether the offense is on campus or off campus.

[VAN*] CRIMINAL MISCHIEF – (destruction, damage, or defacement of school or personal property) (\$1,000 threshold) Willfully and maliciously injuring or damaging by any means any real or personal property belonging to another, including, but not limited to, the placement of graffiti thereon or other acts of vandalism thereto. Incidents that fall below the \$1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.

Parent conference required before return to campus. Restitution Report to law enforcement

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification 3 days OSS	Parent notification 5 days OSS	Parent notification 10 days OSS Possible recommendation for expulsion
Secondary (6-12)	Parent notification 5 days OSS	Parent notification 10 days OSS Recommendation for expulsion	

[WI] POSSESSION/USE OR DISPLAY OF OBJECT: Possession, use, or display of any object that could cause harm, create a perception of harm, or contribute to an unsafe environment is prohibited. This includes, but is not limited to: Common pocket knives, lighters, chains, laser, pepper spray, pointers, smoke/stink bombs, bullets, shotgun shells, firecrackers, or realistic-looking toy weapons. Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.

Note: If a student threatens to use a common pocketknife or any other object to harm another person, it becomes a weapon under state statute.

Parent conference required before return to campus

	First Offense	Second Offense	Third Offense
Elementary (K-5)	Parent notification	Parent notification	Parent notification
	3 days OSS	5 days OSS	5-10 days OSS
			Possible recommendation for
			Expulsion
Secondary (6.12)	Parent notification	Parent notification	Parent Notification
Secondary (6-12)			
	3-5 days OSS	5-10days OSS	10 days OSS
		Possible recommendation for	Recommendation for expulsion
		Expulsion	

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

[♦]F.S.1006.07 – Requires mental health referral resource for violent and disruptive behavior

Major infraction is defined as any discipline infraction listed in Level III and Level IV.

- **[UBL] UNSUBSTANTIATED BULLYING:** After a complete investigation and follow-up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffrey Johnston Stand Up for All Students Act (section 1006.147, F.S.).
- **[UHR] UNSUBSTANTIATED HARASSMENT:** After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of harassment as listed in the Jeffrey Johnston Stand Up for all Students Act (section 1006.147, F.S.).
- **[USA] UNSUBSTANTIATED SEXUAL ASSAULT:** After a complete investigation and follow up of a reported sexual assault incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual assault.
 - D. Level IV
- Major infractions of the code of conduct and/or felony arrests that pose a safety concern, may prohibit a student from participating in the graduation ceremony and other extra-curricular activities.
- [ARS*]♦ARSON: (Intentionally setting a fire on school property) To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[BAT*]♦AGGRAVATED BATTERY: (Intentional great bodily harm) A battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g),, such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DOC*] MAJOR DISRUPTION ON CAMPUS: (major disruption of all or a significant portion of campus activities, school sponsored events and school bus transportation) Disruptive behavior that poses a serious threat to the <u>learning environment</u>, <u>health</u>, <u>safety</u>, or <u>welfare</u> of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[DRD*] DRUG SALE OR DISTRIBUTION: (Illegal sale or distribution of drugs) The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance represented to be a drug, narcotic, or controlled substance.

Report to law enforcement

Substance Abuse class referral through District Substance Abuse Educator

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[HOM*]♦HOMICIDE: (Murder, Manslaughter) The unjustified killing of one human being by another.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

*SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

 $^{\, \}blacksquare \,$ Major infraction is defined as any discipline infraction listed in Level III and Level IV.

[KID*] ♦KIDNAPPING: (Abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[ROB*] ♦ROBBERY: (Using force to take something from another) The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[SXB*] ◆SEXUAL BATTERY: (Attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

Report to law enforcement

Hope Scholarship documented

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

[WPO*] ♦WEAPONS POSSESSION: (Possession of firearms and other instruments which can cause harm)
Possession of a firearm or any instrument or object as defined by Section 790.001, F.S., that can inflict
serious harm on another person or that can place a person in reasonable fear of serious harm. This
includes such items as any knife, metallic knuckles, slingshot, club, tear gas gun, box cutter, electric
weapon or device, razor blades, chemical weapon, destructive device or explosive device. (Possession
of a common pocketknife is exempted from state zero tolerance expulsion requirement
1006.07(2) F.S.; however, law enforcement should be notified of any weapon or knife, including
pocketknives, for investigation.)

Firearms with the exception of approved school activities to include those for recreational activities such as hunting or target practice, shall not be displayed or in the possession of any student while on school premises or property, or taken upon school premises or property or property designated for school activities by students:

- 1. Regardless of intent or lack thereof.
- 2. With or without knowledge, whether advertently or inadvertently.
- 3. Whether on or about the person or property, to include vehicles.
- 4. Whether loaded, unloaded, operable, or inoperable.

Report to law enforcement

Mental Health Resource List

10 days out of school suspension and recommendation for expulsion

*See page IV for details on Section 790.001, F.S.

[USB] UNSUBSTANTIATED SEXUAL BATTERY: After a complete investigation and follow up of a reported sexual battery incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a sexual battery.

^{*}SESIR/State reportable offense. Two (2) or more Level III offenses with documentation of interventions or any Level III offense that results in injury or campus disruption, may result in recommendation for expulsion. All Level IV will be referred for pre-expulsion.

[♦]F.S.1006.07 - Requires mental health referral resource for violent and disruptive behaviors

Major infraction is defined as any discipline infraction listed in Level III and Level IV.

VI. OUT OF SCHOOL SUSPENSION PROCEDURES

When administration selects OSS or bus suspension as the disciplinary action for a student, the following procedural (due process) steps are required:

A. The School Administration Shall:

- 1. Schedule a conference with the student giving him/her an opportunity to tell his/her side of the story and provide documentation or the names of witnesses. The conference shall occur prior to the suspension except in emergency situations, disruptive conditions or "serious" breaches of this Student Code of Conduct. In these situations, the school administration may suspend the student pending the conference, but it must still take place within two (2) school days except when waived by the student's parent or for good cause.
- 2. Provide reasons for recommending suspension.
- 3. The principal shall make good faith effort to immediately contact parent(s)/guardian(s) by telephone in the presence of the student, if possible, at the time of the suspension and explain the reasons for same.
- 4. Provide the student with a copy of the discipline referral.
- 5. Send a letter to the parent(s)/guardian(s) confirming the suspension and the reasons for same. Notes: Procedures regarding "make-up work" due to suspension may be found in the Student Progression Plan located on the school district website. School administrators have the authority to permit the suspended student on campus for assessment or intervention activities as deemed appropriate.
- 6. A parent conference must be held with school administration for any major infraction prior to student returning to school.
- 7. Students must not be on any HCSD school campus without parent during out of school suspension.
- 8. For students who are athletes and receive OSS please refer to the Athletic handbook on rules applying to practice/game participation.
- 9. Inform a Valedictorian or Salutatorian who commits a major infraction of the code of conduct and/or felony arrests that pose a safety concern during their graduating year will forfeit their designation and may be prohibited from participating in the graduation ceremony. The next highest-ranked student will be elevated to the Valedictorian or Salutatorian position.

B. Due Process

A student cannot be suspended and, thereby deprived of his or her free and appropriate education, which is provided in the public schools, without appropriate due process of the law. While the appropriate level of procedural due process to be afforded to a student may depend upon circumstances, due process is guaranteed to every American citizen by the Fourteenth Amendment to the Constitution of the United States of America. These rights are not waived or relinquished by a child enrolled in a public school.

A student cannot be deprived of his/her constitutionally guaranteed rights to fair notice, fair hearing, and fair procedures. Personal and constitutional rights must be safeguarded within such rules.

A student may not participate in any athletic competition, extra-curricular activity or co-curricular performances/competition during a suspension (in-school or out-of-school). Students may resume participation in any athletic competitions, extra-curricular and co-curricular activities the next day following the suspension. Students may attend practice and rehearsal while assigned in-school suspension with approval from their school's administration.

C. Off Campus Felonies

A student who is formally charged by the State Attorney's Office with an offense that constitutes a felony for an incident which occurred off school property that may have an adverse impact on the educational program, school discipline, or welfare of the school, may be suspended pending court determination of his or her guilt, innocence, or dismissal of the charges. School administration should provide written notice to the student and his or her parent(s)/guardian(s) that he or she is being temporarily suspended for a felony occurring off school campus and provide a date for an Administrative Hearing which shall not be less than two (2) school days or more than five (5) school days from the post-marked date or delivery. Appropriate personnel as determined by the Superintendent will be invited to any Administrative Hearing as per Florida Statute 1006.09. The school administration may recommend to the Board that the student be expelled if it is determined by the court the student committed the offense.

Reassignment if Charges Reduced: If the charge(s) are dropped or reduced below the felony level, the student will be reassigned to the assigned school. It is the student's responsibility to provide the proper documentation to his/her currently assigned school.

Note: When anyone is arrested, they are being accused of crime. The accusation is considered a "charge." A charge is defined as a formal accusation of an offense, which serves as a preliminary step to prosecution. This definition is supported by Black's Law Dictionary, which states that a charge is a "formal accusation of an offense as a preliminary step to prosecution." The term "charge" encompasses various forms of formal accusations, including indictments, complaints, and information, which are all mechanisms through which a person is officially accused of committing a crime.

D. Students with Disabilities: In matters relating to the discipline of students with disabilities, the Hernando County School District shall abide by the Federal and State laws regarding suspension, expulsion and alternative placement.

In the case of some students with Individual Education Plans (IEP) or Section 504 Plans, inappropriate behavior may be related to a disabling condition. The behavior must be treated individually and sensitively which frequently requires the use of a wide range of interventions and/or alternatives. The following procedures will be utilized:

- 1. In all matters, including transportation, students with disabilities shall conform to the same rules outlined in the Student Code of Conduct as their non-disabled peers unless otherwise stated in their IEP or Section 504 Plan.
- 2. Students with disabilities may be suspended for infractions as defined for all students in the Student Code of Conduct.
- 3. Suspension for ten (10) days or less: Follow typical disciplinary procedures.
- 4. Suspension beyond ten (10) days: **Any student with a suspected or identified disability** shall not be suspended more than ten (10) days, either through a single suspension or cumulative shorter suspensions per school year without the IEP or Section 504 Committee meeting to evaluate the extent to which the misconduct has direct and & substantial relationship to the disabling condition and as permitted by state and federal law. Bus suspension and partial day removals may count as suspensions.
- 5. Before a school district can consider a student with disabilities with an IEP for expulsion:
 - a. Convene an IEP meeting and conduct a manifestation determination within ten (10) school days of decision to remove the student for discipline reasons.
 - b. If the IEP committee determines that the behavior is a manifestation of the student's disability, the IEP team will either conduct, review or revise a functional behavior assessment.

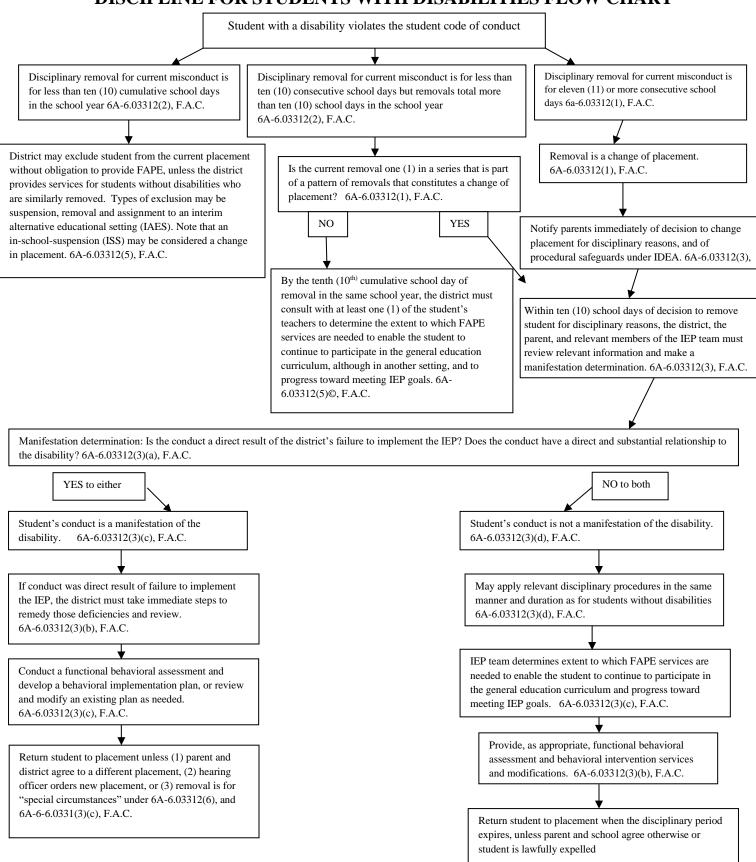
- c. If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior. If no behavioral intervention plan exists but one is needed, then develop one based on the current behaviors needing to be addressed.
- d. If the IEP committee determines that the behavior is not a manifestation of the student's disability, then relevant disciplinary procedures in the same manner and duration as for students without disabilities apply, however, educational services must continue.
- e. If the committee determines that the behavior is a manifestation of the student's disability, except as described below under the sub-heading Special Circumstances, the school district must return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavioral intervention plan.

Special Circumstances

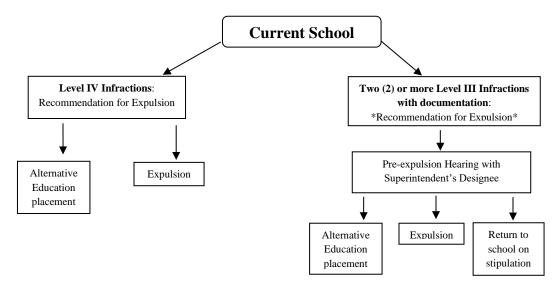
Whether or not the behavior was a manifestation of the student's disability, school personnel may remove a student to an interim alternative educational setting (determined by the student's IEP team) for up to 45 school days, if the student:

- 1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district;
- 2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district; **or**
- 3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district.

DISCIPLINE FOR STUDENTS WITH DISABILITIES FLOW CHART



VII. ALTERNATIVE SCHOOL / EXPULSION PROCEDURES



A. If the Superintendent designee recommends a disciplinary reassignment in lieu of expulsion, said decision will be considered final and not subject to further appeal, negotiation, or amendment, by any party.

Students attending Endeavor Academy will adhere to a stricter matrix of consequences.

Expelled students may not be on the campus of the zoned school or any Hernando County School at any time, for any reason, unless accompanied by a parent/guardian for a schedule meeting with school staff.

Any student with a disability or suspected of a disability (504 or ESE non-inclusive of Gifted only) must have the proper Manifestation Determination Meeting (MDM) proceeding prior to being recommended for expulsion discussing said recommendations.

ESE students only: The hearing results letter and the student's disciplinary reassignment contained herein, are subject to the student's educational and behavioral rights as set forth by the IDEA and similar Florida statutes and regulations.

School personnel shall not be held legally responsible for suspensions and recommendations made in good faith.

B. Expulsion:

Expulsion is the removal of the right to attend school in Hernando County, be on any school property, on school buses, on school-sponsored transportation or to attend any school. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services.

Students who commit two (2) or more Level III or a Level IV offense may warrant expulsion from school. The principal must follow due process and suspension procedures, informing the parent that expulsion is being recommended. Within twenty-four (24) hours of the infraction, the school-based administrator will suspend the student for ten (10) days and notify the parent in writing that a hearing will be scheduled. A subsequent letter will be issued to the parent from the superintendent or designee notifying them to attend the pre-expulsion hearing with their student.

If the student who committed the infraction is a student with a disability, the school administrator will need to contact the Director of Exceptional Student Education (or designee) and schedule a meeting with an IEP team to conduct a manifestation determination.

If the student who committed the infraction is a student with a disability and has a 504 plan, the school administrator must request a meeting to conduct a 504 manifestation.

When the outcome of the superintendent's designee hearing is a recommendation to expel the student from school, parents will be notified by certified mail the date and time that this recommendation will be considered by the School Board. The letter shall also set forth the deadline by which the parents may request a hearing with the School Board.

If a hearing before the School Board is not requested, it will proceed as outlined in the parent letter.

If a hearing is requested, such will be scheduled. The decision that the Hernando County School Board reaches at the hearing is final. Florida Statute outlines that the superintendent's designee may extend the student's suspension beyond ten days while waiting for the next School Board meeting.

Students who are expelled may not re-enroll for the period of the expulsion. When their expulsion period is complete, students may be assigned to the Alternative School prior to transitioning back to their zoned school. Upon successful completion of the Alternative School's prescribed interventions, the student may enroll in their zoned school.

Students assigned to Endeavor Academy in lieu of expulsion or are expelled from HCSD for a drug offense, are required to attend an evidence-based substance use course and test negative before students can return to their zoned school.

C. Unsatisfactory Completion of Alternative Education Program

The general procedure for a student who enters or returns to the Hernando County School District without completing an assigned Alternative Education Program will be determined by the Superintendent or designee on a case-by-case basis.

D. Reciprocal Discipline

Hernando County School District will uphold and enforce disciplinary proceedings from other public school districts. If a student was expelled or alternatively placed in another district, Hernando County will enforce said expulsion or alternative placement. (F.S. 1006.07)

STUDENTS FROM COMMITMENT PROGRAMS AND THOSE EXPELLED FROM OTHER DISTRICTS

A. Commitment Programs

A student entering and/or returning to the Hernando County School District from court adjudicated commitment programs will be enrolled at their zoned school unless charged with a crime involving weapons, drug sale, sex or violence. Under these conditions, the student is entitled to an evaluation meeting to determine proper placement.

- The Evaluation Meeting shall involve the student, parent(s)/guardian(s), the Department of Juvenile Justice (DJJ) Juvenile Probation Officer (JPO), the Director of Student Services or designee, as well as any other appropriate school staff. The purpose of the meeting is to consider the student's educational program, commitment charge, and determine a proper school placement.
- 2. The student and his/her DJJ JPO shall have all pertinent educational records available for the period of time the student was not in attendance at a public school.

B. Expelled From Other Districts

The final order of expulsion will be honored, and student will not be admitted to school in Hernando County (F.S. 1006.07).

APPENDIX A

BULLYING AND HARASSMENT Policy 5517.01

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a District school bus, or at a District school bus stop;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

This policy has been developed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (April 2016).

Pursuant to State law, District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies shall be involved in the review of this policy every three (3) years.

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates an intimidating, hostile, or offensive educational environment; cause discomfort or

humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats:
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

"Cyberbullying" means bullying against one (1) or more students or employees, through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

<u>"Cyberstalking"</u> means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

<u>"Harassment"</u> means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Bullying" and "harassment" also encompass:

- A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying of harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - 1. incitement or coercion;
 - 2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or
 - 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

<u>"Harassment"</u> also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) or employee(s) and the behavior both causes mental and physical harm to the other student(s) or employee(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

"Within the scope of the District" means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the Principal within twenty-four (24) hours. Refer to Policy 1362, Policy 3362, and Policy 4362 for District staff allegations and procedures.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

- A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred:
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the characteristics of the parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the alleged bully/harasser;
- I. where the bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any non-school-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - *Anti-Harassment*.

Sexual Harassment covered by Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Programs or Activities* is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

- A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
- B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the

submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone, e-mail, personal conference, or by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (the Elementary and Secondary Education Act, as amended) that states, in pertinent part, as follows:

"...a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A. a process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, school social worker, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services that may include a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent

school-based team with a problem-solving focus) for consideration of appropriate services(parent/guardian involvement is required at this point); or

If a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).

- C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
 - 1. counseling and support to address the needs of the victim(s) of bullying or harassment;
 - 2. interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
 - 3. interventions which include assistance and support for parents, as may be deemed necessary or appropriate.

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents, as well as any bullying-related incidents that have as a basis sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to,:

- A. Olweus Bullying Prevention Program
- B. Monique Burr Foundation for Children, Inc.'s Child Safety Matters
- C. PBS/PBIS (Positive Behavior Support/Positive Behavioral Interventions and Supports)

Victim's Parent Reporting

The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

Policy Publication

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity

A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry under this policy is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Revised 2/27/18 Revised 12/13/22

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Legal

F.S. 110.1221

F.S. 784.048

F.S. 1002.20

F.S. 1006.13

F.S. 1006.147

Florida Department of Education Revised Model Policy (April 2016)

Elementary and Secondary Education Act

Last Modified by Tammy R Shroyer on December 29, 2022

DATING VIOLENCE AND ABUSE

The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Dating Violence and Abuse Defined

For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats, and/or acts of mental, physical, or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.

Reporting Acts of Dating Violence and Abuse

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff.

Any Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is strongly encouraged to promptly report the matter to the Principal or other District administrator or official. These reports can be made either in person or anonymously.

Investigating Reports of Dating Violence and Abuse

Upon receiving a report of alleged dating violence and abuse, the Principal shall conduct an investigation of the allegation promptly. As part of the investigation, the Principal shall contact the parent(s) of the alleged victim and/or the parent(s) of the alleged perpetrator, if they are under the age of eighteen (18), to inform them of the report.

The investigation of the report should include interviews of the alleged victim, the individual accused of perpetrating the dating violence and abusive behavior, and any other person who may have witnessed the alleged act or who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

The Board reserves the right to investigate a report of dating violence and abuse regardless of whether the student who is allegedly the victim of the dating violence and abuse wants to pursue the matter.

Consequences

At the conclusion of the investigation the Principal will determine whether or not the allegation of dating violence and abuse was substantiated. If the Principal determines that a student has committed an act of dating violence and abuse, that violation of this policy shall result in disciplinary action in accordance with the Student Code of Conduct, which may include suspension, assignment to another school or program, or

recommendation for expulsion. All disciplinary action shall be taken in accordance with State law and applicable Board policy. (See Policy 5500 and Policy 5600) When imposing discipline, the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved, shall be considered.

Suspensions for acts of teen violence and abuse may be appealed in accordance with the procedures set forth in the Student Code of Conduct. (See Policy 5500)

Further, the Department of Children and Families shall be notified if the student who is found to have perpetrated the act of dating violence and abuse is eighteen (18) years of age or older and the student who was the victim of the act of dating violence and abuse is a minor.

In those cases where teen dating violence and abuse is not substantiated, the Principal may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the Student Code of Conduct or other Board policies.

Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing dating violence and abuse including, but not limited to the following:

- A. Stay Away Contract, that is, a contract with the alleged perpetrator to stay away from the victim while on school grounds, on school transportation, and during school sponsored programs and events;
- B. Class schedule changes;
- C. Protection that will enable safe egress/regress from school, as well as movement within the school; and
- D. Referrals for outside support or counseling.

Students' parent and/or guardian should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal shall notify law enforcement immediately if s/he knows or has reason to believe that a criminal or civil restraining order has been violated.

The School Resource Officer shall respond immediately to a report of a violation of a criminal or civil restraining order

Other Violations of the Dating Violence and Abuse Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging dating violence and abuse, or who has participated as a witness in an investigation of such an allegation.
- B. Filing a malicious or knowingly false report or complaint of dating violence and abuse.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of dating violence and abuse, when responsibility for reporting and investigating allegations of dating violence and abuse comprises part of one's supervisory duties.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports/allegations/complaints/statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. written witness statements:
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- G. all documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;
- I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- N. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of dating violence and abuse. The Superintendent shall require that the District's comprehensive health curriculum in grades 7-12 include a component about dating violence and abuse that is age appropriate and includes the content required by State law.

Further, the Superintendent shall provide appropriate training to all members of the School District staff related to dating violence and abuse, and the implementation of this policy.

Revised 8/28/18

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Legal

F.S. 1003.42 F.S. 1006.148

Last Modified by Juli Schlarb on September 23, 2022

APPENDIX B

I. DRESS CODE: The following procedures are established to promote discipline, maintain order and provide a healthy environment conducive to academic purposes.

Students are required to wear appropriate clothing and shoes according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program. Principals will enforce adherence to the dress code by those under their jurisdiction. School administrators have final authority to decide if clothing complies with district rules.

- A. **Sun Protective Wear** Students will be allowed to wear sunglasses, hats or other sun protective items while outdoors during and engaged in school related activities such as physical education or recess. No hats or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.
- B. **Pants** Pants are to be worn at the waist, not below the waist or in such a way to expose undergarments or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. Short shorts, boxer shorts, see through items and other pajama revealing attire are not allowed. Spandex pants, leggings, or pants with rips may only be worn with a top that reaches mid-thigh or below as not expose undergarments or body parts in an indecent manner.
- C. **Shirts and Blouses** Must be long enough to remain tucked in at all times with no skin visible. Blouses with a neckline that dip below the line formed between the right and left armpit are prohibited. Spaghetti straps, tank tops, muscle shirts, and shirts with cut off sleeves are also prohibited.
- D. **Shorts, Skirts, and Dresses** To determine if shorts are too short: while student is standing with arms fully extended at side of his/her leg, shorts should reach to the student's fingertips. In other words, the longest finger should touch material, not skin. Students may wear skirts and dresses of a modest length of no more than three inches from the knee to the bottom on the hem. Dresses with a neckline that dip below the line formed between the left and right armpit are prohibited.
- E. Unacceptable Attire Any apparel that is determined inappropriate, disruptive to the educational environment, or offensive to good taste by principal or designee of the school such as; jewelry, tattoos, or markings must be covered, accessories or manner of grooming, which by virtue of color arrangement, trade mark, or other attributes that denotes membership in a gang, advocates drugs, tobacco products, alcohol, violence, sexual innuendo, profanity, or has caused disruption is prohibited.
 - 1. Jewelry should be worn in such a way that doesn't present a safety or health hazard such as spiked jewelry or accessories
 - 2. Wallet chains and dog chains are not permitted
 - 3. Bandanas are not to be worn, displayed, or carried onto campus.
- F. **Footwear** Students must wear shoes that are safe and appropriate for the specific learning environment.

G. **Uniforms**: Brooksville Elementary School, Challenger (uniforms for K-5 only), Chocachatti Elementary School, Deltona Elementary School, Discovery, Eastside Elementary School, Endeavor Academy, J.D. Floyd Elementary School, Moton Elementary School, Pine Grove Elementary School, Spring Hill Elementary School and Suncoast Elementary School, require uniforms.

Schools through their School Advisory Councils (SAC), have the authority to establish dress codes that are more stringent than the guidelines specified in the Student Code of Conduct.

Note: Students enrolled in vocational/technical/lab classes may be required to wear clothing appropriate to a specific training in which students will be participating.

APPENDIX C STUDENT RECORDS

State and Federal law gives parents [and students over eighteen (18) years of age] certain rights concerning student school records.

Annual Notice About Your Rights Concerning Student Records: Parent(s)/ guardian(s) have the right to inspect and review all records and data related to their child who is under 18 years of age or over 18 years of age if claimed as a dependent under IRS rules. This includes print, computer media, microfilm, and microfiche records. This may be done by contacting the school administration for an appointment. All requests will be granted within a reasonable period, not to exceed 30 days. Students 18 years of age and older have the right to inspect and review their records by following the same procedure outlined above.

Parent(s)/guardian(s) have an opportunity to challenge the content of their child's record, to ensure that it is not inaccurate, misleading, or otherwise in violation of privacy. Parent(s)/guardian(s) of students over eighteen (18) years of age claimed as a dependent under IRS rules and students over eighteen (18) years of age not claimed as a dependent are provided the opportunity to correct or delete inaccurate, misleading, or inappropriate data by first requesting a meeting with the school administration or department responsible for developing that information. If the school administration or department responsible for developing the information agrees that it needs to be corrected, then it is done, and only a notation that the record has been corrected or deleted is placed in the file. If an agreement is not reached at this level, then the parent(s)/guardian(s) or student over the age of 18 years if not claimed as a dependent, has the right to request a formal hearing under School Board Policy.

You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. Exemptions to consent for disclosure:

- i. School Board members, as part of an expulsion proceeding.
- ii. School district employee or adult volunteer may see records if he or she needs information in the record in order to do his or her job as an employee or volunteer.
- iii. Another educational institution even after a student has already enrolled or transferred if the purpose is related to the student's enrollment or transfer.
- iv. Schools or institutions of post-secondary education to which a student seeks or intends to enroll.
- v. Federal, state, and local authorities involved in an audit or evaluation of compliance with educational program requirements
- vi. Financial aid institution, such as college loan personnel.
- vii. Accrediting organizations.
- viii. Persons who comply with lawfully issued order or subpoenas.
- ix. Persons who deal with health or safety emergencies.
- x. State or local officials in connection with serving the students under juvenile justice systems in the accordance with an interagency agreement or cooperative agreement as mandate by section 1003.52 Florida Statute.

Some of the information in your child's school record is not confidential and may be released without your consent. This information is defined as "Directory Information". The primary purpose of directory information is to allow the District to include this type of information from your child's educational records in certain school publications.

Examples include: Yearbook, honor roll, graduation reports, sport publications, etc. The following records/reports are designated as Directory Information.

- 1. Student's name
- 2. Date of Birth
- 3. Dates of attendance
- 4. Address
- 5. Telephone number, if not unlisted or Restricted per state statute
- 6. Major field of study
- 7. Degrees, honors, and awards received
- 8. Most recent previous educational institution
- 9. Height & weight of members of athletic teams
- 10. Participation in recognized sports/activities

If you do not want directory information released, you must notify the school administration in writing specifying what types of directory information you do not want released. The written notice to the school administration must be received within two (2) weeks of the first day of the school year or entry into the school system, if you enroll after the school year has begun.

Military recruiters and institutions of higher education are entitled, under federal law, to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. The Superintendent also authorizes release of this information to companies that manufacture class rings and publish yearbooks. You must notify your child's school administration in writing, if you do not wish this information released without your consent. Both parents have a right to see their child's record unless there is a certified copy of an order on file at the school that specifically denies the right of access to school records. Copies of school records are available for a minimum copying charge.

You have the right to inspect, upon request, any instructional material used as part of the educational curriculum. This does not include academic tests/ assessments.

You have the right to opt out of any physical examination or screening that is invasive in nature – any medical examination that involve exposure of private body parts, or any acts during examination that include incision, insertion, or injection into the body, but do not include a hearing, vision, scoliosis screening, or head lice exams.

"Note: The School District may permit School Resource Officer (SRO) to view live feed of School District risk-management surveillance videos (bus or schools) or playback of such videos. A subpoena is required if the officer requests a copy of the video."

APPENDIX D

Student Network and Internet Acceptable Use and Safety Agreement

Telecommunications advances in technologies and proliferations of online media have fundamentally altered ways in which information is accessed, communicated, and disseminated in society. These changes are driving the need for educators to adopt new resources, instructional methods and ways they approach student learning, to harness and utilize the vast, diverse and unique resources available on the Internet. Although the School Board authorizes Internet services to its students, the School Board directs that appropriate restrictions are implemented to assure that use of the District's network is utilized in accordance with legitimate educational purposes. Student use of the District's computers, network, and Internet services ("Network") will be governed by policy 7540.03 and subject to the Student Code of Conduct. Student use of email will be governed by policy 7540.06 and subject to the Student Code of Conduct. The School Board encourages students to utilize the Network in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation and communication skills, and tools that are essential to both life and work. The instructional use of the Network will be guided by the School Board policies on instructional materials.

Technology advancements are such that the District may not always be able to protect access to services through the District's network/Internet connection to only those that have been deemed appropriate for education purposes. The District will strive to implement and sustain such protections, utilizing software and hardware measures that monitor, block and filter internet access to visual displays/depictions that are deemed obscene, child pornography and/or other materials that are harmful to minors as defined by the Children's Internet Protection Act (CIPA) and in compliance with Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), Florida Statutes Section 1002.22 and Rule 6A-1.0955 as may be amended or replaced from time to time. Parents/guardians are encouraged to discuss the appropriate use of the Internet and understand that there are risks associated with its use with their children. Parents/guardians assume risks by consenting to allow their child to participate in using the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent will implement procedures to configure District technology to prohibit access to other material deemed inappropriate for students to access. Protective hardware and software may not be disabled at any time that students may be using the Network. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the hardware and software. Determination of whether a material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material.

District Staff members will provide training to ensure awareness and compliance regarding this policy under their supervision, and for providing guidance and instruction to students on appropriate use of the District's Network. Pursuant to Federal law, students shall receive education on the following:

- A. Safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers of students disclosing personally identifiable information online;
- C. The consequences of unauthorized access and other unlawful or inappropriate activities by students online; and,
- D. The authorized disclosures, use and dissemination of personal information regarding minors.

Students shall not access social media for personal use through the District's network. Students shall be permitted to access social media for educational use, in accordance with a teacher's pre-approved plan for use of social media for educational purposes, consistent with School Board policies. Students are responsible for behavior in accordance with standards defined in the Student Code of Conduct on the District's computers and network just as they are in classrooms, school hallways and other school premises and during school sponsored events. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for inappropriate uses of the Internet as defined by this School Board policy. Users who disregard this policy may have user privileges suspended or revoked and may be disciplined.

Technology Privacy

Users have no expectation of privacy of the content of personal files and records of online activity while on the District's network. Monitoring may include, but will not be necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, with Information Technology (IT) personnel, to review browser history and network, server and computer logs.

Cyber-bullying

All students and employees will be provided a safe, secure, bullying and harassment free educational/work setting, in accordance with School Board 5517.01 Bullying and Harassment.

Student Communication

The School Board encourages positive and professional communication between staff, parents, and students by means which best protect all stakeholders' interests. The District staff shall comply with all Federal and State laws pertaining to electronic mail and shall communicate electronically for school related matters through the District-approved parent portal. The School Board recognizes that appropriate use of electronic media may take place during times outside the school hours during school activities (i.e. sport events, FFA events, field trips) when it is useful to use mobile devices and social media to communicate with students. Staff communications with students via private electronic media concerning non-school-related matters may cause the appearance of inappropriate association and are discouraged. The use of such communication technologies may lead to discipline.

Bring Your Own Device (BYOD)

BYOD is an acronym for Bring your Own Device, "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch and/or smart phone. The District encourages students to use their own devices to further enhance their education in accordance with the following guidelines:

- 1. In order to utilize the District's network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent/guardian must review and sign the Responsible Use Policy. This will be considered a legally-binding agreement for the privilege of use of the network.
- 2. The student is fully responsible, at all times, for the personally-owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally-owned device. As such, students should not share devices.
- 3. The student is responsible for the condition of the device brought to school, including but not limited to updates, antivirus software and repair.
- 4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

- 5. Device use is exclusively limited to schools participating in the BYOD program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.
- 6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

Student use of Artificial Intelligence and Natural Language Processing Tools (AI/NLP tools)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Conduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying and Harassment; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievand Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024); Policy 8330 – Student Records; Policy 2240 – Controversial Issues; Policy 7540.03 – Student Internet Safety and Acceptable Use; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

Utilization of AI/NLP tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. <u>Research assistance</u>: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. <u>Data Analysis:</u> AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments e.g., scientific experiments and marketing research.
- C. <u>Language translation</u>: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. <u>Writing assistance:</u> AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. <u>Accessibility:</u> AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

The administration will refer any illegal acts to law enforcement.

STATUTORY AUTHORITY: 1001.43, 1001.51, 1002.22, 1003.4205, 1006.147 F.S. H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.S. 254(h), (10), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506 Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

APPENDIX E

Opt Out Pledge of Allegiance

In accordance with Florida statute §1003.44:

A student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

APPENDIX F

1006.195 District School Board, Charter School Authority and Responsibility to Establish Student Eligibility Regarding Participation in Interscholastic and Intrascholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in F.S. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrascholastic extracurricular activities:

(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

- 1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including F.S. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
- 2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).
- 3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20 (2)(b).
- b) Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15 (3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.
- c) The provisions of this subsection apply to interscholastic and intrascholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

[&]quot;As used in this document, 'F.S.' refers to 'Florida Statue',"

[&]quot;As used in this document, 's' refers to 'subsection',"

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 7. 25-3094

6/24/2025

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-06-01 for one (1) academic year through the 2025-26 school year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one student from Endeavor & Discovery Academy for one (1) academic year through the 2025-26 school year for committing Level III violations of the Student Code of Conduct.

My Contact

Jill Kolasa, Director Student Services (352) 797-7008

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

The cost of this agenda item is \$ 0. See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 8. 25-3096

6/24/2025

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-06-02 for one (1) academic year through the 2025-26 school year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one student from Endeavor & Discovery Academy for one (1) academic year through the 2025-26 school year for committing Level III violations of the Student Code of Conduct.

My Contact

Jill Kolasa, Director Student Services (352) 797-7008

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

The cost of this agenda item is \$ 0. See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

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Fund Function Object Cost Center Project Sub Pro	Funding Source Account Name Account Number Amount	_ _ _	Fund		Function		Object		Cost Center		Project	Sub Project
. History Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number Amount Funding Source	_ _ _	Fund		Function		Object		Cost Center		Project	Sub Project
Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number Amount Funding Source Account Name	_ _ _	Fund									Sub Project
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Prior Year Approved Budget: \$	Funding Source Account Name Account Number Amount Funding Source Account Name Account Number Amount . History Check one: Prior Year Budget:	\$ \$ \$	Fund									

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 9. 25-3106

6/24/2025

Title and Board Action Requested

Citizen Input on agenda items (Green Form)

Executive Summary

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to an item for this meeting.

My Contact

Ray Pinder Superintendent of Schools

2023-28 Strategic Focus Area

Priority 3: Community Connection

Financial Impact

There is no financial impact

AGENDA ITEM COMMENT FORM FOR SPEAKERS

Failure to complete this form or to sign below will prevent the Citizen Input form from being presented to the Board Chair.

LEGAL NAME/ PRINTED :	
LEGAL ADDRESS:	
PHONE: ()	
Identify agenda item to be addressed:	
Ex.) Agenda item #: 10	
Agenda item #:	
Agenda item #:	
Guidelines:	
Limited agenda time and the need to conduct meetings in an order following Citizen's Input guidelines: The speaker will adhere to a three (3) minute time limit per limit may not be yielded to other speakers. The Chairperson has the authority to limit discussion if the Board Members regarding an issue that is repetitive or is a materials or documents you wish to share with the School The Chairperson may deny all forms submitted after the Sub	r speaker. e subject is outside of the authority of the School addressing a legally confidential issue. Board must be attached to this form. chool Board Meeting is called to order. other side). ons made during Citizen Comments.
Signature of speaker:	<u> </u>
Chairperson's Approval of form:	<u> </u>
	FOR OFFICE USE ONLY: Date Received:
Revised: March 2024 GREEN SPEAKER FORM	Time Received:448

Hernando County School Board CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.

^{*}Any lack of civility by any person will result in that person being directed by the Superintendent, or Chairperson, to leave the premises. Failure to follow a directive will result in law enforcement assistance.



Hernando School District

School Board Regular Meeting

Agenda Item # *10. 25-3114

6/24/2025

Title and Board Action Requested

Approval of the Personnel Recommendations

Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve the Personnel Recommendations as attached.

My Contact

Alexis Brown Director of Human Resources 352-797-7070 Ext. 70445 brown_a1@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

I. CONSENT AGENDA

A. Approval of Personnel Recommendation

1	Tr	etri	ictio	nal I	93V96

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	Site	From	Through
Stefany	Syblis	Teacher	Academic Services	05/12/25	06/03/25
First Name	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	Through
Ebony	Givens	Teacher	PGES	05/08/25	05/30/25
Return from Le First Name Stacey	<u>Last Name</u> Chinchilla	<u>Position</u> Teacher	<u>Site</u> PMS	Return Date 05/15/25	:
2. Instruction	onal Transfers				

First Name	Last Name	<u>From</u>	<u>To</u>	<u>Date</u>
Patricia	Gonzalez	Teacher, EK8	Teacher, NCTHS	05/19/25

3. Instructional Separations

J. HISH UCH	unai Separations				
First Name	Last Name	<u>Position</u>	<u>Site</u>	<u>Date</u>	<u>Type</u>
Crisana	Banton-Smith	Teacher	PGES	05/30/25	Resignation
Donya	Bradley	Teacher	FCMS	06/03/25	Resignation
Michelle	DeSmith	Teacher	NCTHS	06/03/25	Resignation
Maja	Dilly	Teacher	HHS	06/03/25	Resignation
Luna	Downey	Teacher	WHMS	06/03/25	Resignation
Lisa	Duran	Teacher	JDFES	06/03/25	Resignation
Noreen	Fiske	Teacher	NCTHS	06/03/25	Retirement
Keelin	Jones	Teacher	WWK8	06/03/25	Resignation
Terry	Kennedy	Teacher	HHS	05/27/25	Resignation
Amy	Kraut	Teacher	PMS	06/03/25	Retirement
Mark	Lee	Teacher	CHS	06/03/25	Resignation
Sharon	McAllister	Teacher	CHS	06/03/25	Retirement
Breanna	McAlpine	Teacher	MES	06/03/25	Resignation
Madison	Nelski	Teacher	CHS	06/03/25	Resignation
Liam	O'Reilly	Teacher	FWSHS	06/03/25	Resignation
Tracy	Schou	Teacher	CHS	06/03/25	Retirement
Veronica	Timm	Teacher	JDFES	06/03/25	Resignation
Erick	White	Teacher	FCMS	06/03/25	Resignation

^{4.} Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Instructional Personnel

5. Administrative Appointments

First Name	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Patricia	Spatz	Assistant Principal	MES	07/01/25

6. Administrative Separations

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>	<u>Type</u>
Laura	Burgess	Principal Alternative Ed	ENDV	06/30/25	Resignation

^{7.} Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Administrative Personnel

8. Non-instructional and Professional/Technical/Supervisory Leaves

nteri	mittent	Leave

First Name	Last Name	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Heather	Wedding-Smith	District Records Specialist	School Distribution	05/28/25	06/30/25
			Contor		

9. Non-instructional and Professional/Technical/Supervisory Appointments

First Name	Last Name	<u>Position</u>	<u>Site</u>	<u>Date</u>
Cassandra	Blake	Bookkeeper	FCMS	05/21/25
Idania	Crespo Hernandez	Environmental Service Tech I	CHS	06/02/25
Craig	Evans	Bus Operator	Transportation	08/08/25
Alexa	Neal	Supervisor of Human Resources	Human Resources	05/12/25

10. Non-instructional and Professional/Technical/Supervisory Transfers

First Name	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>
Scott	Mueller	Bus Operator, Transportation	Vehicle Technician Assistant,	07/01/25
			Transportation	

11. Non-instructional and Professional/Technical/Supervisory Separations

First Nam	ne <u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>	<u>Type</u>
Gabrielle	Boswell	Food & Nutrition Assistant	WHMS	05/30/25	Resignation
Kelly	Clement	Food & Nutrition Assistant Rover	Food & Nutrition	05/30/25	Resignation
Alan	DeWitte	Environmental Service Tech I	Hernando County	05/19/25	Resignation
			Public Schools Support		
			Building		
Austin	Fuhs	Fire Safety Inspector	Facilities Division	06/12/25	Resignation
Julian	Fulwider	Paraprofessional Vocational	HHS	05/23/25	Resignation
		Exceptional Student Support			
Shawn	Godwin	Digital Marketing Specialist	HITV	05/16/25	Probationary
					Release
Victoria	Granger	Student & Families in Transition	Academic Services	05/27/25	Resignation
		Specialist			
Patricia	Grapner	Executive Secretary Business Services	Business Services	05/27/25	Probationary
					Release
David	Jones	School Safety Guardian	Safe Schools	05/29/25	Resignation
Kathleen	Kay	Bus Operator	Transportation	05/21/25	Retirement
Tammy	Lyons	Environmental Service Tech I	School Distribution	05/21/25	Resignation
			Center		
William	Matias	General Construction Heavy	Maintenance	05/30/25	Resignation
		Equipment Operator			
Jessica	Padin	Food & Nutrition Assistant	CHS	05/21/25	Resignation
Marcia	Penaranda	Paraprofessional I	WWK8	05/30/25	Retirement
Gary	Press	Environmental Service Tech II	Hernando County	06/06/25	Resignation
			Public Schools Support		
			Building		
Benedette		Food & Nutrition Assistant Rover	Food & Nutrition	05/30/25	Resignation
Deborah	Salvato	Paraprofessional Clinic	JDFES	05/30/25	Resignation
Elizabeth		Paraprofessional I Elementary	CES	05/30/25	Resignation
Victoria	Via	Bookkeeper	WWHS	05/19/25	Resignation
Andrew	White	Air Conditioning Mechanic III	Maintenance	06/03/25	Retirement

- **12.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Noninstructional Personnel
- **13.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Professional/Technical/Supervisory Personnel
- **14.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Confidential Personnel

15. Other

Additional	Duty,	and/or	Additional	Days	/Hours

<u>Name</u>	Position - Site	Activity	<u>Date</u>	Total Hrs	<u>Funding</u>
Darlene Almodovar	Program/Staffing Specialist, Exceptional Student Support	Staffing Specialist Gifted Teacher	06/04/25	248 Total	General Fund
Cynthia Ambrose- Spano	Behavior Analyst, Exceptional Student Support	Behavior Analyst	06/05/25	90 Total	General Fund
Kelly Baker	Certified School Counselor, SES	Certified School Counselor Days	06/04/25	77.5 Total	General Fund
Amanda Bigwood	Program/Staffing Specialist, Exceptional Student Support	Staffing Specialist PreK Teacher	06/04/25	248 Total	General Fund
Ashleigh Billick	Paraprofessional, PMS	ESY-Paraprofessional	06/04/25	72 Total	ESY
Christina Blair	College & Career Specialist, Academic Services	Managing CTE Summer Camps	06/09/25	105 Total	Perkins
Rachel Boat	Program/Staffing Specialist, Exceptional Student Support	ESY-Lead Teacher	06/05/25	240 Total	ESY
Debbie Cancel	Bus Operator, Transportation	College Summer Camp	06/02/25	550 Total	Reimbursement PHSC
Charlie Cempron	Teacher ESE, EES	ESY-Paraprofessional	06/09/25	72 Total	ESY

Grace Collins	Associate Teacher Substitute, WES	Summer Hours	06/04/25	23.25 Total	General Fund
Deborah Cotney	Teacher Hospital Homebound, Exceptional Student Support	Teacher Hospital Homebound	06/04/25	34 Total	General Fund
Toni Cuevas	Reading Coach, EK8	Reading Curriculum Development	06/04/25	60 Total	Reading Allocation
Katherine D'Avanzo	Teacher, WWK8	ESY-Teacher	06/04/25	90 Total	ESY
	Paraprofessional, PGES	ESY-Paraprofessional	06/09/25	72 Total	ESY
Katherine Devlin		ESY-Paraprofessional	06/09/25	72 Total	ESY
Joanne Dorsi	Bus Operator, Transportation	CHS Credit Recovery	06/16/25	96 Total	General Fund
Dawn Erb Samantha Flynn	Teacher, FWSHS Paraprofessional, WES	IB Academic Advisor- Summer Hours ESY-Paraprofessional	06/04/25 06/04/25	60 Total 72 Total	IB District Funds ESY
Lizbeth Graff	Program/Staffing Specialist, Exceptional Student Support	Teacher PreK Staffings	06/04/25	248 Total	General Fund
Patricia Greenwood	Teacher, CHS	ESY-Teacher	06/04/25	102 Total	ESY
	Teacher on Admin Assignment, WWK8	ESY - Lead Teacher	06/05/25	240 Total	ESY
Julia Hnatiuk	Paraprofessional, SHES	ESY-Paraprofessional	06/09/25	72 Total	ESY
John Imhof Harry Irizarry	Teacher, FWSHS Computer Lab Manager, ENDV	IB Coordinator Summer Hours ESY-Paraprofessional	06/04/25 06/09/25	60 Total 72 Total	IB District Funds ESY
Constance	Early Learning	Summer Bridge	06/04/25	135 Total	Summer Bridge
Jeppesen	Specialist, Academic Services				RFA
Kristi Jernigan	Academic Services Teacher, BES	Summer Guidance	06/03/25	10 Total	General Fund
Kristi Jernigan Tanisha Joseph	Academic Services Teacher, BES School Social Worker, EK8	Summer Guidance Summer Scheduling for Guidance Counselors	06/16/25	116.25 Total	General Fund General Fund
Kristi Jernigan Tanisha Joseph Courtney Judd	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours	06/16/25 06/04/25	116.25 Total 77.5 Total	General Fund General Fund General Fund
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School	Summer Guidance Summer Scheduling for Guidance Counselors	06/16/25	116.25 Total 77.5 Total 77.5 Total	General Fund General Fund
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits	06/16/25 06/04/25 06/03/25	116.25 Total 77.5 Total 77.5 Total	General Fund General Fund General Fund General Fund
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd Cynthia Kufner Dustin Kupcik	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School Counselor, FCMS Athletic Director,	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits	06/16/25 06/04/25 06/03/25 06/04/25	116.25 Total 77.5 Total 77.5 Total 139.50 Total	General Fund General Fund General Fund General Fund General Fund
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd Cynthia Kufner Dustin Kupcik	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School Counselor, FCMS Athletic Director, Academic Services Occupational/ Physical Therapist, Exceptional	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits	06/16/25 06/04/25 06/03/25 06/04/25 06/04/25	116.25 Total 77.5 Total 77.5 Total 139.50 Total 240 Total	General Fund General Fund General Fund General Fund General Fund Millage
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd Cynthia Kufner Dustin Kupcik Sandra Lanning Jennifer Lawson Almark Martin	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School Counselor, FCMS Athletic Director, Academic Services Occupational/ Physical Therapist, Exceptional Student Support Teacher, CES	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits Teacher Physical Therapist	06/16/25 06/04/25 06/03/25 06/04/25 06/04/25	116.25 Total 77.5 Total 77.5 Total 139.50 Total 240 Total 90 Total	General Fund General Fund General Fund General Fund General Fund Millage General Fund
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd Cynthia Kufner Dustin Kupcik Sandra Lanning Jennifer Lawson Almark Martin	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School Counselor, FCMS Athletic Director, Academic Services Occupational/ Physical Therapist, Exceptional Student Support Teacher, CES Teacher, EK8 School Counselor,	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits Teacher Physical Therapist Scheduling ESY-Teacher Summer Scheduling for Guidance	06/16/25 06/04/25 06/03/25 06/04/25 06/04/25 06/04/25 06/04/25	116.25 Total 77.5 Total 77.5 Total 139.50 Total 240 Total 90 Total 77.5 Total 90 Total 116.25	General Fund General Fund General Fund General Fund General Fund Millage General Fund SAI/Summer ESY
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd Cynthia Kufner Dustin Kupcik Sandra Lanning Jennifer Lawson Almark Martin Laura Mendoza	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School Counselor, FCMS Athletic Director, Academic Services Occupational/ Physical Therapist, Exceptional Student Support Teacher, CES Teacher, EK8 School Counselor, EK8	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits Teacher Physical Therapist Scheduling ESY-Teacher Summer Scheduling for Guidance Counselors	06/16/25 06/04/25 06/03/25 06/04/25 06/04/25 06/04/25 06/04/25 06/04/25 06/04/25	116.25 Total 77.5 Total 77.5 Total 139.50 Total 240 Total 90 Total 77.5 Total 90 Total 116.25 Total 5 Total	General Fund General Fund General Fund General Fund General Fund Millage General Fund SAI/Summer ESY General Fund
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd Cynthia Kufner Dustin Kupcik Sandra Lanning Jennifer Lawson Almark Martin Laura Mendoza Jennifer Muente Madison	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School Counselor, FCMS Athletic Director, Academic Services Occupational/ Physical Therapist, Exceptional Student Support Teacher, CES Teacher, EK8 School Counselor, EK8 Teacher, EK8	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits Teacher Physical Therapist Scheduling ESY-Teacher Summer Scheduling for Guidance Counselors EK8 Algebra I Boot Camp	06/16/25 06/04/25 06/03/25 06/04/25 06/04/25 06/04/25 06/04/25 06/04/25 06/04/25 06/16/25	116.25 Total 77.5 Total 77.5 Total 139.50 Total 240 Total 90 Total 90 Total 90 Total 116.25 Total 5 Total 77.50 Total	General Fund General Fund General Fund General Fund General Fund Millage General Fund SAI/Summer ESY General Fund Title I
Kristi Jernigan Tanisha Joseph Courtney Judd Robin Kidd Cynthia Kufner Dustin Kupcik Sandra Lanning Jennifer Lawson Almark Martin Laura Mendoza Jennifer Muente Madison Newnam	Academic Services Teacher, BES School Social Worker, EK8 School Social Worker, NCTHS Teacher, MES Certified School Counselor, FCMS Athletic Director, Academic Services Occupational/ Physical Therapist, Exceptional Student Support Teacher, CES Teacher, EK8 School Counselor, EK8 Teacher, EK8 School Social Worker, PGES Paraprofessional	Summer Guidance Summer Scheduling for Guidance Counselors Summer Guidance Hours MTSS Work, SLD Summaries Certified School Counselor Days Summer Trainings, Site Visits Teacher Physical Therapist Scheduling ESY-Teacher Summer Scheduling for Guidance Counselors EK8 Algebra I Boot Camp Certified School Counselor Days	06/16/25 06/04/25 06/03/25 06/04/25 06/04/25 06/04/25 06/04/25 06/04/25 06/16/25 05/17/25 06/04/25	116.25 Total 77.5 Total 77.5 Total 139.50 Total 240 Total 90 Total 90 Total 90 Total 116.25 Total 5 Total 77.50 Total	General Fund General Fund General Fund General Fund General Fund Millage General Fund SAI/Summer ESY General Fund Title I General Fund

Sarah Rios Janice Roy	Licensed Practical	Summer Paint Crew ESY-Paraprofessional	06/09/25 06/09/25	256 Total 72 Total	General Fund ESY
	Nurse, Student Services				
Peter Ruiz	Violence Prevention Worker, ENDV	ESY-Paraprofessional	06/09/25	72 Total	ESY
Mark Schreiber	,	Interpreter	06/09/25	72 Total	General Fund
Victoria Seifrie	School Social Worker, EES	Certified School Counselor Days	06/03/25	80 Total	General Fund
Victoria Seifrie	School Social Woker, EES	Title I Liaisons End of Year Reflection Meeting	06/04/25	4 Total	Title I
Katherine Seitz	School Social Worker, PMS	Certified School Counselor Days	06/04/25	77.50 Total	General Fund
Leslie Sheperd	PreK Assistant, SHES	Summer Bridge	06/05/25	135 Total	General Fund
Rebecca Smith	Associate Teacher Substitute, PGES	ESY-Paraprofessional	06/09/25	72 Total	ESY
Kelly Smith	Certified School Counselor, PMS	Data Disaggregation, Master Schedule Planning, Schedule Review, Student Course Recovery	06/04/25	77.5 Total	General Fund
Lubica Stanek	Bus Operator, Transportation	PHSC	06/09/25	36 Total	General Fund
Kelly Sylvia	Teacher, CK8 Teacher, BES	Teacher Gifted Staffings Summer Bridge	06/04/25 06/05/25	248 Total 135 Total	General Fund
Haley Trinque Sandra Valentin	Paraprofessional II ESOL, SES	Translate at Parent Conferences	06/02/25	7 Total	Summer Bridge Title IV
Kelly Vega	Teacher, PMS	ESY-Teacher	06/04/25	90 Total	ESY
Jody Ware	Teacher, CES	Summer Bridge	06/05/25	135 Total	Summer Bridge RFA
Yanique Whyte	Teacher, FCMS	ESY-Paraprofessional	06/09/25	72 Total	ESY
Michelle Wilson	Teacher, ESE	ESY-Teacher	06/05/25	90 Total	ESY
Melissa Wilkerson	College & Career Specialist, Academic Services	Summer Testing, Next Year Planning	06/04/25	40 Total	Perkins

Approve Teacher(s), A night of the arts/PK Parent night (EK8) - 05/08/2025 - 2 Total Hrs. (Title I)

First Name Last Name
Emillie Cannon
Denise Lafauci-Snyder
Tasha Williams

Approve Teacher(s), Title I Liaisons End of Year Reflection Meeting (Federal Programs) - 05/08/2025 - 4 Total Hrs. (Title I)

First Name Last Name Kelly Baker Christina Brandhuber Katherine Cubillo Jernigan Kristi Robin Kidd Betsy Pantley Jillian Roman Maria Woop

Approve Certified School Counselor(s), Certified School Counselor Days (WWHS) - 06/04/2025 - 77.50 Total Hrs. (General Fund)

First Name
Summer
Clark
James
Richter
Ana
Ridenour
Jennifer
VonPerbandt

Approve Certified School Counselor(s), Certified School Counselor Days (PMS) - 06/04/2025 - 77.50 Total Hrs. (General Fund)

First Name
Sarah
Lisa
Last Name
Edgecomb
Labelle

Approve Certified School Counselor(s), Certified School Counselor Days (DES) - 06/04/2025 - 77.50 Total Hrs. (General Fund)

First Name Last Name
Amy Gendron
Ondina Waldron

Approve Teacher(s), Pre-AP English I Parent Night (EK8) - 05/14/2025 - 2 Total Hrs. (Title I)

First Name
Sara
Sara
Beth
Philip
Scire

Approve Teacher(s), Summer VPK (BES) - 06/05/2025 - 310 Total Hrs. (Summer VPK)

First Name Last Name
Monae Barnes
Constance Jeppesen
Jennifer Kelly
Jennifer Lane
Jeannette Lollie
Ariel White

Approve Support Staff(s), Summer VPK (BES) - 06/05/2025 - 300 Total Hrs. (Summer VPK)

First Name
Leslie Shepherd
Kaitlyn Venero

Approve Paraprofessional(s), Summer VPK (BES) - 06/05/2025 - 300 Total Hrs. (Summer VPK)

First Name
Jason
Patricia
Last Name
Cephus
Sullivan

Approve Speech/Language Pathologist(s), Teacher SLP PreK (ESY) - 06/02/2025 - 160 Total Hrs. (General Fund)

First Name Last Name
Danielle Loeffler
Sarai Sanche-Nieves

Approve RN(s) for Medically Fragile Child, RN for Medically Fragile Child (ESY) - 06/04/2025 - 130 Total Hrs. (ESY)

First Name
Cheryl
Suzanne

Last Name
Fuerst
Mulvihill

Approve Teacher(s), Behavior Specialist (ESY) - 06/05/2025 - 122 Max Total Hrs. (ESY)

First Name Last Name
Gloria Boylan
Christina Dancsak
Melissa Franz
Christina Lee

Approve Teacher(s), Teacher SLP (ESY) - 06/05/2025 - 248 Max Total Hrs. (ESY)

First Name Last Name
Rebecca Notaro
Dennis Smith
Haley VanAtter

Approve School Psychologist(s), Teacher School Psychologist (ESY) - 06/05/2025 - 36 Max Total Hrs. (ESY)

First Name Last Name Hailey Ermann Gereaux Pamela Nakeysha Holden Isaiah Ilowitt Madalyn Kahler Denise Knispel Devon Minch Rachel Smith

Approve Teacher(s), ESY Teacher (PGES) - 06/04/2025 - 122 Max Total Hrs. (ESY)

First Name Last Name AnnMarie Asbel Fradera Lynn Kathleen Guarante Bridie Jones Keara Lombardo Nicole Phillips Amanda Price Christopher Rocanelli Victoria Rocanelli Sperling-Bladwin Donna Tara Thibault Leanne Waga

Approve Teacher(s), ESY Teacher (WHMS) - 06/04/2025 - 122 Max Total Hrs. (ESY)

First Name Last Name Nanette Billick Jenny Brown Gebhardt Maria Patricia Greenwood Jamnick James McCarthy Nancy Gregory Odachowski Naomi Sivon Rebecca Skinner

Approve Paraprofessional(s), ESY Teacher (PGES) - 06/09/2025 - 72 Total Hrs. (ESY)

First Name Last Name Sonja Abbey Dawn Castellano Castellano Jenna Cynthia Feliciano Jennie Guardiani Sherry Harris Kirchner Elizabeth Allen Lockser Malson Destiny Alessandra Marciano Amber Morrison Gabrielle Perkins Sara Phifer Michael Poisson Jill Potter Stockbridge Amy Elijah Stotz Jnnifer Wolfe

Approve Paraprofessional(s), ESY Teacher (WHMS) - 06/09/2025 - 72 Total Hrs. (ESY)

First Name
Howard
Cavender II
Kelly
Gonzalez
Heaven-Leigh
Kristina
Joseph
Alex
Helen
Last Name
L

Approve Teacher(s), Edgenuity Course Tutoring Summer 2025 (DSPMS) - 06/09/2025 - 32 Total Hrs. (Title I)

First Name Last Name
Veronica Flynn
Megan Platt
Kirstin Ratliff
Robert Sanborn
Susan Whealton

Approve Teacher(s), Evening Awards Night (JDFES) - 05/14/2025 - 3 Total Hrs. (Title I)

First Name
Kara
Anderson
Jennifer
Arthur
Amy
Barrett
Charles
Barrett

Laura Bartow Dana Blazsek Allison Bender Savannah Boone Mallory Boreland Brittain Sharon Margartet **Brooks** Marlene Cannon Michelle Chamberlin Evelyn Colon Victoria Concepcion Amanda Cordero Tabya Cotner Arlene Cotto Stacev Donohue Lisa Duran Tonya Evans Melissa Goodwin Amanda Hay Suzanne Jaeger Deborah Jones Renee Kellett Joanne Kozlow Jennifer Kristof LaBarge Carrie Cynthia Marrero Georgette Marston Elizabeth Masson Karen Meyvis Mylrea Doreen Daria Newton Wendi Rode Sherri Romanowski Miranda Schildbach Taylor Schoonover Pamela Sheeder Amanda Shenefield Sherri Stevens Stoessel Amy Jessica Touati Allyson Truman Jessica Vitale Elissa White Margartet White Joanne Yarin

Approve Teacher(s), Facilitated Lesson Planning Summer 2025 (JDFES) - 06/04/2025 - 8 Total Hrs. (Title I)

First Name Last Name Kara Anderson Jennifer Arthur Barrett Amy Laura Bartow Allison Bender Savannah Boone Margaret **Brooks** Marlene Cannon Michelle Chamberlin Amanda Cordero Arlene Cotto Stacy Donohue Tonya **Evans** Caroline Fulton Melissa Goodwin Amanda Hay Dawn Hurst Suzanne Jaeger Deborah Jones Kellett Renee Joanne Kozlow Jennifer Kristof Cynthia Marrero Elizabeth Masson

Karen Meyvis Doreen Mylrea Wendi Rode Sherri Romanowski Roth Susan Schildbach Miranda Sherri Stevens Allyson Truman Jessica Vitale White Margaret Joanne Yarin

Approve Student & Families in Transition Specialist(s), SFIT School & Community Outreach Activities, Prepare for Next School Year (Title 1) - 06/10/2025 - 117 Total Hrs. (Title I)

First Name Last Name
Pamela Barron
Debra Kelly
Vanessa Torres

<u>Approve Teacher(s), Developing IT Professional Learning, Supporting Facilitated Lesson Planning (Academic Services) - 06/16/2025 - 70 Max Total Hrs. (Technology Millage)</u>

First Name Last Name
Aimee Crisp
Tina Deets
Vanessa Hurd
Nadia King

Approve Teacher(s), Facilitated Lesson Planning Summer 2025 (WES) - 06/04/2025 - 10.75 Total Hrs. (Title I)

First Name Last Name Phyllis Addie Badala Theresa Cheryl Baeza Ballard Loren Christine Blevins Adrienne Bovsel Tracey Burke Thomas Child Heather Cochrane Daniel Cohen Amy Eldreth Fields Rebecca loswick Emily Nicole Keller-Wiseman Jennifer Kelly Joshua Kelly

Jennifer Lane Danielle Parshook Jennifer Rado Theresa Reed Brittany Rhoads Dawn Rivera Robert Strmensky Thibodeaux Alyssa Thompson Kelly

Approve Teacher(s), CTE Summer Camps (Academic Services) - 06/04/2025 - 58 Max Total Hrs. (Title IV)

First Name Last Name
Christina Blair
Angelina Haripersad
Andrea Kreismann
Christopher Seitz

<u>Approve Food & Nutrition, Summer Assistant (Food & Nutrition) - 06/02/2025 - 175 Max Total Hrs. (SUMMER FNS)</u>

First Name Last Name
Antonette Alberghina
Patricia Allen
Theresa Belmonte
Carlette Bingham

Tiffany

Christopher Bustillo Angela Carey Lisa Chapman Caitlin D'Amico Melody Day Webb Devere Cheryl Dobrinin Lori Beatriz Duanys Delicia Durst Kim Foreman Keyla Gonzalez Perez Julie Gress Julie Hager Laura Henry Lisa Herbert Carrie **Hopkins** Jaqueline Kaslev Jennifer Kessler Denise Laquire Billie-Lynn Leathers Elizabeth Miller Lynette Mobley Taralee Monegro Jacquelyn Nelson Odonnell Donna Valette Ortiz Sharon Parsons Nicole Piper Yosuny Ramos Lisa Ridgewell Jesenia Sandoval Barbara Thompson Jessica Ward Catherine Wheeler White Pattie-Anne

Brooks

Approve Certified School Counselor(s), Guidance-Summer Hours (FWSHS) - 06/03/2025 - 77.50 Total Hrs. (SAI/Summer)

First Name
Robyn
Danchise
Carmela
Jeanine
Tammy
Swartout

Tracey

Whiten

Approve Food & Nutrition Specialist(s), Summer Assistant (Food & Nutrition) - 06/02/2025 - 175 Max Total Hrs. (SUMMER FNS)

First Name
Julie Vairo
Beth Salso
Debbie Yagid

Approve Teacher(s), Civics Boot Camp (PMS) - 06/04/2025 - 58 Max Total Hrs. (SAC)

First Name
Lisa Kepner
Michael Miller
Tammy Rebello
Sherika Walters

Approve Teacher(s), Summer Credit Recovery (NCTHS) - 06/09/2025 - 20 Max Total Hrs. (SAC)

First Name Last Name
Lena Alabed
Courtney Judd
Tania Kelly
Jonita Saint-Leger

Nichole Yager

Approve Paraprofessional(s), ESY-Paraprofessional (PGES) - 06/09/2025 - 72 Max Total Hrs. (ESY)

First Name
Joan
Meralisa
Last Name
Cacioppo
Doris

Approve Paraprofessional(s), ESY-Paraprofessional (EK8) - 06/09/2025 - 72 Max Total Hrs. (ESY)

First Name Last Name
Marysel Rivera
Kiley Youngblood

Approve Bus Operator(s), Bus Operator Training (Transportation) - 07/01/2025 - 200 Total Hrs. (General)

First Name Last Name
Jamie Arroyo
Geanine Comaianni
Lisa Kyle
Peter Rainey
Pamela Sanchez

Approve Teacher(s), Summer School (CHS) - 06/16/2025 - 36 Max Total Hrs. (SAC)

Last Name First Name Bethann Brooks Kristopher **Brooks** Kelly Dunham Dana Langworthy Minnear Kelly Lisa Mitchell Alicen McLeod Lindsav Mraz Muller Trevor

Approve Paraprofessional(s), ESY Paraprofessional (WHMS) - 06/09/2025 - 72 Total Hrs. (General Fund)

First Name Last Name
Cynthia Erickson
Irene Fiore
Kimberly Homer
Brian Pena
John Varano

Approve School Counselor(s), Summer Guidance Hours (NCTHS) - 06/04/2025 - 77.5 Max Total Hrs. (ESY)

First Name
Tania
Natalie
Last Name
Kelly
Tarr

Vicki Schlum-Huges

<u>Approve Food & Nutrition, Summer Paint Crew (Food & Nutrition) - 06/09/2025 - 256 Max Total Hrs. (General Fund)</u>

First Name Last Name Amanda Andres Tiffany Brown Donna Kuhn Marian Obeid Charlene Ragan Marlan Sapp elizabeth Spalding Lisa Thornton

Approve Bus Operator(s), Summer Paint Crew (Transportation) - 06/09/2025 - 256 Total Hrs. (General Fund)

Last Name First Name Sandra Descault Michelle Holtzlander Kimberly Howe John Kuhn Robert Octavio Penny Turner Vicente Marcia

Approve Bus Operator(s), Utility Bus Operator/Bus attendant (Transportation) - 06/02/2025 - 275 Total Hrs.

First Name Last Name
Kodi Allen
Kenneth Grimes
Caroline Melendez
Marie Paul

Edna Ramos Olivero

Approve Bus Attendant(s), ESY (Transportation) - 06/09/2025 - 64 Total Hrs. (ESY)

First Name Last Name Eva Bonilla Susan Bonner George Farnkoff Odalis Galan Betsy Grego Tina Horan Angelina lost Heriberto Melendez Samuel Nunes Yoandra O'Reilly Joesph Ortiz John Rabideau Mary Beth Rowe Barbara Schulwitz Charles Shortt Nancy Wray

Approve Media Specialist(s), ELA Textbook Adoptions (Academic Services) - 07/01/2025 - 40 Total Hrs. (Millage)

First Name Last Name Cynthia Baron

Penny Hewitt-Schrangl

Bryan McCabe
Debbye Warrell

Approve Teacher(s), CTE Summer Camps (Academic Services) - 06/16/2025 - 114 Max Total Hrs. (Title IV)

First Name Last Name Kristina Benson Simone Drake Deanna Earles Yamil Figueroa Kristina Jernigan Nancy Lovelock Catherine Lovett

Approve Bus Operator(s), ESY (Transportation) - 06/09/2025 - 80 Total Hrs. (ESY)

Last Name First Name Johnny Bonner Sharon Chandler Wanda Gascot Lozada Michael Greco Paul Kirkstead Lisa Kyle Marino Domenick Edward Martinez Earnest Moore Christopher Pacini Timothy Reed Edwin Rivera Donna Rogers Octavio Rubert Thomas Stackel

<u>Approve Counselor(s), Bridging Services-Mental Health Assistance Allocation (Student Services) - 06/04/2025 - 40 Max Total Hrs. (Mental Health)</u>

First Name Last Name Tamecka Childs Dawn DiFresco Kimberly Eppley Cynthia Jackson Ariana King Holly Napoli Watkins Melissa Wilson Christi

Adult Education Part Time Teacher(s) for 2024-2025 Year

<u>First Name</u> <u>Last Name</u> Hunter Schwefringhaus

Approve In-District Trainers

First Name Last Name Kristal Barnes Tina Deets Kathleen Dilorenzo Lisa Guerin Vanessa Hurd Constance Jeppensen Nadia King Kerri Littlefield Deidre Longo Linda Lopez Molina Deana Melinda Reiter Michelle Rittenberry Devin Sobut

16. Supplements - see attached list(s)

Running Total (Per Attached List) 2024-2025 School Year

\$ \$2,950,134.72 Instructional

\$ \$132,723.53 Noninstructional

\$ \$3,082,858.25 Sub-Total

\$ 693,643.11 Benefits (22.50%)

\$ 3,776,501.36 Total

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	DEETS	TINA	03183	Х
PS	HURD	VANESSA	11549	Х
PS	JEPPESEN	CONSTANCE	04403	Х
PS	KUPCIK	DUSTIN	11251	Х
PS	LOPEZ	LINDA	01659	Х
PS	PARADIS	CHERYL	07261	Х
PS	RICKARD-BARNES	KRISTAL	08944	Х
PS	RITTENBERRY	MICHELE	02183	Х
PS	SYBLIS	STEFANY	04366	Х
PS	WARRELL	DEBBYE	09811	Х
PS	WILKERSON	MELISSA	10501	Х
AC	BARON	CYNTHIA	18202	Х
AC	BLAIR	CHRISTINA	16879	Х
AC	BROWNELL	ERIN	14128	Х
AC	CRISP	AIMEE	14753	Х
AC	CUEVAS	TONI	07265	Х
AC	GUERIN	LISA	13776	Х
AC	HELTON KING	NADIA	14488	Х
AC	HEWITT-SCHRANGL	PENNY	18586	Х
AC	JOHNSON	ANDREW	14080	Х
AC	MCCABE	BRYAN	12065	Х
AC	SOBUT	DEVON	15079	Х
AC	WELTER	VONTISHA	18444	Х
Printing of my	name below constitutes	my official signa	ture for electron	ic purposes
Gina Michalick				5/30/2025
	of Principal/Site Admini	strator		Date

CONTRACT				REAPPOINT -			
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES			
Printing of my n	Printing of my name below constitutes my official signature for electronic purposes.						
Lisa Cropley				5/30/2025			
Printed name of	f Principal/Site Adminis	trator		Date			
Printing of my n	ame below constitutes	my official signat	ure for electron	ic purposes.			
John Morris				4/28/2025			
Printed name of	f Principal/Site Adminis	trator		Date			
Printing of my name below constitutes my official signature for electronic purposes.							
Tiffany Howard				4/28/2025			
Printed name of	f Principal/Site Adminis	trator		Date			

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ADAMS	TERESA	11824	Х
PS	BAMMERT	ELAINE	02517	Х
PS	CAPEL	SANDY	12880	Х
PS	COOK	MELINDA	07692	Х
PS	CRISCI	APRIL	11769	Х
PS	GIBSON	PATRICIA	12025	Х
PS	HALL	SHERRI	06878	Х
PS	HUBER	BRADFORD	11853	Х
PS	JUSTICE	MANDA	11997	Х
PS	LONG	LAURA	07683	Х
PS	LOVELOCK	NANCY	10411	Х
PS	MASSEY	CATHERINE	02185	Х
PS	MCLAIN	TERRY	11948	Х
PS	MOBLEY	ERICA	11910	Х
PS	MOUSEL	JENNIFER	06012	Х
PS	NOARK	LYNNE	08635	Х
PS	TRINQUE	HAYLEY	11755	Х
PS	WATSON	MICHELE	06338	X
PS	ZAJAC	LOVE	07781	Х
PS	WILSON	CYNTHIA	12311	X
AC	AGUAYO	CHRISTOPHER	18728	Х
AC	BROWN	THERESA	16258	Х
AC	BROWNELL	ARLENE	16207	Х
AC	CUNNINGHAM-RUD	AMANDA	17771	Х
AC	DRAKE	SIMONE	15661	Х
AC	FELL	JODI	16465	Х
AC	FETROW	MICHELLE	12699	Х
AC	HELM	RACHEL	17219	Х
AC	HOLAKOWSKI	PAULINE	19007	Х
AC	JERNIGAN	KRISTI	11435	Х
AC	JOHNSON	BRITTANY	15714	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES		
AC	LANCASTER	JENNA	14522	Х		
AC	LOLLIE	JEANNETTE	11270	Х		
AC	METZGER	LAURA	19102	Х		
AC	MUNCY	JACQUELYNN	17595	Х		
AC	PALKA	DANA	16440	Х		
AC	PATTON	AMY	11900	Х		
AC	PUCCIO	KATHRYN	15665	Х		
AC	SCHULER	BRITTANY	13873	Х		
AC	SPEARS	CAITLIN	15956	Х		
AC	TUPINAMBA	MARGARET	14562	Х		
AC	WILLIAMS	TASHAE	18305	Х		
AC	WHITE	MARJORIE	17701	Х		
AC	YOUNG	TONI	16086	Х		
РВ	DERAMUS	SHELBY	16884	Х		
РВ	NAUGHTON	ANNA	19341	Х		
РВ	SEEHOLZER	MICHELLE	14512	Х		
Printing of my name below constitutes my official signature for electronic purpose						
	Richard J. Inmon			4/29/2025		
Printed nam	e of Principal/Site Admi	nistrator		Date		

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT -
PS	AWTREY	ELISABETH	09922	Х
PS	BOWERS	RHONDA	05728	Х
PS	BURZUMATO	DEBRA	03119	Х
PS	DARBY	NATALIE	11552	Х
PS	ENGLE	MELANIE	05887	Х
PS	FLAHERTY	JENNIFER	08472	Х
PS	GRIFFITH	KIM	02174	Х
PS	HONEY-BAROUDI	REBECCA	03436	Х
PS	KATCHER	DAVID	03588	Х
PS	KENT	LAURA	06429	Х
PS	KOENIG	DEBORAH	10782	Х
PS	KRAFT	IRMARIE	11123	Х
PS	KRAUS	NANCY	06114	Х
PS	LAWSON	JENNIFER	11989	Х
PS	LICHTENWALTER	DIANA	05454	Х
PS	MCAULEY	KIMBERLY	03404	Х
PS	MCCALL	MICHELLE	05584	Х
PS	MCCANE	DONNA	04402	Х
PS	MCGRATH	SUZANE	05023	Х
PS	OLSZEWSKI	NOELLE	09508	X
PS	PICCINICH	VICTORIA	08648	X
PS	RADDISH	MELODY	10014	X
PS	ROSENZWEIG	JENNIFER	10491	X
PS	TYREE	ERIC	10729	X
PS	VANCLEAVE	LISA	08850	X
PS	VIOLA	SUSAN	02114	X
PS	WARE	JODY	01075	X
PS	WILKERSON	CHRISTINE	12004	X
PS	ZACK	AMY	01104	X
AC	AMES	JESHA	13445	X
AC	CHURCHILL	SAMANTHA	13998	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES		
AC	COMO	KAREN	12335	X		
AC	CORBETT	GEORGETTE	17353	Х		
AC	DILLY	MELANIE	17090	Х		
AC	DURR	GHISLAINE	11053	Х		
AC	EARL	ALLISON	18645	Х		
AC	ESPOSITO	ANGELA	02157	Х		
AC	HABER	ERIN	15268	Х		
AC	HOLMLUND	CHANTEL	14369	Х		
AC	HYDE	CRYSTAL	12154	Х		
AC	KAZMIER	ROBERT	13525	Х		
AC	LEHMAN	CRISTINA	18257	Х		
AC	LYNCH	CHRISTINE	14805	Х		
AC	MILANO	KATIE	12898	Х		
AC	MILLS	KELLIE	17551	Х		
AC	MOYNIHAN	KIM	14214	Х		
AC	ORLANDO	LARISSA	17605	Х		
AC	PREWITT	AMANDA	14876	Х		
AC	RUSSELL	ALICIA	12404	Х		
AC	RUSSELL III	ROBERT	16579	Х		
AC	SCOTT	PAIGE	18832	Х		
AC	SKIDMORE	SARA	15992	Х		
AC	THOMASULO	MARIE	17578	Х		
AC	WILLIAMS	KATHLEEN	13489	Х		
Printing of my name below constitutes my official signature for electronic purposes. Nicholas Pagano 5/2/2025						
Nicholas Pagano						
Printed name of Principal/Site Administrator				Date		

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ABBENE	DON	03961	Х
PS	BERGER	ROBERT	09063	Х
PS	BROOKS	BETHANN	08179	Х
PS	DODSON	JENNIFER	10666	Х
PS	GRESSICK	PENELOPE	03811	Х
PS	HERNANDEZ	AWILDA	11205	Х
PS	HILL	JOHN	09863	Х
PS	KEISTER	SAMANTHA	02892	Х
PS	LAPP	KIMBERLY	11688	Х
PS	NESTOR	JOSEPH	03904	Х
PS	ROJO	PABLO	03400	Х
PS	WILLMAN	CHAD	11532	Х
PS	WILSON	REBECCA	11526	Х
AC	AKURUGU	KWABENA	18940	Х
AC	AMADU	YENUKWA	18321	Х
AC	BECKER	HOLLY	15237	Х
AC	BIALICK	MATTHEW	18863	Х
AC	BORRA	NAGALAKSHMI	18304	Х
AC	BROOKS	KRISTOPHER	14585	Х
AC	BRUNNER	MATTHEW	14826	Х
AC	CALLAHAN	MEGHAN	01318	Х
AC	CANFIELD	STACIE	16789	Х
AC	COLAMARCO	FRANCO	18800	Х
AC	CRUZ	CHRISTIAN	16510	Х
AC	D'ANGELO	JEFFREY	13602	Х
AC	DEVAKUMAR	BRAGHADHA	19010	Х
AC	DOMICO	MARIANNE	15114	Х
AC	DUNHAM	KELLY	15015	Х
AC	FERMIN	JENNA	18943	Х
AC	GATLIN	TERRAS	18278	Х
AC	GEBHARDT	MARIA	13863	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	GOMES	KIMBERLY	15485	Х
AC	GOURNARIS	CARRIE	16842	Х
AC	GREENWOOD	PATRICIA	12135	Х
AC	HAZEN	JORDAN	17096	Х
AC	HAZEN	TAMMY	14239	Х
AC	KENNEDY	KATHLEEN	17600	Х
AC	KERN	PAUL	15572	Х
AC	KINGDOM	RACHEL	15834	Х
AC	KNECHT	KEITH	18892	X
AC	KOLAR	DIANE	01564	Х
AC	LANGWORTHY	DANA	14047	Х
AC	LAWYER	RACHEL	12682	Х
AC	MANG	KRISTIN	18754	Х
AC	MASSEY	JANET	16301	Х
AC	MAYHILL	MICHELLE	14722	Х
AC	MCLEOD	ALICEN	19117	X
AC	MELCHOR	EMIL	18842	X
AC	MELENDEZ VARGAS	VICTOR	17604	X
AC	MINNEAR	KELLY	18939	X
AC	MULLER	TREVOR	18233	X
AC	NIAZ	SEEMA	18323	X
AC	PENALVERT	RICARDO	17583	X
AC	PUSATERI	JAMES	17179	X
AC	RAMUNDO	LUKE	18907	X
AC	RESTO	JENNIFER	14367	X
AC	SANTIAGO	MICHAEL	17174	X
AC	SCHILDBACH	STEVEN	16432	X
AC	SEITZ	CHRISTOPHER	14853	X
AC	SKINNER	COURTNEY	19365	X
AC	STEVENSON	MICHAEL	19120	X
AC	STRAT	JESSICA	15505	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	SORRENTINO	ALBERT	13455	Х
AC	SOUZA	JONATHAN	17848	Х
AC	TORRENTE	KIMBERLY	18836	Х
AC	TORRES	BONNIE	16089	Х
AC	TREIDER	SHEILA	15739	Х
AC	WALTERS SIMMS	JODIAN	18843	Х
AC	WATERMAN	COREY	15041	Х
AC	WHITMAN	JASON	15115	Х
AC	WORDEN	KIM	05975	Х
PB	GRATEREAUX	KELSA	19092	Х
PB	MRAZ	LINDSAY	18958	Х
PB	SIDDIQUI	NAJAMUSSABAH	19331	Х
РВ	SKINNER	COURTNEY	19365	Х
Printing of r	l ny name below constitu	l utes my official sign	⊥ ature for electro	l nic purposes.
	KELLY SLUSSER			5/1/2025
Printed nan	ne of Principal/Site Adn	ninistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	AUDETTE	LOUIS	08339	Х
PS	BARRETT	DAVID	09049	Х
PS	CALHOUN	KATHERINE	02019	Х
PS	CARLO	LAUREN	12245	Х
PS	CORNILLOW	CAROLINE	04373	Х
PS	CRIST-PLUMMER	MICHELE	08345	Х
PS	DAY	KATIE	01543	Х
PS	DOULK	COLLEEN	11636	Х
PS	DRADY	MARGO	01825	Х
PS	ELLIS	AMY	08964	Х
PS	FOLEY	ROSEMARY	02719	Х
PS	GEMBICKI	DANIELLE	02749	Х
PS	GOMEZ	RICHARD	11300	Х
PS	GOODWORTH	ELIZABETH	12576	Х
PS	ISAKSEN	MELISSA	05051	Х
PS	JACKSON	JESSICA	11918	Х
PS	JONES	KAREN	05153	Х
PS	JUNG	SHONE	10308	Х
PS	KEAN	JASON	08688	Х
PS	KEAN	JENNIFER	08602	Х
PS	KING	CHRISTOPHER	03122	Х
PS	KLOIBER	MICHELE	11501	Х
PS	KRIENES	RACHAEL	06020	Х
PS	LADINES	MICHELLE	11732	Х
PS	LIBERTY	MEGAN	01544	X
PS	LONG	DENISE	11586	Х
PS	NUGENT	CRISTINA	09666	Х
PS	PASQUARIELLO	CHERI	09753	Х
PS	PRESCOTT	MARY	08304	Х
PS	QUINN	TAMMY	07884	Х
PS	ROMANELLO	JENNINE	02895	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	SIERRA-DIAZ	NELSIDA	11345	X
PS	SYKES	DAVID	05406	Х
PS	TOLER	WILLIAM	05329	Х
PS	UZWIAK	SHERYL	01660	Х
PS	ZIPPERER	ANDREW	12348	Х
AC	ANZALONE	LAUREN	15326	Х
AC	BAILEY	CASSANDRA	15229	Х
AC	BARRETT	KELLY	15681	Х
AC	BORGESE	ANGELINA	16168	Х
AC	BRANNAN	ANGELA	10409	Х
AC	CARR	REBECCA	13617	Х
AC	CELESTINI	ANTHONY	17125	Х
AC	CHARBONEAU	KELLY	14846	Х
AC	CULLUM	OLIVIA	11542	Х
AC	CURET-MILLAYES	ROSANA	18531	X
AC	DANCSAK	HEATHER	13413	Х
AC	DARBY	JENNIFER	17168	Х
AC	DASILVA-SERRANO	BRITTNEY	14672	Х
AC	DAVIS	KERRI	01447	X
AC	DELLEA	FELICIA	17137	X
AC	DIESZ	COREY	18593	Х
AC	FABER-CANTERO	RAELIS	17429	Х
AC	FOSTER	PRISCILLA	18340	X
AC	FRANZ	NICOLE	09878	X
AC	GALLAGHER	MEGHAN	17421	X
AC	GREENWALD	JESSICA	12813	X
AC	HAIR	KARI	16025	Х
AC	HAYDEN	JULIA	10846	Х
AC	KARIUS	HUNTER	18695	X
AC	KRYK	JONATHAN	16843	X
AC	LOVELL	MICHELLE	15690	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	LOVETT	CATHERINE	06771	Х
AC	MCCARTHY	MICHELLE	14134	X
AC	MCKENZIE	MONAE	18319	X
AC	MITCHELL	SARAH	16198	X
AC	NELSON	SARA	15669	X
AC	NELSON HILL	SCHANDELL	11670	X
AC	NICHOLS	CARLY	12590	Х
AC	NIETO	MELISSA	16508	Х
AC	PARKS	ANGELINA	13124	Х
AC	PARROTT	TESS	16479	Х
AC	PELLITO	THOMAS	13474	Х
AC	PROBUS	CHRISTIE	10695	Х
AC	QUINN	MACKENZIE	16497	Х
AC	RADTKE	JENNIFER	14602	Х
AC	REITER	MELINDA	11765	Х
AC	REYNOLDS	MARISA	13819	Х
AC	ROSADO	ELIZABETH	15411	Х
AC	RYAN	MELISSA	09667	Х
AC	SANCHEZ	RACHELLE	11342	Х
AC	SCIRE	LAUREN	13259	Х
AC	SILVA	ANNA	15372	Х
AC	SMITH	JOSHUA	18186	Х
AC	STANLEY-STILES	TANYA	12600	Х
AC	STATUTO	BRITTANY	15157	X
AC	STUCKEY	THOMAS	03706	Х
AC	SUAREZ	JAIME	17123	Х
AC	SYLVIA	KELLY	12130	Х
AC	VASCELLARO	RACHEL	13133	Х
AC	WALKER	DANA	14938	Х
AC	WALLACE	ALWAYNE	17780	Х
AC	WARD-OERTEL	LIANA	17126	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	WEAVER	LINDSAY	16437	Х
AC	WILLIAMS	JOANNA	17041	Х
AC	WOGAN	KRISTEN	13341	Х
Printing of my i	name below constitutes	my official signa	ature for electror	nic purposes.
Rosemarie	<u>Maiorini</u>			4/30/2025
Printed name of	of Principal/Site Admini	strator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ABOAGYE	ANTOINETTE	08368	X
PS	CLEINMAN	KATRINA	03435	Х
PS	DIBBLE	JULIE	04367	Х
PS	FALKINBURG	MARCIA	01086	Х
PS	FONSECA	CATHY	11334	Х
PS	GUARANTE	KATHLEEN	04072	Х
PS	HARD	LISA	05430	Х
PS	HELFAND	MICHAEL	06960	Х
PS	HILL	STACIE	12366	Х
PS	KARCZEWSKI	LYNDA	11272	Х
PS	KOULOURIS	RENEE	05101	Х
PS	LICHT	KRISTIE	11970	Х
PS	MAKOHON-PIDHORODECKYI	SOPHIA	03431	Х
PS	MCMULLIN	KIMBERLEY	08946	Х
PS	MONTESANI	MARIANN	03868	Х
PS	NORFORD	CHARLOTTE	05874	Х
PS	PANTLEY	BETSY	07424	Х
PS	PINTYE	ERIN	02611	Х
PS	PRICE	JESSICA	10129	Х
AC	AMAZAN-VALERA	SUSAN	16447	Х
AC	ARLEDGE	MELISSA	13447	Х
AC	BENCKERT IV	RAYMOND	16539	Х
AC	BENTLEY	SHEUE-HUAH	10461	Х
AC	BIERWILER	ALEXA	19206	Х
AC	DARMANIN	AMANDA	17493	Х
AC	DIBENEDETTO	LORIANN	18259	Х
AC	DONAGHY	GARRETT	14475	Х
AC	ENRIQUEZ	JOANNA	17161	Х
AC	FLANDERS	NICOLE	17418	Х
AC	GRAY	TIFFANY	16594	X
AC	HANNA	KIMBERLY	16074	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	HILL	HEIDI	19207	Х
AC	JAVIER	ROSETTE	17759	Х
AC	JENSEN	ANDREA	17694	Х
AC	JIMENEZ	KATHLEEN	14296	Х
AC	MACK	ALICIA	16595	Х
AC	MAGGARD	CHARLES	14153	Х
AC	MASHBURN	ROBIN	15719	Х
AC	MCCAFFERY	CERINA	16820	Х
AC	MCCAFFERY	JERRY	17431	Х
AC	PIAZZA	BRENDA	13538	Х
AC	PILATO	SHANNON	15217	Х
AC	SKINNER	REBECCA	15692	Х
AC	SMITH	CALEY	15167	Х
AC	SPALLINO	JOSEPHINE	14872	Х
AC	SPERLING-BALDWIN	DONNA	18509	Х
AC	STANTON	BARBARA	04915	Х
AC	THIBAULT	TARA	17236	Х
AC	REIDINGER	DANA	17643	Х
AC	VIZCARRONDO	STEPHANIE	17637	Х
AC	WALDRON	ONDINA	14711	Х
AC	WINKS	PAMELA	17308	Х
AC	WYSONG	KAITLIN	17878	Х
РВ	BAEZA	HEATHER	19323	Х
РВ	BENITEZ	CASSANDRA	19324	Х
РВ	GRAUER	VANESSA	19409	Х
РВ	ROBLEDO	JULIANNE	15736	Х
	name below constitutes my officia	al signature for e	ectronic purpos	
Julie Sweeney				4/30/2025
Printed name of	of Principal/Site Administrator			Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BITTINGER	KEVIN	08658	X
PS	BRANDHUBER	PATRICK	11780	Х
PS	CURREN	VALERIE	07940	Х
PS	FRY	DEONNE	12119	Х
PS	HUDSON	ALTHEA	11086	Х
PS	HUDSON	RICARDO	06609	Х
PS	LEONHART	MATTHEW	12363	Х
PS	LIBENGOOD	DENA	07346	Х
PS	MCCALLA	STACY	08463	Х
PS	PLATT	KENNETH	12122	Х
AC	ALLEN	BRENDA	12123	Х
AC	ANDERSON	KAYDEON	18930	Х
AC	BATES	JESSICA	11306	Х
AC	BIXLER	KAITLIN	18899	X
AC	BRENING	SHANNON	16438	Х
AC	BURKHART	BRITTANY	14513	X
AC	CHRISTIAN	DANIELLE	18320	X
AC	CHRISTENSEN	KARRAH	18828	X
AC	EVANS	NICOLE	17197	X
AC	FARMER	CASEY	18339	X
AC	FIEBIG	LARRY	15902	X
AC	FIGUEROA	YAMIL	15377	X
AC	FLYNN	VERONICA	18829	X
AC	GRESSLE	MELISSA	17652	X
AC	HART	GRACE	06389	Х
AC	JONES	BRIDIE	09294	X
AC	KELLIHER	ANDREA	14541	X
AC	KREISMANN	ANDREA	15245	Х
AC	LINDO	SHACORY	17778	X
AC	MADDOX-WILKINS	MICHAEL	18859	Х
AC	MANCO	NICHOLAS	17046	Х

CONTRACT STATUS	LACTNAME	FIRST NAME	EMBLOVEE ID	REAPPOINT - YES
	LAST NAME		EMPLOYEE ID	X
AC	MARTIN	MILTON	17779	, , ,
AC	MILLER	CHRISTIE	14360	Х
AC	NEAL	LAMON	12976	X
AC	PETTY	JOSHUA	18250	Х
AC	PETTY	MISTY	18249	Х
AC	PLATT	MEGAN	15112	Х
AC	RATLIFF	KIRSTIN	14627	Х
AC	SANBORN	ROBERT	13127	Х
AC	SMITH	KELLY	13894	X
AC	THOMAS	DUSTIN	16404	Х
AC	TORRES	KELLYANN	14575	Х
AC	WHEALTON	SUSAN	07602	Х
AC	WILSON	VICTORIA	13152	Х
Printing of m	y name below const	itutes my official signa	ture for electronic	purposes.
Chris Clifford	<u> </u>			5/15/2025
Printed name	e of Principal/Site Ad	dministrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BARNES	SHERYLENE	03908	Х
PS	BENARD	DAIQUIRI	11534	Х
PS	BIENSTOCK-PRICE	SUSAN	03405	X
PS	BRANDHUBER	CHRISTINA	11802	Х
PS	CAGNINA	ANNMARIE	02745	Х
PS	DELEVEAUX	JOLI	11846	X
PS	FERRARO	CATHERINE	11642	Х
PS	RIEKER	LAURA	08299	Х
PS	ROMAN-MCLEMORE	MELISSA	02018	Х
PS	VIVELO	JACLYN	01644	Х
AC	ADAMS	DON	07909	Х
AC	BISHOP	ROBIN	13329	Х
AC	CAPEL	JANYA	18460	Х
AC	CARRILLO SALAMANCA	ALBANA	17930	Х
AC	CEMPRON	CHARLIE	17748	Х
AC	CLARKE	SODETTE	17749	Х
AC	CONNER	ANDREA	17569	Х
AC	DADEZ	TANYA	18738	Х
AC	DIETER	EMMA	19173	Х
AC	DIFFENDERFER	STEWART	18183	X
AC	FAUCI	JOANN	16191	Х
AC	FLASCHENRIEM	HEATHER	17160	X
AC	FRAMPTON	BRANDON	16777	Х
AC	GARROW	SUSAN	16792	Х
AC	GLOWACKE	LISA	12129	Х
AC	HEMMERLE	TRACY	17304	X
AC	JOHNSON	MORGAN	18980	Х
AC	KELLOGG	KATHRYN	17011	Х
AC	LEWIS	KIMBERLY	14286	Х
AC	LOMBARDO	KEARA	09618	Х
AC	LOTT	MARY	18344	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES		
AC	MARINO	JAYCEE	17194	X		
AC	MAUPIN	AMANDA	17350	X		
AC	MCFARLAND	GRACE	18341	X		
AC	MITCHELL	ORKISHA	17752	X		
AC	MURDZA	MICHELLE	14519	X		
AC	OSBORN	MICHELLE	09739	X		
AC	OUSLEY	KERRI	17392	Х		
AC	PETTERS	DEBRA	14908	Х		
AC	PROSPER	BIBIANA	15715	Х		
AC	REYES	MELISSA	17135	Х		
AC	SCHANCK	CAROLINE	18934	Х		
AC	SEIFRIED	VICTORIA	14547	Х		
AC	SESNY	CHRISTINA	17047	Х		
AC	SHAW	JAMES	15257	Х		
AC	SICILIANO	TAMI	17144	Х		
AC	SMITH	VERONICA	15278	Х		
AC	STEWART	DARRELL	17582	Х		
AC	TUZZA	JANNA	03408	Х		
AC	WARD	LYNETTE	15552	Х		
AC	WHITE	ARIEL	15492	Х		
AC	WHITE	LYNNETTE	16456	Х		
AC	WHITE	NICOLE	17052	Х		
РВ	WILLIS	LESLIE	13884	Х		
РВ	OLIVEIRA	JOHN	17412	Х		
-	name below constitute	es my official signatur	e for electronic pu	1		
Mike Lastra				5/1/2025		
Printed name of	of Principal/Site Admir	nistrator		Date		

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BLAZSEK	AARON	08551	X
PS	CALABRO	KATHRYN	10759	Х
PS	CAMPBELL	JENNIFER	12417	Х
PS	CONNELL	ANN	10078	Х
PS	DAIGLE-MCDONALD	ANNE	10513	Х
PS	ELEFANTE-EDWARDS	TINA	02308	Х
PS	FISCHER	JOCELYN	10889	Х
PS	FITZGERALD	SUSAN	11317	Х
PS	FONSECA	LORI	02224	Х
PS	HNATIUK	GLEN	10391	Х
PS	KRUCK	JENNIFER	12599	Х
PS	LEONARD	JENNIFER	11844	Х
PS	MANNING	DENISE	05760	Х
PS	MENDOZA	LAURA	02888	Х
PS	MOFFITT	JANET	03991	Х
PS	OLSSON	TONI	06775	Х
PS	RIDENOUR	CHRISTOPHER	06078	Х
PS	RIVERA	JULIA	06987	Х
PS	RIVERA	SUSAN	09423	Х
PS	RODRIGUEZ	TAMMY	07119	Х
PS	ROGERS	ELANE	10807	Х
PS	ROMAN	JILLIAN	12137	Х
PS	SARRAN	SABREENA	01742	Х
PS	TOXEN	SARA	10139	Х
PS	WADSWORTH	JEANETTE	05801	Х
AC	ADAMS	JESSICA	15597	Х
AC	ATKINSON	REBECCA	13074	х
AC	BARKER	JACQUELINE	13183	Х
AC	BENNETT	CARMEN	18160	Х
AC	BETHUNE-GREENE	DENEISHA	18313	Х
AC	BOYLE	TINA	16827	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BURROWS	DAWN MARIE	16029	Х
AC	CACERES	LISA	13167	Х
AC	CALDWELL	LINDSAY	15974	Х
AC	CAUDILL	VICTORIA	18806	Х
AC	CUBILLO	KATHERINE	12157	Х
AC	CURRIER	SARA	18739	Х
AC	CURTIS	ANASTASIA	19181	Х
AC	DALY	THERESA	14844	Х
AC	DESMOND	ANGELINA	19149	Х
AC	DUNN	JULIA	16195	Х
AC	EDWARDS	COLLEEN	15148	Х
AC	ERICKSON	KELLY	19042	Х
AC	FOTI	TIFFANY	16979	Х
AC	FOX	MICHAEL	18817	Х
AC	FURTERER	ZACHARY	17704	Х
AC	GARCIA	TANYA	16964	Х
AC	GORDON	HANNAH	16482	X
AC	GREEN	CASSIDY	17689	Х
AC	HAGLER	NICOLE	16369	Х
AC	HEALY	TRACEY	14843	X
AC	HRAY	KAREN	04581	Х
AC	HUNTLEY	BETH	13086	X
AC	JACKSON	JESSICA	17573	Х
AC	JOSEPH	TANISHA	16454	X
AC	KAMIN	KELLY	14053	X
AC	KETTERER	HAYDON	18851	X
AC	KITTLE	LAURA	15023	Х
AC	KNAPP	AMY	11890	Х
AC	LAFAUCI-SNYDER	DENISE	16583	Х
AC	LANGDON	JESSICA	13484	Х
AC	LEONE	JOSEPH	17618	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MARTIN	ALMARK	17741	Х
AC	MCDOWELL	JENNIFER	16803	Х
AC	MCINTYRE	LISA	16532	Х
AC	MELTON	KRISTIN	02913	Х
AC	MERLE	CHRISTINA	16425	Х
AC	MOJICA MERCADO	VANESSA	16461	Х
AC	MUENTE	JENNIFER	17070	Х
AC	NEUWIRTH	TAMELA	16387	Х
AC	NUBY	BRANDON	15568	Х
AC	ORTIZ	JUAN	15086	Х
AC	PALMIERI-ORTIZ	TONI	15116	Х
AC	POLUCHOWICZ	LAWRENCE	17049	Х
AC	POPE	LAURA	16435	Х
AC	POWELL	ROCHELLE	18226	Х
AC	RICE	EVAN	19023	Х
AC	RIVERA	NICOLE	16764	Х
AC	ROBINSON	KELICE	18303	Х
AC	RUSSELL	KESHA	17732	Х
AC	RYAN	LINDSAY	18243	Х
AC	SAVERINO	KAITLYN	17570	Х
AC	SCHWARTZ	HEATHER	16895	Х
AC	SCIRE	PHILIP	15716	X
AC	SCOTT	JOSHUA	16760	Х
AC	SEITZ	BETHANY	13604	Х
AC	STEPHENS	SAMANTHA	17205	Х
AC	TOLER	KAITLIN	14167	Х
AC	WAGA	LEANNE	18238	Х
AC	WASHINGTON	TERRI	12804	Х
AC	WEED	DONALD	11377	Х
AC	WEEKS	MARANATHA	17591	Х
AC	WILLIAMS	TASHA	16491	Х

				REAPPOINT -
CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	ZIELINSKI	HEATHER	09354	X
AC	ZINN	PIPER	16410	Х
AC	ZOLIK	SARA	15914	Х
РВ	LIBENSON	STACI	16919	Х
РВ	ROSS	JEHU	19318	Х
РВ	WATSON	JOANN	03999	Х
Printing of my name below constitutes my official signature for electronic purp				
Lisa Braithwaite				4/28/2025
Printed name of Pri	ncipal/Site Administrator	•		Date

				REAPPOINT -
CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
PS	AREY	ERIN	09799	X
PS	BALLARD	KEVIN	03776	Х
PS	BROWN	CALVIN	07534	X
PS	HALL	GINA	07418	X
PS	HILYARD	KALLIE	12295	X
PS	KAVANAGH	FLORENCE	12083	X
PS	MOBLEY	DWAYNE	07942	Х
PS	ODACHOWSKI	GREGORY	05807	Х
PS	ROBERTS	TIMOTHY	01637	Х
PS	WEBSTER	KIMBERLY	04808	Х
AC	BURBINE	LYNETTE	11871	Х
AC	COOPER	MICHELLE	01768	Х
AC	HOBLIT	TIFFANY	13867	Х
AC	JAMNICK	JAMES	10696	Х
AC	MCCARTHY	NANCY	03234	Х
AC	MONTALBANO	THOMAS	14703	Х
AC	STRACHAN	CAROLINE	16516	Х
Printing of my name	below constitutes n	ny official signature	e for electronic pu	rposes.
Stephen Crognale				5/29/2025
Printed name of Prin	cipal/Site Administr	ator		Date

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
PS	BROWN	CAROLINE	10533	X
PS	DRUMMOND	RUSSELL	12172	Χ
PS	ETZEL	TIMOTHY	09430	Χ
PS	GREGORY	KARA	06409	Χ
PS	JOHNSON	MONA	01720	Χ
PS	MCCUE	DINAH	12227	Χ
PS	PIECHOWICZ	CAROLYN	02994	Х
PS	PISARCIK	DANIELLE	12606	Х
PS	WITTMAN	NICOLE	04157	Х
AC	CONIGLIO	ELIZABETH	04637	Х
AC	FOTOPOULOS	ANDREW	13422	Х
AC	MURIEL	KATHERINE	13926	Χ
AC	ROMERO CALASCIONE	LUCIANA	15246	Χ
AC	SPEIGLE	SHERRY	13464	Χ
AC	TORRES	JESSICA	14374	X
			L	
Printing of my r	name below constitutes my	official signature	for electronic p	urposes.
Zana Wiseman				4/28/2025
Printed name o	f Principal/Site Administra	tor		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ANDERSON	AMY	02739	Х
PS	BOLTEN-HYNOSKI	DONNA	03958	Х
PS	BOYLAN	GLORIA	12391	Х
PS	CAVALIERE	LISA	08454	Х
PS	CORONADO	ELLENDER	06439	Х
PS	CURRY	ELIZABETH	12128	Х
PS	DUCKWORTH	VIRGINIA	05907	Х
PS	FIORE	TIFFANY	02073	Х
PS	FRANZ	MELISSA	12596	Х
PS	GEMMATI	SUSAN	03274	Х
PS	INTZES	DEMETRIOS	03056	Х
PS	INTZES	NICK	03057	Х
PS	LAING	NATALIE	12299	X
PS	MAIGUEL	LILIBETH	11860	Х
PS	SANCHEZ-NIEVES	SARAI	02303	Х
PS	SCHAU	JO-ETTE	05284	Х
PS	SCHWIETERMAN-CRIZ	STACEY	08549	Х
PS	SHAW	SHEKIRA	12539	Х
PS	SMITH	STACEY	12272	X
PS	TORRES	KEVIN	02425	X
PS	WILSON	MICHELLE	09940	X
PS	ZACK	DAVID	06782	X
AC	ALMODOVAR	DARLENE	17003	X
AC	AMBROSE-SPANO	CYNTHIA	05599	Х
AC	BAIR	ELIZABETH	14141	Х
AC	BALFOUR	RACHEL	18167	Х
AC	BALLISTREA SNODGRASS	MICHELE	17580	Х
AC	BECKETT	SARAH	17590	Х
AC	BIGWOOD	AMANDA	14515	Х
РВ	BOAT	RACHEL	19115	Х
AC	BOMBLY	SARAH	17498	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BRADLEY	ROBERT	12932	Х
AC	BRATCHER	SIMONE	16330	Х
AC	BRIJBAG	STEPHANIE	14909	Х
AC	BROTHERS	ALISON	16211	Х
AC	BUTLER	MARIBRIDGET	14958	Х
AC	CIESLAK	LILIAN	18301	Х
AC	CLEARY	LORI	13969	Х
AC	COTNEY	DEBORAH	13652	Х
AC	DANCSAK	CHRISTINA	13210	Х
AC	DE LA ROSA REGALADO	BRIGITTE	18640	Х
AC	DIAZ-VILLAFANE	ADRIANA	18007	Х
AC	DION	KAYLA	16166	Х
AC	DIXON	LEIGH	06031	Х
AC	EVANS	LISA	08177	Х
AC	FOX	ANDREA	17727	Х
AC	GINES CALDERON	PAOLA	18816	Х
AC	GOBEN	JANEEN	05077	Х
AC	GOREE	MARTHA	16906	Х
AC	GRAFF	LIZBETH	02879	Х
AC	HANLEY	ALICE	02633	Х
AC	HINDMAN	CHRISTINE	14178	Х
AC	HOLCOMB	STACEY	13535	Х
AC	JOHNSON	NICOLE	14815	Х
AC	JOHNSON	STACEY	15055	X
AC	LAMLE	SUZZANNE	01062	Х
AC	LANNING	SANDRA	13417	Х
AC	LETCHWORTH	CHRISTINE	05636	Х
AC	LEDOUX WEILER	MARY	14834	Х
AC	LEE	CHRISTINA	12520	Х
AC	LOEFFLER	DANIELLE	14035	Х
AC	MCHUGH	ANNE	14467	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MEADOWS	ROSETTE MAY	17188	X
AC	MILLER	TAREN	18718	Х
AC	MIXSON	MELISSA	17270	Х
AC	MOSLEY	KAREN	09840	Х
AC	NOTARO	REBECCA	16254	Х
AC	O'DELL	HARRY LEE	14245	Х
AC	OROLOGIO	PAULINA	18112	Х
AC	PEARSON	MICHELLE	13607	Х
AC	REGAN	BARBARA	04838	Х
AC	RODRIGUEZ	CARINA	16280	Х
AC	SMITH	DENNIS	19147	Х
AC	SULLIVAN	DIANA	12635	Х
AC	SYRKIN	KAREN	14867	X
AC	TAYLOR	KRISTIN	14655	Х
AC	VANATTER	HALEY	18066	Х
AC	VASTANO	KATHRYN	17928	Х
AC	VAZQUEZ	BRITTANY	17199	Х
РВ	NEWBERRY	ALEXIS	18783	Х
	y name below constitutes m	y official signature fo	r electronic purp	
Anna Jenser				5/2/2025
Printed name	e of Principal/Site Administra	ator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BARTLEY	LYNDSAY	03488	Х
PS	DAVIS	JANICE	11341	Х
PS	KUCZYNSKI	BETTY	02115	Х
PS	PORTER	STEPHEN	10155	Х
PS	RODRIGUEZ	ARLENE	11177	Х
PS	SCHLECHTER	DAVID	04363	Х
PS	SOCCORSO	JENNIFER	04880	Х
PS	WITT	ROXANNE	03118	Х
AC	APPLETON	CAROL	14979	Х
AC	ARCHER-STEWART	ABDUKAY	17736	Х
AC	BLEVINS	TRINA	14663	Х
AC	BLIFFEN	JOHN	18192	Х
AC	BRADBURN	SARAH ANN	15102	Х
AC	BURNS	GARY	16788	Х
AC	CARLSON	EDWARD	13703	Х
AC	DECKER	ELIZABETH	17494	X
AC	DIEMER	HANNA	19160	X
AC	DUSHAME	TRINETTE	16861	X
AC	DYER	MELISSA	18795	Х
AC	FAY	CORIANDER	18748	X
AC	FONSECA LOAIZA	MILENA	17313	Х
AC	GALLAGHER	MAUREEN	13415	X
AC	GANTZ	NICOLE	16646	X
AC	HALL	TINA	15381	X
AC	HOWLAND	STEVEN	11539	Х
AC	HOWLAND	TIFFANY	14151	Х
AC	INTZES	DELORES	12467	X
AC	KITTOE	AMBER	17083	X
AC	KRETSCHMAR	MARIA	16071	X
AC	KUFNER	CYNTHIA	04695	Х
AC	LASTIMOSA	RIZA	18318	Х

CONTRACT STATUS	LACTNAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
AC	LEWIS	CHRISTINA	08534	X	
AC	LOFLIN	ZACHARY	19048	X	
AC	MADDEN	LISA	13486	X	
AC	MAJKA	SARAH	19031	X	
AC	MARKEY	KEVIN	18628	X	
AC	MORRISSEY	KALEY	19094	X	
AC	MORRISSEY			X	
		KYLE	18095	X	
AC	OTERO	CARMEN	11163	X	
AC	PELFREY	KELLY	14122		
AC	PEREZ	BIANCA	18525	X	
AC	POST	LESLI	15560	X	
AC	RECORD	ALEX	13130	Х	
AC	RECORD	HOLLY	13055	Х	
AC	RICHESON	ALEXANDRA	17713	X	
AC	TAKYI	SAMUEL	17867	X	
AC	THOMPSON	FLORENCE	17731	Χ	
AC	WANIGINA	DENIS	17757	Х	
AC	WHYTE	YANIQUE	18317	Х	
AC	WRIGHT	ANNA-KAYE	17758	Χ	
AC	WRIGHT	JEAN-PIERRE	19005	Χ	
AC	ZAMMETTI	DANIELLE	18562	Х	
РВ	GRAY	LAVONDA	17192	Х	
РВ	STRASSER	ROBERT	19030	Х	
Printing of my name below constitutes my official signature for electronic purposes.					
THOMAS DYE				4/28/2025	
Printed name of Prin	ncipal/Site Administrato	r		Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ANDERSON	KARA	03184	X
PS	ARTHUR	JENNIFER	05318	Х
PS	BARRETT	AMY	09481	Х
PS	BARRETT	CHARLES	09254	Х
PS	BARTOW	LAURA	01939	Х
PS	BLAZSEK	DANA	03206	Х
PS	BROWN	MARDAI	02614	Х
PS	CARSILLO	KEITH	04852	Х
PS	COLON	EVELYN	01805	Х
PS	СОТТО	ARLENE	03230	Х
PS	DONOHUE	STACEY	04099	X
PS	EVANS	TONYA	09436	X
PS	FULTON	CAROLINE	01460	Χ
PS	GAMEZ	FLOR	01830	Χ
PS	HAMLIN	DIANA	10024	X
PS	JAEGER	SUZANNE	04692	X
PS	KOZLOW	JOANNE	11484	X
PS	LABARGE	CARRIE	02366	X
PS	MARSTON	GEORGETTE	03273	X
PS	MYLREA	DOREEN	12161	X
PS	RIGAUD	DENISE	03807	X
PS	RODE	WENDI	09447	X
PS	SHENEFIELD	AMANDA	08889	X
PS	STEVENS	SHERRI	08149	X
PS	STOESSEL	AMY	03378	X
PS	TRUMAN	ALLYSON	06325	X
PS	WHITE	ELISSA	04492	Х
PS	WHITE	MARGARET	06770	X
AC	BENDER	ALLISON	16411	Х
AC	BOONE	SAVANNAH	19116	Х
AC	BORELAND	MALLORY	15913	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BRITTAIN	SHARON	15078	X
AC	BROOKS	MARGARET	15408	Х
AC	CANNON	MARLENE	18214	Х
AC	CHAMBERLIN	MICHELLE	16443	Х
AC	CONCEPCION	VICTORIA	16553	Х
AC	CORDERO	AMANDA	17820	Х
AC	COTNER	TANYA	14621	Х
AC	FREEMAN	SARAH	13713	Х
AC	GOODWIN	MELISSA	07342	Х
AC	HAY	AMANDA	15960	Х
AC	HURST	DAWN	17024	Х
AC	JACKSON	SIMONE	03702	Х
AC	JONES	DEBORAH	13721	Х
AC	KELLETT	RENEE	16624	Х
AC	KRISTOF	JENNIFER	16798	Х
AC	MARRERO	CYNTHIA	17686	Х
AC	MASSON	ELIZABETH	18348	Х
AC	MEYVIS	KAREN	15021	Х
AC	NEWTON	DARIA	15765	X
AC	ROMANOWSKI	SHERRI	13573	X
AC	ROTH	SUSAN	04677	X
AC	RUIZ	MICHAEL	18428	Х
AC	SCHILDBACH	MIRANDA	13979	X
AC	SCHOONOVER	TAYLOR	18350	Х
AC	SHEEDER	PAMELA	16802	Х
AC	TOUATI	JESSICA	08656	Х
AC	VITALE	JESSICA	13712	Х
AC	WHITTER	IRAIDA	15440	Х
AC	YARIN	JOANNE	12607	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Printing of my name below constitutes my official signature for electronic purposes.				purposes.
Scott Piesik				5/2/2025
Printed name of Principal/Site Administrator			Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BUCKLIN	MATTHEW	05491	Х
PS	BINGHAM	SHAWN	12006	Х
PS	BURBACK	BRENDA	06452	Х
PS	DILL	JENNIFER	11445	Х
PS	ELLIS	CASEY	11394	Х
PS	ELLIS	TYSON	06423	Х
PS	GALANTE	LISA	04230	Х
PS	GREENE	JANICE	06502	Х
PS	HARRIN	JOSEPH	11787	Х
PS	HIBBERT	DAVID	04509	Х
PS	JACOBS	NANCY	08669	Х
PS	KNIERIM	SHAUNNA	12569	Х
PS	LAING	JEFFREY	10755	Х
PS	LEWIS	MASON	12289	Х
PS	NICHOLSON	MICHAEL	09983	Х
PS	PROVOST	MICHAEL	07693	Х
PS	STOKES	STEPHEN	11917	Х
PS	WILLIAMS	BRIAN	05494	Х
PS	WRIGHT	TARA	10857	X
AC	AGYEMANG	PRINCE	18935	X
AC	ASKE	MARRICK	18760	X
AC	AUGHTMAN	JOSEPH	17608	Х
AC	BROWN	APRIL	02181	X
AC	BRUNS	JESSICA	15281	Х
AC	CABRERA	REGINA	14526	Х
AC	CHENARD	JAVIER	12445	Х
AC	DAY	KENNETH	14535	Х
AC	DAY	ASHLEY	14573	Х
AC	DEEN	LEIF	18976	X
AC	DELL	BOBBI	15358	Х
AC	DELL	VICTOR	15659	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	DOWNING	HEATHER	18284	Х
AC	GRIFFITH	MARK	12127	Х
AC	GRIFFITHS-BLAKE	ROMAE	18316	Х
AC	HABEEB	ELEANOR	13453	Х
AC	HORTON	FRANK	18948	Х
AC	HOWIE	LORI	13980	Х
AC	JONES	LATRESSA	13278	Х
AC	JONES	MICHEAL	11469	Х
AC	LEE	JENNIFER	15037	Х
AC	LISK	SUE	07489	Х
AC	MAI	QUYNH	18225	Х
AC	MELENDEZ	DIANA	11175	Х
AC	MCDUFFIE	DAVID	15990	Х
AC	MICHAELS	HEATHER	05553	Х
AC	MURUGESAN	SRINIVASAPRABU	18996	Х
AC	MYERS	AMANDA	14862	Х
AC	NELSON	TAYLOR	15973	X
AC	ODELIN ODELIN	JORGE	17320	Х
AC	OPOKU KANKAM	ISAAC	17735	X
AC	PASELIO	ROBIN	14693	Х
AC	PISHKE	NAGARAJU	18306	Х
AC	PRITZ	DAVID	14260	Х
AC	ROACHE	GIZEL	17733	X
AC	RODRIGUEZ	NICHOLAS	17031	Х
AC	SMITH	REBECCA	13247	X
AC	SWACKARD	ARLEATHA	07676	Х
AC	TALPA	COLLEEN	13687	Х
AC	UPASANA	UPASANA	18927	Х
AC	WHATLEY	TIMOTHY	14534	X
PB	ALEXANDER	WYNDELL	19391	Х
РВ	STAUB	DAWN	19392	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
Printing of my nan	Printing of my name below constitutes my official signature for electronic purposes.				
Leechele Booker				4/29/2025	
Printed name of Principal/Site Administrator				Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
PS	KUSNIERCZAK	LAUREN	12486	Х	
PS	MASSERIO	LISA	01722	Х	
AC	MILHOLLAND	ERIC	05495	Х	
Printing of my na	Printing of my name below constitutes my official signature for electronic purposes.				
Alexis Brown				4/30/2025	
Printed name of	Principal/Site Administ		Date		

DO.		FIRST NAME	EMPLOYEE ID	YES
PS	BUGNER	KIMBERLY	12042	Х
PS	HENDERSON	LISA	11273	Х
PS	KIDD	ROBIN	11839	Х
PS	KILEY	RACHEL	09318	Х
PS	MILLS	JODI	10093	Х
PS	MORRIS	MICHELE	11503	Х
PS	ROEBUCK-KORMAN	GISETTE	11774	Х
PS	ROSS	MICHELLE	10516	Х
PS	SERMONS	TISHA	10827	Х
AC	BARNES	MONAE	17508	Х
AC	BECKER	DAWN	15514	Х
AC	BOKENKAMP	JESSICA	13866	Х
AC	BOYD	DOUGLAS	16494	Х
AC	CABBAGE	MEAGAN	18925	Х
AC	CAMPBELL	JESSICA	18803	Х
AC	CARLSON	MARGARET	17149	Х
AC	COFFEL	EMMA	16458	Х
AC	DIAZ	JUAN	14406	Х
AC	FARMER	KRISTA	16981	Х
AC	FREEMAN	AUDRA	16972	Х
AC	GAINER	APRIL	14181	Х
AC	GALLAGHER	SHELBY	18199	Х
AC	GATES	JUSTIN	15872	Х
AC	GRAVELLE	MACKENZIE	18230	Х
AC	HARDY	RACHAL	16876	Х
AC	HELFAND	PAYGE	17953	Х
AC	HILL	KENNETH	12837	Х
AC	HOLTZ	SAVANNAH	16105	Х
AC	ICKSTADT	REBECCA	10295	Х
AC	LADD	JORDAN	18780	Х
AC	LA PLACA	KAYLEE	18386	Х

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	MALANDRUCCO	JONATHAN	14106	X
AC	MILLER	PIERSON	17678	Х
AC	MORITO	KAILEE	17708	Χ
AC	RAMIREZ	ANA	18850	Χ
AC	STEELE	MICHELLE	06461	Χ
AC	WRIGHT	SHAWNA	17190	Χ
PB	HACKETT	JENNIFER	19367	Χ
PB	NIEVES	GLADYS	19203	X
Printing of my	name below constitutes	my official signat	ture for electron	ic purposes.
Patty Martin				5/1/2025
Printed name of Principal/Site Administrator			Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BEACH	SHAIZEY	03157	Х
PS	BROWN	KRISTINE	11350	Х
PS	BROWN	THOMAS	05099	Х
PS	CRUZ-TAVAREZ	ADANISE	11196	Х
PS	FERLITA	TARA	10599	Х
PS	FOSTER	DAVID	01058	Х
PS	HOMER	RICHARD	08234	Χ
PS	KELLY	TANIA	01681	Χ
PS	LAMBERT	DANNY	05941	Χ
PS	LAMLE	TRAVIS	08948	Χ
PS	LAUSHOT	MISTY	09459	Χ
PS	LICHT	CHERYL	01668	Χ
PS	O'GRADY	JACK	06755	Χ
PS	PISARCIK	DAVID	08535	Χ
PS	POLUCHOWICZ	ROSEMARIE	02273	Χ
PS	RAWSON	KAREN	06056	Χ
PS	SCHLUM-HUGHES	VICKI	09738	X
PS	SPEAKMAN	JENNIFER	11521	X
PS	STENSTROM	DEBRA	07025	X
PS	TARR	NATALIE	01574	X
PS	VIEIRA	TINA	01461	Χ
PS	WALKER	CECILIA	11088	Χ
PS	ZAFER	STEPHEN	05649	X
AC	ALABED	LENA	17136	Χ
AC	BAILEY	YOLONDA	16445	X
AC	BARLOW	TREVOR	12453	X
AC	BAUTA	AYLEN	12464	X
AC	BEYERL	BARRY	05624	X
AC	BILLICK	NANETTE	17710	X
AC	BRUNNER	LAURA	15984	X
AC	CARROLL	SAVANNAH	16325	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	СООК	HEATHER	16982	Х
AC	COON	BRIANNA	18338	Х
AC	DEANE	ADAM	18073	Х
AC	ERBE	GINA	15406	Х
AC	ERTLE	TIFFANY	16830	Х
AC	FINCHER	HEATHER	10845	Х
AC	FRY	Н	13115	Х
AC	GAROFANO	DANIEL	11312	Х
AC	GONZALEZ	MITCHELL	18915	Х
AC	GONZALEZ	PATRICIA	7030	Х
AC	GORE	EMILY	13060	Х
AC	GYANKO	DANIEL	17750	X
AC	HERNAIZ	VICTORIA	01527	X
AC	HONOR	LYDIA	16444	X
AC	JUDD	COURTNEY	14276	Χ
AC	LIGGETT II	CHARLES	11609	Х
AC	LIGGETT III	CHARLES	15790	Χ
AC	MARANO	ALYSSA	15005	Х
AC	MATHES	STEFFANIE	17422	Х
AC	MOODY	DANIELLE	16380	Х
AC	MOONAN	FRANCIS	12634	Х
AC	RASMUSSEN	ROBERT	13737	Х
AC	RHODES	MARY	19204	Χ
PS	RIDENOUR	ANA	02938	Х
AC	ROBERSON	CHRISTA	12681	Х
AC	SAINT-LEGER	JONITA	16417	Χ
AC	SALAS	JUSTIN	15488	Х
AC	SAULS	TRISHA	16715	Х
AC	SCHWEFRINGHAUS	CONNER	16472	Х
AC	SCHWINGE	BRETT	13577	Х
AC	SPANIERMAN	JEFFREY	14558	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
AC	TIPTON	MICHELE	11942	Х	
AC	WALD	IAN	13097	Х	
AC	WILLIAMS	SHEENA	16534	Х	
AC	WILLIAMSON	ALLYN	18343	Х	
AC	WRIGHT	JOSEPH	07029	Х	
AC	YAGER	NICHOLE	19013	Х	
РВ	HAWLEY	CHRISTOPHER	19379	Х	
Printing of my name below constitutes my official signature for electronic purposes					
Toni-Ann Noyes				5.14.2025	
Printed name of I	Printed name of Principal/Site Administrator				

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	CORNELL	CARLA	11428	Х
PS	CRAWFORD	CRYSTAL	10477	Х
PS	HACKNEY	KERI-LYN	01599	Х
PS	HAENEL	MICHELLE	10978	Х
PS	LONGCOY-GISLER	MARY BETH	04216	Х
PS	MONROE	STACEY	06600	Х
PS	MONSOD	AMBER	11912	Х
PS	MYERS	JENNIFER	11231	Х
PS	REED	GALATHEA	12469	Х
PS	SEROSKI	KEVIN	03546	Х
PS	SHEA	GLENDA	04683	Х
PS	SPINUZZA	CHRISTINE	04456	Х
AC	ALBANESE	DAWN	14715	Х
AC	ASBEL	ANNMARIE	15468	Х
AC	BAUMES	DOROTHY	15980	Х
AC	BOGNETTI	EYVONNE	17574	Х
AC	BROOKS	JESSICA	17718	Х
AC	BROWN	KARA	13527	Х
AC	CAMERON	TAMARA	13685	Х
AC	CASCIO	SAMANTHA	18071	Х
AC	CHILD	EMILY	14230	Х
AC	CLIFFORD	TINA	09801	Х
AC	CRESCIMANNO	HALEY	18216	Х
AC	DENIG	LYNN	16799	Х
AC	DOLPHIE	SUSAN	18311	Х
AC	FRADERA	LYNN	14368	Х
AC	FREEMAN	JEREMY	13449	Х
AC	GIVENS	EBONY	17622	Х
AC	GOODELL	AMANDA	13918	Х
AC	JACOBS	GINA	14760	X
AC	JOHNSON	CHRISTINE	17760	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	KIMBLE	TASHEBA	16266	Х
AC	KING	MIRANDA	16504	Х
AC	KINKADE	BRANDY	15763	Х
AC	LAMBERT	LAURA	12800	Х
AC	MAIORINI	CYNTHIA	15500	Х
AC	MARCHANT	STACIA	18310	Х
AC	MARSHALL	NICKEISHA	17842	Х
AC	MCAULEY	SHEA	16395	Х
AC	MEDEIROS	RACHEL	17476	Х
AC	MINTO	ANGELLE	18308	Х
AC	MONGOLD	TIFFANY	15709	Х
AC	MORELLI	MARLO	14668	Х
AC	MOSES	KRISTA	16332	Х
AC	NEWNAM	MADISON	16518	Х
AC	NOGALSKI	VICKI	18866	Х
AC	PEREZ	DANIELLE	15721	Х
AC	PHILLIPS	GERALDINE	13045	Х
AC	PHILLIPS	NICOLE	18031	Х
AC	PRICE	AMANDA	16598	Х
AC	ROBINSON	SARAH	19093	Х
AC	ROCANELLI	CHRISTOPHER	18159	Х
AC	ROCANELLI	VICTORIA	17170	Х
AC	SHAW	SHARLEEN	16381	Х
AC	SMART	AMY	17177	Х
AC	SMYTHE	OCTAVIA	18309	Х
AC	SWOYER	EMILY	14574	Х
AC	THEODORE	ANGEL	13490	Х
AC	WHITTEN	ERIN	16695	Х
AC	WISLOH	VASHTY	15382	Х
РВ	FERREIRA	HEAVENLY	18871	Х
РВ	HAMANN	KIM	16961	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Printing of m	y name below constitut	es my official signatur	e for electronic	purposes.
	Natasha Saaved	<u>ra</u>		5/7/2025
Printed name	e of Principal/Site Admi	nistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ALBERT	LUKE	05511	Х
PS	AN	QIANG	12019	Х
PS	BLACKWELL	REUEL	04815	Х
PS	CARRASQUILLO	CARLOS	02296	Х
PS	CROSS	JACQUELINE	01272	Х
PS	DIXON	JASON	02367	X
PS	EDGECOMB	SARAH	03640	Х
PS	GROVER	LISA	11812	Х
PS	HILGERS	KELLI	09130	X
PS	PLETINCKS	DAVID	02805	X
PS	SOLA	ANITA	06879	X
PS	VENTURA	THERESA	04785	X
PS	WALDEN	DANIELLE	09554	X
PS	WRIGHT	DEAN	12126	X
AC	ALISE	JASON	16984	Х
AC	ANDERSON	SHERRI	13676	X
AC	BASTIEN	EMILY	17594	X
AC	BEASON	SCOTT	15256	X
AC	BOETTCHER	DENISE	17110	X
AC	CARIRE	CHRISTOPHER	18374	X
AC	CASSON	PATRICIA	14725	X
AC	CHINCHILLA	STACEY	16296	X
AC	COLSTON	SHELLEY	15723	X
AC	COTILLON	HARRIS GLENN	18322	Х
AC	ELSWICK	KATHLEEN	14554	Х
AC	ENDERS	BRANDY	13064	X
AC	EVERETT	JAMIESON	17032	X
AC	FRAKER	JESSICA	18919	Х
AC	HASKINS	MARCY	13476	Х
AC	HATFIELD	BRENT	18908	Х
AC	HEFFRON	ROGER	18530	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	JANDRO	AMBER	17151	Х
AC	KEPNER	LISA	13868	Х
AC	LABELLE	LISA	09388	Х
AC	LARIVIERE	DEREK	01196	Х
AC	LARIVIERE	NICOLE	14297	Х
AC	LAWLESS	MICHAEL	16552	Х
AC	LEONE	SANDRA	19302	Х
AC	LOVERIA	JESELLE ANNE	17852	Х
AC	MCCARTHY	ROSS	02399	X
AC	MILLER	JENNIFER	16389	X
AC	MILLER	MICHAEL	17719	X
AC	ORFILLA	MARIA RUINA	17866	X
AC	OWEN	CRYSTAL	14434	X
AC	PULLIAM	ANDREW	17717	X
AC	REBELLO	TAMMY	14885	X
AC	REIDINGER	ANNETTE	15630	X
AC	REITER	KAREN	13964	X
AC	SANTILLAN	STEPHANIE	18450	X
AC	SEITZ	KATHERINE	17675	X
AC	SIMON	STEFANIE	18207	X
AC	SINGER	MARK	19177	X
AC	ST PIERRE	ELIZABETH	19087	X
AC	STEPHENSON	CHAVEL	17948	X
AC	TURNBULL	HARMONY	16408	X
AC	VANDERZYDEN	KAREN	12557	X
AC	VEGA	KELLY	16956	X
AC	WRIGHT	KAREN	16415	X
AC	YOUNG	SERENA	12818	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Printing of my name below constitutes my official signature for electronic				nic purposes.
	Alex Rastatter			5/7/2025
Printed name	e of Principal/Site Admi	nistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	DILORENZO-FRANCIS	KATHLEEN	03340	Х
AC	LONGO	DEIRDRE	13471	Х
AC	SALINAS	LESLIE	14791	Х
Printing of m	y name below constitutes n	ny official signatu	re for electronic	purposes.
	Paula Clark			4/30/2025
Printed name	e of Principal/Site Administr	ator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ABBENE	LINDA	11369	Х
PS	BAKER	KELLY	12198	Х
PS	BALL	ALISA	09941	Х
PS	BEYERL	KIMBERLY	04964	Х
PS	BORDONABA-RIVERA	DIANA	03701	Х
PS	CAMERON	KRISTEN	02529	Х
PS	CHANEY	JOANNE	12011	Х
PS	DEANGELIS	ROXANNE	10936	Х
PS	ENRIQUEZ	ERICA	02067	Х
PS	GENDRON ANGELETTI	AMY	05712	Х
PS	GEORGE	PAULA	03630	Х
PS	HARTWELL	STACEY	08701	Х
PS	HOWARD	AMY	11887	Х
PS	HOWARD	MELISSA	12399	Х
PS	KORTMAN	LAURA	11944	Х
PS	LIEBLER	SHANNON	04817	Х
PS	MAZZUCO	LISA	02560	Х
PS	MEISBERGER	BETH	05564	Х
PS	MORRONGIELLO	RITA	03595	X
PS	PEASE	SHANNON	11883	X
PS	SAVERINO	KAREN	04792	X
PS	SLAGA	KELLY	03209	Х
PS	TOBIAS	CASEY	06334	Х
PS	WETHINGTON	MARVIN	07222	Х
AC	ALLEN	DEALANEY	18932	Х
AC	AMICK	SHANNON	17037	X
AC	ARICK	MEGAN	11574	Х
AC	BAKER	KRISTOPHER	17640	Х
AC	BALMER	ERIKA	14914	Х
AC	BAUD	MICHELLE	14517	Х
AC	BENNETT	PHILIP	12443	X

CONTRACT STATUS	I AST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES		
AC	BONNER	DANA	17417	X		
AC	BRUNNER	KAITLYN	14524	Х		
AC	CASTRO	MAUREEN	13039	Х		
AC	CHIN	ALEXIS	16499	Х		
AC	DEMARIS	CHRISTINE	14464	Х		
AC	EATON	ADINA	13478	Х		
AC	FAILLACE	BRITTANY	14521	Х		
AC	FINK	ANDREA	15175	Х		
AC	GEIGER	JONI	16246	Х		
AC	HANEY	WENDY	06981	Х		
AC	HERNANDEZ	JAIME	17510	Х		
AC	HYNES	AMY	15135	Х		
AC	JOHNSON	JENNIFER	14833	Х		
AC	LAVERGHETTA	PATRICIA	14477	Х		
AC	LEON	AMANDA	15071	Х		
AC	LEWIS	SARA	17150	Х		
AC	MCCARTHY	MARY	04640	Х		
AC	MCKISSICK	KELLY	17670	Х		
AC	MURRAY	BRITNEY	14628	Х		
AC	NAPIER	MIRANDA	18125	Х		
AC	QUINTERO VEGA	MARLINE	16517	Х		
AC	RYBKA	DIANNA	01102	Х		
AC	SABO	KARL	13179	Х		
AC	SIRACUSA	GINA	13452	Х		
AC	SUTTON	SHANNON	15075	Х		
AC	WAGNER	JENNIFER	14356	Х		
AC	WINSEY	KELSEY	12926	Х		
	ne below constitutes my office	cial signature for	electronic purpo			
Dacey Hughes				4/28/2025		
Printed name of P	rincipal/Site Administrator			Date		

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BEEMAN	ANA	03964	Х
PS	CHILDERS	DAWN	09419	Х
PS	DWYER	TONI	05552	Х
PS	GOMPERS	JENNIFER	04667	Х
PS	JASZTAL	VICTORIA	11665	Х
PS	WHITE	BONNIE	08674	Х
PS	WILLIAMS	LAURA	10697	Х
PS	ZITO	JENNIFER	09600	Х
AC	ALBINGER	NICOLE	15952	Х
AC	ANDRADE	ASHLEY	15003	Х
AC	ARAOZ	JEANINE	17446	Х
AC	BALDWIN	SHALAE	17162	Х
AC	BLANTON	KAITLYN	15663	Х
AC	BOND	VENISE	18315	X
AC	BREDEN	AMYBETH	01679	Х
AC	CABRAL	RUCHELLE	17743	Х
AC	CHOMYN	NOELLE	18215	Х
AC	CRIST	EMILEE	17200	X
AC	CSONT	REBEKAH	09010	Х
AC	DETORE	JESSICA	18678	X
AC	GRACIA	JASMIN	14690	X
AC	GRAY	MICHELINE	19066	Х
AC	GUERCIA	AMARILLA	14999	Х
AC	HARMON	SARAH	18466	Х
AC	HERRICK-QUIROGA	JILL	17592	Х
AC	HUBBARD	SARAH	16001	Х
AC	KELLEMS	AUDREY	17856	Х
AC	KERR	BRITTANY	15036	Х
AC	LANCASTER	FAITH	16076	Х
AC	NEVAREZ	BRYAN	17722	Х
AC	PATELLA	DAWN	17085	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	PEREZ	ASHLEY	17113	Х
AC	RATHKE	SANDRA	15453	Х
AC	RODRIGUEZ	MAXINE	15598	Х
AC	SAMSON	AMANDA	16036	Х
AC	SHORTER	SUZANNE	14366	Х
AC	SIVON	NAOMI	12881	Х
AC	SWAN	ALYSON	17774	Х
AC	SMITH	DAEDRIAN	18270	Х
AC	SPICA	CHRISTINE	10048	Х
AC	STEWART	ADRIANN	12114	Х
AC	TANNER	JESSICA	17178	Х
AC	TERRERO DOMINGUEZ	DANIELLE	18574	Х
AC	YORK	EMILY	17448	Х
Drinting of my	nama halaw aanatitutaa m	y official signatur	ro for electronia	nurnosos
Printing of my name below constitutes my Cari L.O'Rourke			e ioi electronic	5/2/2025
	of Principal/Site Administra	ator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ALTIMARI	DENISE	02778	Х
PS	ANDERSON	VINCENT	05138	Х
PS	ASHWORTH	LORIANNE	03032	Х
PS	AURICCHIO	CHRISTOPHER	02128	Х
PS	BARILE	ROSEANN	02712	Х
PS	BATES-MIRANDA	SUZANNE	09104	Х
PS	BRADY	DIANE	03744	Х
PS	CARMACK	DONNA	03664	Х
PS	CRAVER	GRADY	05964	Х
PS	DAVIS	MARIA	03026	Х
PS	EDWARDS	ERIN-ANN	04374	X
PS	ERB	DAWN	05707	Х
PS	ESPINOSA	ROSANNA	03936	X
PS	FEDOROW	INNA	04796	X
PS	GAROFANO	MICHAEL	11571	X
PS	GINART-QUIJANO	JANET	04655	X
PS	GUERRIER	RONICA	05558	X
PS	HYNES	FRANCIS	02997	X
PS	IMHOF	JOHN	02864	X
PS	MOUCHET	EDWARD	09921	X
PS	REESE	CHANDELLE	10166	X
PS	REYES	SARAH	11062	X
PS	SARDOGAN	CARMELA	02736	Х
PS	SOPONYAI	DENNIS	12244	Х
PS	SUFFICOOL	VANESSA	12021	Х
PS	SULLIVAN	SHANE	08056	X
PS	SWARTOUT	CRAIG	10524	Х
PS	SWARTOUT	TAMMY	12254	X
PS	TAAFFE	KYRA	08398	Х
PS	WALDEN	ROBERT	09599	Х
AC	ANSPACH	CHARLES	16359	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	ARROYO	LYNN	02580	X
AC	ARSHI	ASIYA	17746	X
AC	ASHWORTH	NICOLE	15099	X
AC	ASUMANI MENSAH	MICHAEL	18314	Х
AC	BAILEY	NICKALUS	17728	Х
AC	BAKER	ANDREW	17009	Х
AC	BELL	SARAH	11750	Х
AC	BENNETT	GEORGE	11656	Х
AC	BENNETT	MARY	12559	Х
AC	BENWARE	BRENT	12292	Х
AC	BENVEGNA	MEREDITH	14099	Х
AC	CABARSE	CRISTINA	17839	Х
AC	CAC	DARIEN	17210	Х
AC	CAMERON	DEBORAH	02485	Х
AC	CHAPMAN	KEANE	17343	Х
AC	COCO	LINDA	04939	Х
AC	CRUZ	LUZ-SARAHI	03631	Х
AC	DANCHISE	ROBYN	17783	Х
AC	EARLES	DEANNA	14619	Х
AC	ERB	JEFFREY	15976	Х
AC	FISHER	SHAWN	15575	Х
AC	FRANK	LINDA	04992	Х
AC	GARCIA	MAIRA	12413	Х
AC	GONZALEZ	MORGAN	16735	X
AC	GONZALEZ	YORDAN	16661	X
AC	HORNADAY	JOELLEN	16859	X
AC	HUSTON	LEAH	18242	Х
AC	JAMES	MARITZA	12047	Х
AC	KHATUN	MOSAMMAT	12492	Х
AC	KREISMER	HEATHER	17891	Х
AC	LEVY	JONATHAN	17204	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MAHLA	CORRIE	15733	X
AC	MAHLA	TYLER	16501	Х
AC	MALCOLM BAKER	KENDRA	16079	X
AC	MANCE	KARA	15113	Х
AC	MCCARTHY	ANNE	14926	X
AC	MCGARRY	MATTHEW	14343	Х
AC	MCNERNEY	DENNIS	13307	Х
AC	MULLINS	ROLAND	17655	Х
AC	MURPHY	TIMOTHY	14330	Х
AC	BERLEW	ABIGAIL	16869	Х
AC	PIERCE	ELIZABETH	07188	Х
AC	PAPANERI	TIFFANY	18786	Х
AC	ROTELLA	JEANNINE	04943	Х
AC	ROWLEY	TAYLOR	19049	Х
AC	SANCHEZ	CASSIE	18431	Х
AC	SCHAU	KIERRA	16618	Х
AC	SCOTT	MARYANN	14016	Х
AC	STENSTROM	NICHOLAS	13914	Х
AC	SUFFICOOL	MARIA	15109	Х
AC	TEAGUE	RENEE	19136	Х
AC	TEMPLE	VICKIE	14533	Х
AC	UTTERBACK	JORDAN	18937	Х
AC	VASQUEZ	KATYE	11527	Х
AC	WAYMIRE	SHELBY	17163	X
AC	WENTWORTH	JUSTIN	16289	X
AC	WILLIAMS	TYRONE	15646	X
AC	WILSON	ROBERT	15390	Х
AC	WOOD	ELANA	17195	X
РВ	CRUZ	KRISTINE	19353	Х
РВ	GUPTON	THOMAS	16819	Х
РВ	SITTIG	JOHN	19330	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Printing of my n	ame below constitutes	my official signat	ure for electron	ic purposes.
Dana Pearce				5/25/2025
Printed name of Principal/Site Administrator				Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	DIFRESCO	DAWN	03993	X
PS	GEREAUX	PAMELA	10497	Х
PS	GIBSON	ALLISON	08637	X
PS	INGLE	CARYN	09521	X
PS	JACKSON	CYNTHIA	06967	X
PS	SMITH	RACHEL	03841	Х
AC	BOND	JACK	15668	Х
AC	CAPOTE	CLARA	02639	Х
AC	CAVANAUGH	ALLYSON	17271	Х
AC	DAVIS	SHARON	16250	Х
AC	DIAZ	CHARLOTTE	17893	Х
AC	DICARO	MELISSA	12179	Х
AC	EDWARDS	KATHERINE	11494	Х
AC	EPPLEY	KIMBERLY	06894	Х
AC	ERMANN	HAILEY	16521	Х
AC	ESPINOSA	CHRISTIE	17002	Х
AC	ESTRADA	MARIA	02583	Х
AC	HOLDEN	NAKEYSHA	18158	X
AC	ILOWIT	ISAIAH	15094	Х
AC	KAHLER	MADALYN	18287	X
AC	KING ALDRICH	ARIANA	17786	Х
AC	KITTOE	WILLIAM	17080	Х
AC	KNISPEL	DENISE	15628	Х
AC	LACOUR	MICHELE	17855	Х
AC	MINCH	DEVON	19002	Х
AC	MAUL	THERESA	15178	Х
AC	MULOCK	MATTHEW	17395	Х
AC	NAPOLI	HOLLY	13058	Х
AC	NUSSBAUM	PEYTON	18111	Х
AC	RIVERA	ADAM	18707	Х
AC	TORRES	MARIA	17411	X

CONTRACT	LAGENAME	FIDOT NAME	EMBLOVEE ID	REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	WATKINS	MELISSA	16032	X
AC	WEBSTER	KATHERINE	18827	Χ
AC	WILSON	CHRISTI	17621	Χ
Printing of my name below constitutes my official signature for			ure for electron	ic purposes.
Jill Kolasa				5/2/2025
Printed name o	f Principal/Site Adminis	trator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BRADLEY	JENNIFER	10479	Х
PS	GAUVIN	PAMELA	01295	Х
PS	HARIPERSAD	ANGELINA	03519	Х
PS	MAXEY	DYANE	07918	Х
PS	MORENO	LIZETTE	03269	Х
AC	PEASE	ROSA	07969	Х
AC	SANTANA	KATHLEEN	11215	Х
AC	WISE	TRISHA	19159	Х
Printing of m	y name below constitute	es my official signat	ure for electroni	c purposes.
	Magen C. Schlechter			4/29/2025
Printed name of Principal/Site Administrator				Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ADDIE	PHYLLIS	02396	Х
PS	BADALA	THERESA	02338	Х
PS	BOYSEL	ADRIENNE	11775	X
PS	BURKE	TRACEY	12290	X
PS	DIMURO	MICHAEL	02666	X
PS	HALL	MELODIE	04258	X
PS	KELLER-WISEMAN	NICOLE	12145	X
PS	LANE	JENNIFER	12351	X
PS	MAEDER	TRACY	12301	X
PS	MORRIS	BRENDA	05583	Χ
PS	REED	THERESA	03458	X
PS	STRMENSKY	ROBERT	05137	X
PS	THOMPSON	KELLY	12350	X
PS	URBAN	SCOTT	12173	X
PS	WOOP	MARIA	03660	X
AC	BAEZA	CHERYL	14470	X
AC	BALLARD	LOREN	12794	X
AC	BLEVINS	CHRISTINE	14200	X
AC	CHILD	THOMAS	14235	X
AC	COCHRANE	HEATHER	13309	X
AC	COHEN	DANIEL	16632	X
AC	DEMARIA	JOY	13744	X
AC	ELDRETH	AMY	18070	X
AC	FIELDS	REBECCA	05960	X
AC	FIORILLO	LINDA	17687	X
AC	GIBSON	KIMBERLY	15673	Х
AC	JOSWICK	EMILY	16275	Х
AC	KELLY	JENNIFER	12871	Х
AC	KELLY	JOSHUA	17676	Х
AC	MITCHELL	JODI	17980	Х
AC	MOLINA	DEANNA	15013	X

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	O'REILLY	AMANDA	17799	X
AC	PARSHOOK	DANIELLE	17920	Χ
AC	RADO	JENNIFER	03263	Χ
AC	RHOADS	BRITTANY	14613	Χ
AC	RIVERA	DAWN	13987	Χ
AC	THIBODEAUX	ALYSSA	14787	Χ
AC	WEIMERN	JAQUELINE	16506	Χ
AC	WILLIAMS	ALLISON	13116	Χ
Printing of my name below constitutes my official signature for electronic purpose				
Dana Kublick				5/8/2025
Printed name	of Principal/Site Admini	strator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BURNS	SONYA	07694	Х
PS	CARR	JURETTA	06327	X
PS	GAUSTAD	VIRGINIA	11339	X
PS	HUDSON	LYNDELL	07550	X
PS	JACKSON	SUSAN	06090	X
PS	MENDOZA	RENE	02236	X
PS	RAE	LYSANDRA	02089	X
PS	ROLLO	DEBORAH	01457	X
PS	SCOTT	LAURA	09280	X
PS	WOODS	MEGAN	12661	X
AC	ANDERSON	SHILAH	11760	X
AC	ARROYO	REMY	14518	X
AC	BAKER	NICOLE	16593	X
AC	BASSETT	DANIELLE	16603	X
AC	BASSO	TAWANA	14154	X
AC	BECUDE	THOMAS	16626	X
AC	BRENDLINGER-BUSE	JESSICA	13277	X
AC	BRISTOL	JOSEPH	14273	X
AC	CLEMENT	JAZMINE	18576	X
AC	COOPER	KAREN	12314	X
AC	FARRINGTON	MARY	09660	X
AC	FIELDER	MELANIE	11797	X
AC	GUTIERREZ	AMELIA	15609	X
AC	HITAFFER	EMILY	16991	X
AC	KING	SUSAN	05505	X
AC	JACKSON	ADAM	19128	X
AC	JACKSON	BRIAN	19057	X
AC	LANGWORTHY	KRISTI	13221	X
AC	MALCOLM-WHITE	STACY-ANN	17740	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MORRIS	RYAN	17173	Х
AC	NISBET	DEEDRA	16837	Х
AC	PATTERSON	SHANIQUE	17742	Х
AC	PETERS	CASSANDRA	12205	Х
AC	RASTATTER	PATRICK	11975	Х
AC	RICHARTZ	SAMANTHA	15274	Х
AC	SIEBELS	JOHN	17055	Х
AC	SMITH	BOBBI	18860	Х
AC	SMITH	JESSICA	18223	Х
AC	STUDZIN	LISA	12779	Х
AC	SUPPLE	RENEE	05247	Х
AC	TUTTLE	HALEIGH	18798	Х
AC	TUTTLE	ZACHARY	18856	Х
РВ	CHAMPLAIN	LISA	19363	Х
РВ	HINES	TIFFANY	12072	Х
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· · ·	arrie below constitu	es my official signature	ior electronic purpo	
Chris Healy				5/2/2025
Printed name of	Principal/Site Admi		Date	

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
PS	ALAIMO	JOHN	12345	Х
PS	ALI-CARR	DAWN	10571	Х
PS	BROOKS	DEBRA	10562	Х
PS	CLARK	DAMIEN	08539	Х
PS	CLARK	SUMMER	12255	X
PS	CROYLE	ROBERT	05120	X
PS	FERRO	CHRISTINE	10923	Х
PS	FOLEY	PATRICK	11972	X
PS	HAFLIGER	MICHAEL	09253	Х
PS	HOLMES	ALFRED	12352	Х
PS	JOHNSON	RYAN	08687	Х
PS	LINAUER	MARLISE	03485	Х
PS	MATERNOWSKI	ADAM	12536	Х
PS	МІНОК	KIRSTEN	04791	Х
PS	NUGENT	HEATHER	08475	Х
PS	RICHTER	JAMES	12588	Х
PS	SANTIAGO	LAURA	03512	Х
PS	TAYLOR	DONNA	02515	Х
PS	VALENTINE	KATHLEEN	05152	X
AC	ALONSO	JASON	18782	Х
AC	ARMSTRONG	RACQUEL	15180	Х
AC	ATHANASON	TRACI	13469	Х
AC	BARNES	DHERON	18042	Х
AC	BRADEN	SUSANN	06993	Х
AC	BRADY	JULIE	02963	X
AC	BUCKEY	ADAM	16658	Х
AC	BUCKEY	ASHLEY	16675	Х
AC	CARR	SHAYNA	18040	Х
AC	CAVANAUGH	KASEY	12653	Х
AC	CHILDS	ASHLEY	17330	X
AC	CLARK	ERIN	15324	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	CONGDON	KIMBERLY	16181	Х
AC	CROSBY	NICOLE	15924	Х
AC	DALY	JASON	15525	Х
AC	DURRUM	NATALIE	05612	Х
AC	EARLY	JUSTEN	14786	Х
AC	EARNEST	AMY	14775	Х
AC	EDWARDS	CARISSA	12870	Х
AC	FELICE	JOSEPH	13412	Х
AC	GARI	KRISTINA	18686	Х
AC	JUDSON	BRIDGIT	18635	Х
AC	KANARIS	TINA	16887	Х
AC	KEIPER	CORINNE	17130	Х
AC	KENDALL	DONALD	16028	Х
AC	LEONARD	ZACHARY	18547	Х
AC	MARTIN	TAMMY	16397	Х
AC	MASON	BRENDA	12159	Х
AC	MCHUGH	PATRICK	13408	X
AC	MELLO	TONYA	15414	Х
AC	MOONEY	KAREN	12840	Х
AC	MORRIS	TERESA	16892	Х
AC	NOA	SHANNA	18883	Х
AC	NOWELL	MEGAN	18335	X
AC	PASMORE	BROOKE	19022	Х
AC	PERLEGIS	MATTHEW	16873	Х
AC	PREWITT	CHRISTOPHER	14388	X
AC	QUARTO	MICHAEL	15064	X
AC	ROSS	CHARLENE	13947	Х
AC	ROTACH	ANGEL	17345	X
AC	SANTIAGO	ALEXANDRA	17651	X
AC	SCHWEFRINGHAUS	HUNTER	17234	Х
AC	SCIRE	STEPHEN	13672	Х

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	SCROGGINS	COLLEEN	18709	Χ
AC	SHAFFER	KEITH	14427	Χ
AC	SKIPPER	JAMES	08265	Χ
AC	STENSTROM	CRISTINA	18351	Χ
AC	TAVANA	JOSHUA	15774	Χ
AC	TOY	GLENN	17250	Х
AC	VONPERBANDT	JENNIFER	17015	Χ
AC	WOOLCOCK	JEREMY	16511	Χ
PB	CYNTHIA	KNOWLES	18051	Х
PB	SANTIAGO	SARAH	19394	X
Printing of my r	name below constitutes	my official signat	ture for electron	ic purposes.
Ed LaRose				5/6/2025
Printed name o	f Principal/Site Adminis	trator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ARMSTRONG	CINDY	06588	X
PS	ARNOLD	HEATHER	02683	Х
PS	BALLARD	CAROL	06309	Х
PS	BLUMENGARTEN	NEIL	02917	Х
PS	BOURNE	LAUREN	05911	Х
PS	BASS	HEATHER	11517	Х
PS	CALDERON	JENNIFER	12185	Х
PS	FRAZIER	TRACY	11700	Х
PS	FREMER	BOBBI-JEAN	01059	Х
PS	GAMBLE	CHERIE	11841	Х
PS	HOGAN	RENEE	02914	Х
PS	JOHNS	KIMBERLY	10590	Х
PS	KALLNISCHKIES	TERRI	04620	Х
PS	KRUSZYNSKI	BRANDI	09372	Х
PS	LOFFLER	LEE ANN	03182	X
PS	PLOSKONKA	TRACIE	05000	Х
PS	SHEPARD	HELEN	11951	Х
PS	SIEGENDORF	JEFFREY	11941	Х
PS	STEELE	PHILIP	12315	X
PS	STEELE	SARAH	08514	Х
PS	STUCKEY	STEPHANI	04192	Х
PS	SUITERS	DENISE	02970	Х
PS	THORNTON	MARY ALICE	05477	Х
PS	TORRES	DEBBIE	08650	Х
PS	VISCEGLIE	STACEY	12281	Х
AC	ALTIMARI	NICHOLAS	14645	Х
AC	AMICO	KARI	15121	X
AC	BADGER	SANDRA	14818	X
AC	BARBER	ANDREA	17683	Х
AC	BARKER	SASHA	16845	X
AC	BENDL	BRUCE	18672	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BENSON	KRISTINA	18182	Х
AC	BILODEAU	KRISTEN	14496	Х
AC	BRIZEK	HELEN	17685	Х
AC	BROWN	KATHRYN	15231	Х
AC	BURLETT	TABBITHA	17585	Х
AC	CARMAN	SHEREE	08263	Х
AC	CASCIO	ASHLEY	14028	Х
AC	CHURCH	DENICE	18688	Х
AC	CONWELL	RUTH	18276	Х
AC	COSTA	KATLYN	14193	Х
AC	COTRONEO	EVE	17169	Х
AC	COX	HEATHER	17572	Х
AC	D'AVANZO	KATHERINE	16731	Х
AC	ENGLISH	SANDRA	15014	Х
AC	FALCO	SHANE	18075	Х
AC	FARRINGTON	JULIEANN	15452	Х
AC	FIORENZI	JENNIFER	19161	Х
AC	FRANZ	SEAN	05466	X
AC	GILBERT	KELLY	14146	X
AC	GLEASON	SHERYL	13840	X
AC	GOURLEY	MELISSA	17054	Х
AC	GRIMSLAND	JENNIFER	16543	X
AC	HAGEN	KRISTA	16390	Х
AC	HAMPTON	STACEY	17579	Х
AC	HARTMAN	LISA	18017	Х
AC	HOMAN	AMELIA	17581	X
AC	KISS	TAYLOR	16513	Х
AC	KRONENFELD	JENNIFER	14664	X
AC	LADD	JENNIFER	14129	Х
AC	LOCK	DAVID	18178	X
AC	LUCERO	ELISA	04093	X

CONTRACT	LACTNAME	FIDOT NAME	EMPLOYEE ID	REAPPOINT -
AC STATUS	MACVICAR	JITKA	16485	YES
AC	1			X
	MATTHEWS	CYNTHIA	18669	X
AC	MARTINEZ	STEPHANIE	16394	X
AC	MCGREGOR	KERRIE	17684	
AC	MITCHELL	KRISTIN	17602	X
AC	MULLEN	MICHAEL	16935	X
AC	MULLEN	NICOLE	17768	X
AC	MURPHY	DANIELLE	13804	X
AC	O'DELL	ASHLEY	14953	Х
AC	RICHARD	DESTINY	16196	X
AC	ROONEY	NICOLE	14714	X
AC	SABINO	TAHIRI	14192	Х
AC	SCHILLING	NANCY	01999	X
AC	SCHAUSS	CHELSI	18204	Х
AC	SHARRER	ALLISON	18659	Х
AC	SHOLES	JUANITA	19197	Х
AC	SHUMATE	JEFFERY	15070	Х
AC	SKIPPER	STEPHEN	15932	Х
AC	STACK	TARA	18023	Х
AC	SURAK	CASSIE	11830	Х
AC	THOMAS	MARK	16584	Х
AC	THOMAS	REBECCA	16654	Х
AC	VINCENT	CHARITY	15965	Х
AC	WAGNER	EMILY	16256	Х
AC	WATERMAN	KASEY	18464	X
AC	WILFONG	ALISON	17333	Х
AC	WILLIAMS	NANCY	18028	Х
AC	WRIGHT	JENNIFER	16115	Х
РВ	LYNCH	CHLOE	19355	Х
РВ	PATRICK	MARISSA	19193	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Printing of my n	ame below constitutes	my official signatur	e for electronic	purposes.
Kristen Tormey				4/30/2025
Printed name of	f Principal/Site Adminis	trator		Date

			EMPLOYEE				REAPPOINT -
SITE	LAST NAME	FIRST NAME	ID	TITLE	HOURS	ļ	YES
HHS	BOOKER	LEECHELE	11282	PRINCIPAL HIGH SCHOOL	8		Х
BES	INMON	RICHARD	11376	PRINCIPAL ELEM	8		Х
WES	KUBLICK	DANA	04040	PRINCIPAL ELEM	8	249	Х
EES	LASTRA	GLENN	04190	PRINCIPAL ELEM	8		Х
SHS	PEARCE	DANA	05396	PRINCIPAL HIGH SCHOOL	8		Х
FCMS	DYE	THOMAS	02989	PRINCIPAL MIDDLE SCHOOL	8		Х
SHES	O'ROURKE	CARI	06059	PRINCIPAL ELEM	8	249	Х
PMS	RASTATTER	ALEXANDRA	12175	PRINCIPAL MIDDLE SCHOOL	8	249	Х
FES	PIESIK	SCOTT	03547	PRINCIPAL ELEM	8	249	X
DSPMS	CLIFFORD	CHRISTOPHER	10305	PRINCIPAL MIDDLE SCHOOL	8	249	Χ
CHS	SLUSSER	KELLY	11978	PRINCIPAL HIGH SCHOOL	8	249	Х
PGES	SAAVEDRA	NATASHA	15995	PRINCIPAL ELEM	8	249	Х
WHMS	HEALY	CHRISTOPHER	14842	PRINCIPAL MIDDLE SCHOOL	8	249	Х
DES	SWEENEY	JULIE	02613	PRINCIPAL ELEM	8	249	Х
MES	MARTIN	PATRICIA	07974	PRINCIPAL ELEM	8	249	Х
SES	HUGHES	DACEY	11845	PRINCIPAL ELEM	8	249	Х
END	DERESPIRIS	BRANDON	16427	PRINCIPAL ALTERNATIVE ED	8	249	Х
CES	PAGANO	NICHOLAS	04332	PRINCIPAL ELEM	8	249	Х
NCTHS	MERSCHBACH	BRAD	08835	PRINCIPAL HIGH SCHOOL	8	249	Х
CK8	MAIORINI	ROSEMARIE	11686	PRINCIPAL K-8	8	249	Х
EK8	BRAITHWAITE	LISA	11471	PRINCIPAL K-8	8	249	Х
WWHS	LAROSE	EDWARD	11792	PRINCIPAL HIGH SCHOOL	8	249	Х
WWK8	TORMEY	KRISTEN	12218	PRINCIPAL K-8	8	249	Х
eSchool	WISEMAN	ZANA	15292	PRINCIPAL HER eSCH	8	249	Х
WSTC	DENT	RADIAH	16633	DIRECTOR OF ADULT & TECHNICAL	8	249	Х
9220	AMATO	JOSEPH	15462	DIRECTOR OF TECHNOLOGY & INFO	8	249	Х
9022	CROPLEY	LISA	02717	EXECUTIVE DIR STUDENT SUPPORT	8		X
9410	HOWARD	TIFFANY	11766	DIRECTOR OF ELEMENTARY PROGRAM	8		X
9005	JENSEN	ANNA	08092	DIRECTOR OF ESE	8	ļ	X
9440	KOLASA	JILL	07291	DIRECTOR OF STUDENT SERVICES	8		X
9461	MERSCHBACH	JENNIFER	02278	DIRECTOR OF RESEARCH & ACCOUNTABILITY	2	-	Х

SITE	LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
9410	MORRIS	JOHN	13434	DIRECTOR OF SECONDARY PROGRAMS	8	249	Х
9462	SCHLECHTER	MAGEN	12594	DIRECTOR OF FEDERAL PROGRAMS	8	249	Х
	Printing of my na	me below constit	utes my offic	ial signature for electronic purposes.			
	Gina Michalicka				5.6.25		
	Printed name of I	Principal/Site Adr	ministrator		Date		
	Printing of my na	me below constit	utes my offic	ial signature for electronic purposes.			
	Lisa Cropley				5.6.25		
	Printed name of I	Principal/Site Adr	ministrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SOMMER	WILSON	13876	ASST PRINCIPAL ELEM	8	249	Х
Printing of my name	e below cons	titutes my officia	I signature for electronic purposes.			
Richard J. Inmon				4/29/2025		
Printed name of Pr	incipal/Site A	dministrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
BROWN	ALEXIS	14856	DIRECTOR OF HUMAN RESOURCES	8	249	Х
CROGNALE	STEPHEN	11936	EXEC DIR OF SUPPORT OPERATIONS	8	249	Х
PAGAN	ANGEL	17433	DIRECTOR OF SAFE SCHOOLS	8	249	Х
ELLERMAN	AARON	19389	DIRECTOR OF COMMUNICATIONS	8	249	Х
GOLDRICK	MATTHEW	01150	DIRECTOR OF LABOR RELATIONS &	8	249	Х
LEATH	RALPH	15110	DIR OF TRANSPORTATION	8	249	Х
MCINTYRE	JOYCE	07049	CHIEF FINANCIAL OFFICER	8	249	Х
MOCKLER	CAROLINE	19352	STAFF COUNSEL	8	249	Х
RECKNER	CHRISTOPHER	18537	DIRECTOR OF PURCHASING & WAREH	8	249	Х
Printing of my r	name below constitu	utes my official sig	gnature for electronic purposes.			
Barbara Kidde	r			5/2/2025		
Printed name o	of Principal/Site Adn	ninistrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MINICHINO	JILLIAN	12830	ASST PRINCIPAL ELEM	8	249	Х
Printing of my nam	ne below cons	stitutes my officia	al signature for electronic purposes.			
Nicholas Pagano				5/2/2025		
Printed name of P	rincipal/Site A	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ADESSO	LORE	04729	ASST PRINCIPAL HIGH SCH	8	249	Х
DE JESUS	ALYSSA	17669	ASST PRINCIPAL HIGH SCH	8	249	Х
MITCHELL	LISA	01305	ASST PRINCIPAL HIGH SCH	8	249	Х
Printing of my n	ame below c	onstitutes my off	icial signature for electronic purposes.			
K	ELLY SLUSS	ER		5/1/2025		
Printed name o	f Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
FINCH	EDWARD	10389	ASST PRINCIPAL K-8	8	249	Х
SCHUMACHER	LAUREN	15599	ASST PRINCIPAL K-8	8	249	Х
GRANT	KELLY	13226	ASST PRINCIPAL K-8	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Rosemarie	<u>Maiorini</u>		4/30/2025			
Printed name of	Principal/Site	e Administrator	Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CRAWFORD	TRINA	17927	ASST PRINCIPAL ELEM	8	249	Х
Printing of my n	ame below co	l onstitutes my off	l icial signature for electronic purposes.			
Julie Sweeney				4/30/2025		
Printed name of	Printed name of Principal/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WRIGHT	BRANDON	13457	ASST PRINCIPAL MID SCH	8	249	Х
Printing of my n	ame below co	onstitutes my off	ficial signature for electronic purposes.			
Chris Clifford				5/15/2025		
Printed name of	f Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SCHWARTZ	ERIC	16629	ASST PRINCIPAL ELEM	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Mike Lastra				5/1/2025		
Printed name of Principal/Site Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MACGREGOR	ANDREW	15359	ASST PRINCIPAL K-8	8	249	Х
O'ROURKE	DANIEL	01256	ASST PRINCIPAL K-8	8	249	Х
REYNOLDS	KATIE	11566	ASST PRINCIPAL K-8	8	249	Х
Printing of my r	name below co	onstitutes my off	icial signature for electronic purposes.			
Lisa Braithwaite	Э			4/28/2025		
Printed name o	f Principal/Site	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
HALL	WILLIAM	02220	FIRE OFFICIAL/PLANS EXAMINER	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Brian Ragan				5/7/2025		
Printed name of Principal/Site Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
RUIZ	MARIA	12329	ASST PRINCIPAL MID SCH	8	249	Х
SMITH	JOSHUA	16055	ASST PRINCIPAL MID SCH	8	249	Х
Printing of my name	below const	itutes my official	signature for electronic purposes.			
THOMAS DYE				4/28/2025		
Printed name of Printed	ncipal/Site Ad	lministrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
FOX	MICHELLE	01252	ASST PRINCIPAL ELEM	8	249	X
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Scott Piesik				5/2/2025		
Printed name of	Printed name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PATRICK	JENNIFER	06386	ASST DIRECTOR OF FOOD & NUTR S	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Holly Longo				5/2/25		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
GIRALDO	SANDRA	18793	ASST PRINCIPAL HIGH SCH	8	249	X
MCNAUGHTON	DONALD	15232	ASST PRINCIPAL HIGH SCH	8	249	Х
SWIHART	STACEY	15407	ASST PRINCIPAL HIGH SCH	8	249	Х
Printing of my name	below const	itutes my official	signature for electronic purposes.			
Leechele Booker				4/29/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SPATZ	PATRICIA	11630	ASST PRINCIPAL ELEM	249	8	Х
Printing of my n	ame below co	 onstitutes my off	 icial signature for electronic purposes.			
Patty Martin				5/1/2025		
Printed name of	Printed name of Principal/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LAROCCA	JODI	12180	ASST PRINCIPAL HIGH SCH	8	249	Х
MANER	JOSANDRA	12058	ASST PRINCIPAL HIGH SCH	8	249	Х
PEEPLES	KRISTIN	12393	ASST PRINCIPAL HIGH SCH	8	249	Х
Printing of my n	ame below c	onstitutes my off	icial signature for electronic purposes.			
Toni-Ann Noyes				5.14.25		
Printed name of	Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SAUVAGEOT	STEPHANIE	15994	ASST PRINCIPAL ELEM	8	249	Χ
Printing of my n	ame below cons	titutes my officia	I signature for electronic purposes.			
<u>N</u>	latasha Saavedr	<u>a</u>		5/7/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DEFILIPPIS	AMY	14414	ASST PRINCIPAL MID SCH	8	249	Х
NAPIER	ALAN	14858	ASST PRINCIPAL MID SCH	8	249	Χ
Printing of my na	ame below co	onstitutes my off	icial signature for electronic purposes.			
Alex Rastatter				5/7/2025		
Printed name of	Principal/Sit	e Administrator		Date		

SITE: SAFE SCHOOLS

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SLONE	JODI	15040	ASSISTANT DIRECTOR OF SAFE SCH	8	249	Χ
Printing of my name belo	ow constitutes	s my official sign	ature for electronic purposes.			
Brandon Derespiris				4/28/2025		
Printed name of Principa	ıl/Site Admini	strator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
THOMAS	COLLEEN	14210	ASST PRINCIPAL ELEM	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Dacey Hughes				4/28/2025		
Printed name of		Date				

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
HALSTEAD	STEPHANI	14196	ASST PRINCIPAL ELEM	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Cari L. O'Rourke	9			5/2/2025		
Printed name of	Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BEACH	ROBERT	01672	ASST PRINCIPAL HIGH SCH	8	249	Х
CROFT	DARLA	13189	ASST PRINCIPAL HIGH SCH	8	249	Х
LAROCHE	DAVID	18652	ASST PRINCIPAL HIGH SCH	8	249	Х
SWIATEK	LAUREN	03130	ASST PRINCIPAL HIGH SCH	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Dana Pearce				5/2/2025		
Printed name of	f Principal/Site	e Administrator		Date		

SITE: SUPERINTENDENT

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
KIDDER	BARBARA	05380	ASST SUPT BUSINESS SVC & OPERA	8	249	Χ
MICHALICKA	GINA	02513	ASST SUPERINTENDENT TEACHING &	8	249	Х
Printing of my n	ame below c	onstitutes my off	icial signature for electronic purposes.			
Ray Pinder				5/2/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LONGO	HOLLY	16000	DIR OF FOOD & NUTRITION SERVIC	8	249	Х
RAGAN	BRIAN	16403	DIRECTOR OF FACILITIES & CONST	8	249	Х
RYCHCIK	JOSEPH	18084	DIRECTOR OF MAINTENANCE	8	249	Х
Printing of my name	below consti	tutes my official	signature for electronic purposes.			
Stephen Crognale				5/29/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LAPLATNEY	DEANA	13485	ASST PRINCIPAL ELEM	8	249	Х
Printing of my na	ame below co	onstitutes my off	icial signature for electronic purposes.			
Dana Kublick				5/8/2025		
Printed name of	Printed name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SAKSER	LESLIE	10881	ASST PRINCIPAL MID SCH	8	249	Х
Printing of my n	l ame below c	onstitutes my of	│ ficial signature for electronic purposes.			
Chris Healy				5/2/2025		
Printed name of	Printed name of Principal/Site Administrator					

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
MURRMAN - DUDLEY	MILDRED	10583	ASST PRINCIPAL HIGH SCH	8	249	Χ
SLADEK	BRANDY	13461	ASST PRINCIPAL HIGH SCH	8	249	Χ
Printing of my name belo	w constitutes my	official signatur	e for electronic purposes.			
Ed LaRose				5/6/2025		
Printed name of Principa	l/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DE ARMAS	JENNIFER	14116	ASST PRINCIPAL K-8	8	249	Х
DIPAOLO	CELISSE	15664	ASST PRINCIPAL K-8	8	249	Х
GORHAM	JOY	12362	ASST PRINCIPAL K-8	8	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Kristen Tormey				4/30/2025		
Printed name of	Principal/Site	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
BISHOP CHF	RISTINA	18620	PROGRAM ASST- COLLEGE & CAREER	8	249	01/16/2024	Х
BURZUMATO MIC	HAEL	17619	SUPPORT STAFF SPRINGS COAST EN	5	186	08/10/2022	Х
MATERNOWSKI COL	JRTNEY	13904	COMPUTER LAB MANAGER PERKINS G	7	186	08/31/2021	Х
Printing of my name belo	ow constitutes my o	fficial signature	for electronic purposes.				
Gina Michalicka				5/30/2025			
Printed name of Principa	al/Site Administrator			Date			
Printing of my name belo	ow constitutes my o	fficial signature	for electronic purposes.				
John Morris				4/28/2025			
Printed name of Principa	al/Site Administrator			Date			
Printing of my name belo	ow constitutes my of	πiciai signature □	for electronic purposes.	4/00/0005			
Tiffany Howard				4/28/2025			
Printed name of Principa	al/Site Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ALVARINO	MILDRED	19135	ENVIRONMENTAL SVCS TECH I	3	249	10/14/2024	Х
GARCIA	EMMANUEL	19314	ENVIRONMENTAL SVCS TECH - 5 HR	5	249	01/22/2025	Х
KIDWELL	CARTER	19298	SECRETARY I ADULT ED	8	249	01/02/2025	Х
MERILLO	TANYA	17635	DATA ENTRY OPERATOR HEART LIT	8	249	08/01/2022	Х
WRIGHT	MELISSA	07363	SECRETARY II ADULT ED	8	249	02/04/2019	X
· · · · · ·	ame below cons	titutes my officia	al signature for electronic purposes.				
Radiah Dent				4/30/2025			
Printed name of	Principal/Site A	dministrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
AGUAYO	JUANITA	01790	PARA II ESOL	7	186	12/04/2023	Х
AUSTIN	RANDI	17822	PARA ESE	7	186	05/09/2024	Х
BAIN	LORE	16649	ENVIRONMENTAL SVCS TECH I	8	249	08/26/2021	Х
COLEMAN	CAMDEN	19008	PARA ESE	7	186	08/15/2024	Х
CRANE	SHERYL	15945	PARA CLINIC	3	180	12/04/2023	Х
GOODSON	MACOLM	19054	ENVIRONMENTAL SVCS TECH I	8	249	08/14/2024	Х
GRESSLE	JODI	15494	PARA II ELEMENTARY	7	186	10/18/2021	Х
HARRIS	CINDY	19185	PARA PK HANDICAP	7	186	11/04/2024	Х
HEARN	STEPHANIE	07007	SECRETARY I SCH	8	200	08/08/2005	Х
HENSHAW	JENNIFER	13425	BOOKKEEPER ELEM/MID	8	249	09/23/2019	Х
MARCELLE	JEANNE	15835	PARA II ELEMENTARY	7	186	10/24/2017	Х
NEMCHIK	VALERIE	17677	SCHOOL HEALTH PROFESSIONAL	7	190	08/10/2022	Х
OLIVA DE SILVA	ANA	17800	ENVIRONMENTAL SVCS TECH I	8	249	08/18/2022	Х
PADONU	KIMBERLY	03931	DATA ENTRY OPERATOR	8	249	10/04/2005	Х
POPE	TERRELL	08298	ENVIRONMENTAL SVCS TECH I	4	186	08/24/2023	Х
ROBERTS	THOMAS	08256	ENVIRONMENTAL SVCS TECH I	8	249	03/14/2005	Х
ROMERO-CASELLAS	LUZ	15405	PARA II ELEMENTARY SPLIT FUNDE	7	186	08/10/2016	Х
THOMAS	JULIE	11943	PARA PK HANDICAP	7	186	03/21/2016	Х
THORNE	JENNA	18944	PARA PK HANDICAP	7	186	08/09/2024	Х
VENERO	KAITLYN	18421	PRE-KINDERGARTEN ASST SPLIT FU	7.45	196	09/11/2023	Х
WILLIAMS	DAVID	06961	ENVIRONMENTAL SVCS TECH II	8	249	02/22/2001	Х
WILLIAMS	LATRICIA	14743	ENVIRONMENTAL SVCS TECH 3	8	249	02/19/2014	Х
	elow constitute	es my official sig	nature for electronic purposes.				
Richard J. Inmon				4/29/2025			
Printed name of Prince	ipal/Site Admir	nistrator		Date			

						Seniority Hire	REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Date	YES
ACEVEDO	JESSYAL	17223	PRE-KINDERGARTEN ASST	8	196	08/06/2021	Х
BRUNO DIAZ	GISELLE	15935	ENVIRONMENTAL SVCS TECH I	8	249	03/19/2018	Х
CARNEIRO	NANCY	15363	ENVIRONMENTAL SVCS TECH II	8	249	07/25/2016	Х
CHICKERING	MARIAN	15124	SCHOOL HEALTH PROFESSIONAL	7	190	08/26/2015	Х
GONZALEZ DUENAS	ISBEL	19287	ENVIRONMENTAL SVCS TECH I	8	249	02/04/2025	Х
HELLMAN	BARBARA	14777	BOOKKEEPER ELEM/MID	8	249	03/31/2014	Х
HOLMLUND	CHRISTINA	18623	PARA I ELEMENTARY	7	186	01/12/2024	Х
LEHMANN	KERRI	19384	SECRETARY II SCH	8	200	03/24/2025	Х
MELANSON	SUSAN	19291	PRE-KINDERGARTEN ASST	8	196	12/10/2024	Х
PAGE	REBEKAH	17325	PARA I ELEMENTARY	7	186	09/10/2021	Х
SHUTTY	JONATHAN	18740	ENVIRONMENTAL SVCS TECH I	8	249	03/21/2024	Х
ST AMANT	MARY	07648	LUNCHROOM AIDE	3	180	11/07/2022	Х
ULLOA	MARTHA	16240	ENVIRONMENTAL SVCS TECH I	8	186	08/19/2021	Х
VARGAS YEPEZ	ARTURO	17832	ENVIRONMENTAL SVCS TECH I	8	249	08/22/2022	Х
VIOLA	DAVID	03334	ENVIRONMENTAL SVCS TECH 3	8	249	08/30/1993	Х
WAGONER	PATSY	06282	DATA ENTRY OPERATOR	8	249	08/07/1997	Х
WHITE	JAMIE	17909	PARA ISS	7	186	10/13/2022	Х
Printing of my name bel	ow constitutes	my official sign	ature for electronic purposes.				
Nicholas Pagano				5/2/2025			
Printed name of Princip	al/Site Adminis	strator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ABNER	RAYLENE	16663	SECRETARY II SCH	8	200	08/12/2024	Х
ABNER	ANTHONY	17211	PARA CLINIC	7	186	08/10/2021	Х
BALISTRIERE	REBECCA	14421	PARA ESE	7	186	03/18/2013	X
BARBOSA	JOANNA	03948	PARA MEDIA	7	186	08/13/2018	X
BERGER	TERRI	01492	PARA ESE	7	186	02/26/2013	X
BYRNE	KELLY	08802	SCHOOL HEALTH PROFESSIONAL	7	190	05/13/2013	Х
CAMACHO	MIGDALIA	01921	SECRETARY II SCH	8	249	05/10/2005	Х
CAPEL	JEFFERY	17712	ENVIRONMENTAL SVCS TECH I	8	249	08/04/2022	Х
CRESPO HERNANDEZ	IDANIA	13325	ENVIRONMENTAL SVCS TECH I	8	249	06/02/2025	Х
CRUZ MONTOYA	DIANA	17587	ENVIRONMENTAL SVCS TECH I	8	249	06/01/2022	Х
DIAZ	SYLVIA	03538	ENVIRONMENTAL SVCS TECH I	8	249	07/11/2017	Х
ECK	SHANNON	03129	SECRETARY II SCH	8	249	08/09/2004	Х
GARCIA	SOCORRO	03155	PARA I ESOL	7	186	10/09/2001	Х
GUIDO	DARLENE	11069	PARA ESE 1 ON 1	7	186	08/09/2004	Х
LADINES	EMILIO	04585	PARA ESE 1 ON 1	7	186	10/21/1999	Х
LALUZ	ROSEMARY	16909	PARA I ESOL	7	186	09/28/2020	Х
LLANES ASCANO	JOHANKA	17504	ENVIRONMENTAL SVCS TECH I	8	249	02/16/2022	Х
MONTANEZ-JOHNSON	GLENDA	18130	PARA ESE	7	186	04/24/2023	Х
MARTINEZ CABRERA	TANIA	15781	PARA ESE	7	186	08/14/2017	Х
MCBRIDE	DANETTE	05314	SECRETARY II SCH	8	249	08/03/2021	Х
MONTERO ARROYAVE	OLGA	13219	ENVIRONMENTAL SVCS TECH II	8	249	11/05/2018	Х
PALOMA	JOSEPH	17691	PARA ESE	7	186	08/16/2022	Х
PAPADOPOULOS	JASON	13611	COMPUTER LAB MANAGER	7	186	09/30/2010	Х
PEITLER	JOSEPH	02966	ENVIRONMENTAL SVCS TECH I	8	249	01/17/1994	Х
PEREZ MIER	MARIA	17129	ENVIRONMENTAL SVCS TECH I	8	249	07/01/2021	Х
PINERO	JESUS	19224	PARA ESE 1 ON 1	7	186	03/10/2025	Х
PINERO	LIZMARY	18535	BOOKKEEPER HIGH SCH	8	249	10/19/2023	Х
REVIS	MARY	12957	DATA ENTRY OPERATOR	8	249	01/30/2023	Х
ROSEN	KRISTEN	16575	SECRETARY II SCH	8	249	10/04/2021	Х
SCHERRER	MICHELE	16120	PARA ESE	7	186	08/21/2018	Х
SERRA VILLALBA	MARLENE	15939	ENVIRONMENTAL SVCS TECH I	8	249	02/10/2022	Х
SKYERS	NORMAN	17107	ENVIRONMENTAL SVCS TECH I	8	249	07/01/2021	Х
SOMERS	SANDRA	02967	SECRETARY II SCH	8	249	10/12/1998	Х
STEIN	HELEN	02968	PARA ESE	7	186	09/24/2007	Х
THOMAS	MARY	06493	PARA VOC ESE	7	186	08/08/2005	Х
TOLAND	MICHELLE	07657	SECRETARY II SCH	8	249	11/18/1999	Х
TOMPKINS	DONALD	13242	ENVIRONMENTAL SVCS TECH 3	8	249	01/21/2011	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
VAZQUEZ DA	AISY	12960	PARA ESE 1 ON 1	7	186	11/28/2022	Х
VIZCAINO RANGEL OS	SBEL	17955	ENVIRONMENTAL SVCS TECH I	8	186	11/14/2022	Х
Printing of my name below co	constitutes my off	ficial signature	for electronic purposes.				
KELLY SLUSSER				5/1/2025			
Printed name of Principal/Site	te Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ADORNO MERCADO	HAROLD	18148	ENVIRONMENTAL SVCS TECH I	8	249	05/05/2023	Х
ALVAREZ	FRANCISCO	13433	ENVIRONMENTAL SVCS TECH I	8	249	01/26/2011	Х
ARMENTEROS	BARBARA	18442	COMPUTER LAB MANAGER	7.45	196	09/05/2023	Х
ASAMOAH	MATILDA	19040	ENVIRONMENTAL SVCS TECH I	8	249	08/12/2024	X
BALATSOS	LAURA	01874	SCHOOL HEALTH PROFESSIONAL	7	190	03/01/2018	Х
BORRAS	DENISE	03927	SECRETARY II GIFTED	8	249	08/16/2010	Х
CALDERON-LAGUARDIA	ZENIA	19325	ENVIRONMENTAL SVCS TECH I	8	249	01/29/2025	Х
CARLSEN	STEPHANIE	16351	SECRETARY II SCH	8	200	08/12/2019	Х
DSOUZA	ROSELLE	14977	SECRETARY II SCH	8	200	01/20/2015	Х
GONZALEZ	JOSEPH	19326	ENVIRONMENTAL SVCS TECH I	8	249	01/28/2025	Х
GREGSON	ASHLEA	17796	PARA CLINIC	6	186	08/16/2022	Х
GUTIERREZ	ELIZABETH	19189	ENVIRONMENTAL SVCS TECH I	8	249	11/12/2024	Х
HERNANDEZ-BOUTROS	ADRIANNA	15455	BOOKKEEPER ELEM/MID	8	249	12/01/2022	Х
LAROSE	STACEE	14845	PARA ESE	7	186	08/18/2014	Х
LOPEZ	MARIENA	15045	ENVIRONMENTAL SVCS TECH 3	8	249	11/02/2015	X
MESA MESA	ALAIN	13206	ENVIRONMENTAL SVCS TECH II	8	249	12/03/2009	Х
PEREZ OSORIO	DANIA	18514	ENVIRONMENTAL SVCS TECH I	8	249	10/10/2023	Х
POWELL	NICOLE	17475	PARA I ELEMENTARY	7	186	01/24/2022	Х
RODRIGUEZ	NINOSHKA	18331	ENVIRONMENTAL SVCS TECH I	8	249	08/07/2023	Х
SANCHEZ DIAZ	MIRIAM	17071	ENVIRONMENTAL SVCS TECH I	8	249	04/20/2021	Х
SKYERS	PEARL	01233	PARA ISS	7	186	08/23/2010	Х
SOSA	ROSA	02276	DATA ENTRY OPERATOR	8	249	08/09/2004	X
TREMOULIARIS	JENNIFER	16173	PARA MEDIA	7	186	09/24/2018	Х
VARGAS	DEBORAH	19103	SECRETARY II SCH	8	249	09/09/2024	Х
Printing of my name below	constitutes my o	⊥ fficial signature	for electronic purposes.				
Rosemarie	Maiorini			4/30/2025			
Printed name of Principal/S	Site Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ABBEY	SONJA	09901	PARA PK HANDICAP	7	186	08/14/2023	Х
ATILES	OLIVIA	18334	PARA II ELEM TITLE I	7	186	08/14/2023	Х
BEALL	JUSTIN	16144	PARA II ELEMENTARY	7	186	10/15/2018	Х
BICKETT	CANDICE	16371	ENVIRONMENTAL SVCS TECH II	8	249	05/20/2019	Х
BICKETT	COREY	16339	ENVIRONMENTAL SVCS TECH I	8	249	04/08/2019	Х
BOLES-RONDOS	KAYLA	17305	SCHOOL HEALTH PROFESSIONAL	7	190	09/08/2021	Х
BRONHARD	EVAN	18252	PARA ESE	7	186	08/14/2023	Х
CHICO	BARBARA	16969	PRE-KINDERGARTEN ASST SPLIT FU	7.45	196	12/02/2020	Х
DERDIARIAN	HEIDY	01587	PARA PK HANDICAP	7	186	02/18/2003	Х
EDWARDS	NICOLE	16652	PARA ISS	7	186	10/21/2021	Х
ESCOBAR	MARIAN	15201	PARA ESE	7	186	04/11/2025	Х
ESCUDERO	EDGARDO	18244	PARA II ESOL	7	186	08/14/2023	Х
FALCONE	BROOKE	19062	PARA ESE	7	186	08/19/2024	Х
FLOYD	FRANCIS	08306	ENVIRONMENTAL SVCS TECH 3	8	249	07/05/2000	Х
GREEN	JAYLON	18774	ENVIRONMENTAL SVCS TECH I	8	249	05/01/2024	Х
GRAUER	DONNA	18362	PARA PK HANDICAP	7	186	8/14/2023	Х
GUARDIANI	JENNIE	17218	PARA ESE 1 ON 1	7	186	08/10/2021	Х
HERNANDEZ	NEYSA	16242	PARA II ESOL	7	186	08/18/2021	Х
INGLESE	BRITTANY	18702	DATA ENTRY OPERATOR	8	249	02/23/2024	Х
KESSNER	RUTH	04368	PARA PK HANDICAP	7	186	01/26/2023	Х
LOBIANCO	JESSICA	17550	PARA CLINIC	3	180	04/18/2022	Х
MCNAMARA	KIM	18026	PARA II ELEM TITLE I	7	186	01/17/2023	Х
MURRAY	DAWN	02961	PARA PK HANDICAP	7	186	10/22/2001	Х
PARKS	CHRISTOPHER	14957	SECRETARY II SCH	8	220	08/01/2019	Х
POISSON	MICHAEL	15456	PARA ESE 1 ON 1	7	186	09/21/2016	Х
RISK	TERRI	18262	PARA II ELEM TITLE I	7	186	08/14/2023	Х
RIVERA	GIOVANI	17884	ENVIRONMENTAL SVCS TECH I	8	249	09/26/2022	Х
RODRIGUEZ CRUZ	EGLA	18292	PARA II ELEMENTARY	7	186	08/14/2023	Х
RODRIGUEZ NARVAEZ	KELVIN	18454	ENVIRONMENTAL SVCS TECH I	8	249	09/05/2023	Х
SLAVIN-MESZAROS	COLLEEN	02263	PARA ESE	7	186	08/16/2001	Х
STALZER	SHERRY	18665	PARA PK HANDICAP	7	186	02/14/2024	Х
STEELE	ALEX	19219	PARA ESE	7	186	11/21/2024	Х
STOTZ	ELIJAH	19084	PARA ESE	7	186	08/26/2024	Х
TERRY	TAMMY	18473	SECRETARY II SCH	8	249	09/25/2023	Х
VASQUEZ	ROSMERY	18381	PARA ESE	7	186	08/18/2023	Х
WENTWORTH	COLINDA	07910	PARA ESE	7	186	11/01/2006	Х
YAGID	CRAIG	16855	ENVIRONMENTAL SVCS TECH I	8	249	08/17/2020	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
Printing of my name bel	ow constitutes my	official signatur	e for electronic purposes.				
Julie Sweeney				4/30/2025			
Printed name of Principa	al/Site Administrate	or		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT YES
AMBROSE	SARAH	19371	PARA CLINIC	3	180	03/03/2025	Х
BUSACCA	LISA	04096	SECRETARY II SCH	8	249	11/17/2003	Х
DYKES	TERRY	15208	ENVIRONMENTAL SVCS TECH 3	8	249	11/30/2015	Х
ECHEMENDIA MANZANO	AMAURY	18601	ENVIRONMENTAL SVCS TECH I	8	249	07/08/2024	Х
FOSKEY	WILLIAM	18352	ENVIRONMENTAL SVCS TECH I	8	249	08/07/2023	Х
HERNANDEZ COROAS	ANAIS	18269	ENVIRONMENTAL SVCS TECH I	8	249	07/17/2023	Х
HOLSTON	CHERYL	16419	ISS MONITOR	7	186	08/12/2019	Х
HOMER	KIMBERLY	18895	PARA II MIDDLE TITLE I	7	186	08/09/2024	Х
KOWZAN	DEANNA	18894	SCHOOL HEALTH PROFESSIONAL	7	190	08/05/2024	Х
LEWIS-REVELS	SAMANTHA	17798	ENVIRONMENTAL SVCS TECH I	8	249	08/08/2022	Х
PAYNE WALCZAK	MELISSA	14091	SECRETARYISCH	8	220	08/03/2021	Х
RODRIGUEZ	RITA	18518	PARA ESE	7	186	10/12/2023	Х
SUAREZ	LINA	16768	PARA II ESOL	7	186	04/22/2024	Х
SUSA BOYACA	ADRIANA	18520	ENVIRONMENTAL SVCS TECH I	8	249	10/10/2023	Х
WILLIAMS	DARRELL	18329	BOOKKEEPER ELEM/MID	8	249	08/03/2023	Х
Printing of my name below	constitutes my o	fficial signature	for electronic purposes.				
Chris Clifford				5/15/2025			
Printed name of Principal/S	Site Administrator	-		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
BLOUNT	DARLENE	07200	PARA ESE	7		10/14/2019	X
BORN	ROWLAND	16460	PARA ESE	7		08/12/2019	X
BRATCHER	VANESSA	17692	SCHOOL HEALTH PROFESSIONAL	7		08/24/2022	X
BRUNO	FRANK	11921	ENVIRONMENTAL SVCS TECH 3	8		07/06/2004	X
GAGNON	MARK	15610	ENVIRONMENTAL SVCS TECH I	8		01/26/2022	X
GENNUSA	GREGORY	18440	PARA II ELEMENTARY TITLE IV	7		09/11/2023	X
GONZALES	YVONNE	17086	PARA II ELEMENTARY SPLIT FUNDE	7		05/21/2021	X
GRAVES	VERONICA	15519	PARA ESE 1 ON 1	7		11/16/2016	X
HOFFMAN	SHARON	14931	ENVIRONMENTAL SVCS TECH II	8		07/10/2023	X
HORTA ARENCIBIA	DEYSI	18090	ENVIRONMENTAL SVCS TECH I	8		03/20/2023	X
KARA	CHRISTOPHER	08810	PARA PK HANDICAP	7		06/24/2021	X
KORINIS	CASSIE	16527	OFFICE CLERK	8		01/09/2024	X
MANER	MARTIKA	16093	PARA PK HANDICAP	7		08/13/2018	X
RIEKER	ELIZABETH	19401	PARA PK HANDICAP	7	186	04/14/2025	Х
SMITH	ROBERT	16812	ENVIRONMENTAL SVCS TECH I	8		07/13/2020	X
STANTON	ERICKA	18458	PARA ESE	7	186	09/14/2023	Х
STIMELY	JENNA	15240	DATA ENTRY OPERATOR	8	249	01/19/2016	Х
TUBOLINO	SANDRA	15590	BOOKKEEPER ELEM/MID	8	249	03/21/2017	Х
WILSON	CAELAN	19397	PARA ESE	7	186	04/08/2025	Х
						, ,	
• •	below constitutes	my official sign	ature for electronic purposes.				
Mike Lastra				5/1/2025			
Printed name of Prir	ncipal/Site Adminis	strator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ANDREWS	OMAIRA	16367	ENVIRONMENTAL SVCS TECH I	8	249	05/13/2019	Х
BAQUERO SIERRA	MARIA	16292	PARA II ESOL	7	186	01/07/2025	Х
BEDOYA	LIBIA	13100	ENVIRONMENTAL SVCS TECH I	8	249	10/04/2021	Х
BESAW	NAOMI	18476	SECRETARY II SCH	8	200	09/19/2023	Х
BOND	QUENNIE	14700	PARA ESE	7	186	11/20/2013	Х
BRUNICKE	JESSICA	18888	PARA PK HANDICAP	7	186	08/09/2024	Х
BUITRAGO	SILVANA	17487	SECRETARY II SCH	8	249	03/07/2022	Х
BUSCEMI	WENDY	12521	BOOKKEEPER ELEM/MID	8	249	08/05/2008	Х
BYERS	KATILYN	19137	PARA CLINIC	6	186	09/24/2024	Х
CROPLEY	ALYSSA	19190	PARA ESE	7	186	11/08/2024	Х
DEBRUHL	ADRIANNA	18861	PARA ESE	7	186	08/09/2024	Х
DIEMER	KENNETH	16434	ENVIRONMENTAL SVCS TECH 3	8	249	07/18/2019	Х
FUENTES MATOS	ILSE	17048	ENVIRONMENTAL SVCS TECH I	8	249	03/22/2021	Х
GONZALEZ	FLAVIA	19105	PARA II ESOL	7	186	10/03/2024	Х
GONZALEZ	DANIA	17075	ENVIRONMENTAL SVCS TECH I	8	249	05/03/2021	Х
HEALY	TARYN	19056	PARA ESE	7	186	08/12/2024	Х
HELMER	HEATHER	19162	PARA ESE	7	186	11/04/2024	Х
HERNANDEZ	DIANA	17400	SCHOOL HEALTH PROFESSIONAL	7	190	11/17/2021	Х
HOUSTON	VICTORIA	18201	PARA MEDIA	7	186	08/14/2023	Х
HOYT	MICHAEL	19171	PARA ESE	7	186	10/24/2024	Х
KESTORY	MELISSA	14636	PARA II ELEMENTARY	8	186	03/26/2025	Х
KESTORY	NICHOLAS	15966	ENVIRONMENTAL SVCS TECH II	8	249	05/02/2018	Х
KNEISS	KRYSTI	17537	DATA ENTRY OPERATOR	8	249	04/04/2022	Х
KNOBLOCH	ROSE MARIE	17466	ENVIRONMENTAL SVCS TECH I	8	249	01/25/2022	Х
LOBB	STACY	15264	PARA PK HANDICAP	7	186	11/07/2022	Х
LOCKSER	ALLEN	14253	PARA PK HANDICAP	7	186	10/21/2019	Х
LYNCH	KRISTINA	19055	ISS MONITOR	7	186	08/09/2024	Х
MALDONADO	YVONNE	19354	PARA ESE 1 ON 1	7	186	02/10/2025	Х
MELENDEZ	RACHEL	03923	PARA II ESOL	7	186	10/13/1997	Х
MENDOZA	LOGAN	19327	PARA ESE	7	186	01/27/2025	Х
MONTALVO	CHEANELLY	15744	PARA ESE	7	186	02/01/2023	Х
MUNOZ	EDISON	17657	ENVIRONMENTAL SVCS TECH I	8	249	07/12/2022	Х
MYLREA	CHRISTEN	12162	PARA PK HANDICAP	7	186	02/25/1997	Х
OLIVER	WENDY	12891	PARA ESE	7	186	08/10/2021	Х
PEREZ	BARBY	15977	PARA ESE 1 ON 1	7	186	08/14/2023	Х
PIECORA	JOSEPH	02129	DATA ENTRY OPERATOR	8	249	07/01/2010	Х
POLEJEWSKI	AMY	17806	PARA ESE 1 ON 1	7	186	08/21/2023	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
POTTER	JILL	18814	PARA ESE	7	186	08/09/2024	Х
RAMOS	GENEVIEVE	19412	PARA ESE	7	186	05/05/2025	Х
RIVERA	MARYSEL	19295	PARA ESE	7	186	01/09/2025	Х
ROBINSON	THOMAS	19202	ENVIRONMENTAL SVCS TECH I	8	249	11/05/2024	Х
ROGERS	BETH	19145	COMP LAB MANAGER TITLE I	7.45	196	10/03/2024	Х
ROMAN	TERESITA	17084	ENVIRONMENTAL SVCS TECH I	8	249	05/10/2021	Х
SCARANGELLA	NICHOLAS	19390	ENVIRONMENTAL SVCS TECH I	3	249	03/26/2025	Х
SCHWALLER	BRITTANY	16102	PARA II ELEMENTARY	7	186	09/17/2018	Х
SMITH	GARY	19046	ENVIRONMENTAL SVCS TECH I	8	249	08/15/2024	Х
STIER	MATTHEW	18821	ENVIRONMENTAL SVCS TECH I	8	249	06/10/2024	Х
TARBOX	STACY	11828	PARA II ELEMENTARY	7	186	09/22/2008	Х
WAGA	MICHAEL JT	19180	PARA ESE	7	186	10/23/2024	Х
WOLFE	JENNIFER	15859	PARA PK HANDICAP	7	186	11/08/2017	Х
YOUNGBLOOD	KILEY	19359	PARA PK HANDICAP	7	186	02/24/2025	Х
Printing of my name h	pelow constitutes my	official signature	e for electronic purposes.				
Lisa Braithwaite	below constitutes my	oniciai signature	or electronic purposes.	04/28/25			
Printed name of Prince	cipal/Site Administrat	or		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
COPELAND	HORACE	15275	VIOLENCE PREVENTION WORKER	8	196	09/14/2020	Х
GEMMATI	JOSEPH	02359	ENVIRONMENTAL SVCS TECH 3	8	249	07/01/1993	Х
GORDON	MARVIN	07705	COMPUTER LAB MANAGER	7.45	196	04/09/2025	Х
HOLCOMB	PAMELA	11464	COMPUTER LAB MANAGER	7.45	196	10/11/2004	Х
IRIZARRY	HARRY	15062	COMPUTER LAB MANAGER	7.45	196	05/26/2015	Х
JONES	MARION	07454	PARA II D/O PREVENTION	7.45	196	02/27/2023	Х
MELACCIO	CONCETTA	01969	SECRETARY II SCH	8	249	02/05/2018	Х
RUIZ	PETER	02744	VIOLENCE PREVENTION WORKER	8	196	08/14/1995	Х
SHANO	CARLA	09633	SCHOOL HEALTH PROFESSIONAL	7	190	10/06/2016	Х
Printing of my nan	ne below consti	tutes my officia	 signature for electronic purposes.				
Stephen Crognal	е			5/29/2025			
Printed name of P	rincipal/Site Ad	ministrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
CASHMAN	GABRIELLE	14720	DATA ENTRY OPERATOR	8	249	01/07/2014	Х
FASTING	ROBIN	13609	DATA ENTRY OPERATOR	8	249	04/13/2015	Х
Printing of my na	ame below cor	nstitutes my offi	cial signature for electronic purposes.				
Zana Wiseman				4/28/2025			
Printed name of	Principal/Site	Administrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
CAMPBELL	JANICE	16920	PARENT LIAISON	8	220	10/12/2020	Х
DONLON	NEIL	02218	ENVIRONMENTAL SVCS TECH 3	8	249	05/04/2004	Х
GOVEDICH	KATHLEEN	08246	JOB COACH	7.45	196	08/12/2024	Х
HOLMES	SHARITA	01772	JOB COACH	7.45	196	03/03/2021	Х
LEDBETTER	JEANNE	13268	JOB COACH	7.45	196	01/11/2010	Х
LUCEY	LINDA	03994	SPEECH/LANG TECHNICIAN GEN FUN	7	186	02/11/2005	Х
SHACKFORD	TONY	01011	JOB COACH	7.45	196	08/19/2013	Х
Printing of my r	lame below cor	⊥ nstitutes my offi	cial signature for electronic purposes.				
Anna Jensen				5/2/2025			
Printed name o	f Principal/Site	Administrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
RIVAS	LUIS	14465	FIRE ALARM TECHNICIAN	8	249	07/11/2013	Х
Printing of my na	me below cor	nstitutes my offi	cial signature for electronic purposes.				
Brian Ragan				5/7/2025			
Printed name of	Principal/Site	Administrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ALCONTIN	ASHLEY	17423	ENVIRONMENTAL SVCS TECH I	8	249	01/03/2022	Х
BETANCOURT	ANAMARIA	17873	SECRETARY II SCH	8	200	09/20/2022	Х
BLAKE	CASSANDRA	19421	BOOKKEEPER ELEM/MID	8	249	05/21/2025	Х
BROCK	JENNIFER	18975	PARA CLINIC	3	180	08/09/2024	Х
CEPHUS	JASON	17286	PARA ISS	7	186	08/26/2021	Х
FARKAS	KELLI	17281	DATA ENTRY OPERATOR	8	249	08/24/2023	Х
FROST	ANTONIO	15020	ENVIRONMENTAL SVCS TECH 3	8	249	01/30/2015	Х
GOKER	AYSE	15964	ENVIRONMENTAL SVCS TECH I	8	249	04/12/2021	Х
GREEN	PAULA	18363	PARA ESE	7	186	08/14/2023	Х
KAELIN	JACQUELINE	13162	ENVIRONMENTAL SVCS TECH I	4	186	08/10/2016	Х
KEHLER	CAITLIN	18503	PARA ESE	7	186	10/23/2023	Х
MADDEN	WILLIAM	18779	PARA ESE	7	186	05/13/2024	Х
MINICHELLI	JUSTIN	18812	PARA ESE	7	186	08/09/2024	Х
MYERS	KEITH	18392	PARA ESE	7	186	08/16/2023	Х
NEFF	RICHARD	12853	ENVIRONMENTAL SVCS TECH I	8	249	08/20/2012	Х
RADLOFF	PATRICIA	02086	PARA MEDIA	7	186	10/04/2022	Х
RODRIGUEZ	MILVA	04243	PARA II ESOL	7	186	05/05/2025	Х
RUIZ	LESLIE	18938	COMP LAB MANAGER TITLE I	7.75	99	08/09/2024	Х
RYALS	JAKE	18671	ENVIRONMENTAL SVCS TECH I	8	249	02/01/2024	Х
SNYDER	KATHLEEN	14072	SECRETARY II SCH	8	249	02/21/2012	Х
STEENKAMP	MONIQUE	15722	SECRETARY II SCH	8	130	09/26/2022	Х
TOPPA	WENDOLYN	18853	SCHOOL HEALTH PROFESSIONAL	7	190	08/05/2024	Х
VONLOH	ALAN	16165	ENVIRONMENTAL SVCS TECH I	8	249	10/01/2018	Х
WARNCKE	JAMES	14457	ENVIRONMENTAL SVCS TECH II	8	249	07/01/2013	Х
WILLIS	LEANNE	18619	PARA ESE	7	186	01/16/2024	Х
	e below constitute	 es my official sig	nature for electronic purposes.				
THOMAS DYE				4/28/2025			
Printed name of Printed Printe	rincipal/Site Admir	nistrator		Date			

ÆE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
PARA II ESOL		7	186	08/12/2019	Χ
ENVIRONMENT	AL SVCS TECH I	8	249	02/08/2022	Х
SECRETARY II S	SCH .	8	249	11/27/2023	Х
PARA ESE		7	186	08/19/2013	Х
PARA ESE		7	186	09/23/2024	Х
PARA II ELEM TI	TLE I	7	186	09/14/2021	Х
ENVIRONMENT	AL SVCS TECH I	8	186	08/26/2024	Х
PARA PK HAND	ICAP	7	186	04/08/2024	Х
PARA PK HAND	ICAP	7	186	09/22/2003	Х
PARA II ESOL		7	186	08/14/2023	Х
PARA MEDIA		7	186	02/03/2025	Х
SCHOOL HEAL	TH PROFESSIONAL	7	190	12/06/2021	Х
SECRETARY II S	CH .	8	200	11/28/2022	Х
PARA PK HAND	ICAP	7	186	08/09/2024	Х
PARA PK HAND	ICAP	7	186	02/28/2022	Х
PARA II ELEM TI	TLE I	7	186	08/17/2016	Х
PARA ISS		7	186	10/10/2016	Х
ENVIRONMENT	AL SVCS TECH I	8	249	01/31/2022	Х
PARA II ELEMEN	NTARY	7	186	11/21/2011	Х
ENVIRONMENT	AL SVCS TECH II	8	249	01/13/2016	Х
ENVIRONMENT	AL SVCS TECH I	8	249	08/30/2017	Х
PARA II ELEM TI	TLE I	7	186	09/08/2004	Х
PARA II ELEM TI	TLE I	7	186	02/11/2025	Х
PARA ESE		7	186	09/07/2016	Х
ENVIRONMENT	AL SVCS TECH I	8	249	01/26/2011	Х
PARA ESE		7	186	08/14/2023	Х
PARA II ELEMEN	NTARY	7	186	09/27/2023	Х
PARA ESE		7	186	08/12/2019	Х
ENVIRONMENT	AL SVCS TECH I	8	249	11/13/2017	Х
ENVIRONMENT	AL SVCS TECH 3	8	249	09/17/2007	Х
ENVIRONMENT	AL SVCS TECH I	8	249	10/26/2020	Х
DATA ENTRY OI	PERATOR	8	249	08/24/2018	Х
PARA II ELEMEN	NTARY	7	186	04/01/2024	Х
ENVIRONMENT	AL SVCS TECH I	8	249	04/11/2019	Х
PARA PK HAND	ICAP	7	186	10/03/2023	Х
		ENVIRONMENTAL SVCS TECH I PARA PK HANDICAP			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
Printing of my name	below constitute	s my official sig	nature for electronic purposes.				
Scott Piesik				5/2/2025			
Printed name of Prin	cipal/Site Admin	istrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ARRINGTON	ALLY	19395	FOOD/NUTR ASST ROVER	6	186	04/04/2025	Х
BOWMAN	DONALD	18498	FOOD/NUTR ASST ROVER	6	186	10/04/2023	Х
BURNETT	ELSIE	16227	FOOD/NUTR ASST ROVER	6	186	11/14/2018	Х
CONYERS	CHERRI	14975	FOOD/NUTR ASST ROVER	6	186	12/09/2024	Х
LEATHERS	BILLIE-LYNN	17072	FOOD/NUTR ASST I ROVER	6	186	04/22/2021	Х
NEAGLE	CHRISTOPHER	13498	FOOD SERVICE TECH I	8	249	04/15/2024	Х
SELBY	LISA	19360	FOOD/NUTR ASST ROVER	6	186	02/24/2025	Х
SUAREZ LIMA	YANIA	19372	FOOD/NUTR ASST ROVER	6	186	03/04/2025	Х
SULLIVAN	MARISOL	18692	FOOD/NUTR ASST ROVER	6	186	02/15/2024	Х
WARD HUNT	ELIZABETH	04177	FOOD/NUTR ASST I ROVER	6	186	09/20/1999	X
WILLIAMS	TINA	18886	FOOD/NUTR ASST ROVER	6	186	08/09/2024	Х
Printing of my n	ame below consti	⊥ tutes my official	signature for electronic purposes.				
Holly Longo				5/2/2025			
Printed name of	Principal/Site Ad	ministrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ACEVEDO-RENTAS	WANDA	02675	FOOD/NUTR ASST II	6.5	186	08/18/2008	Х
ALBERGHINA	ANTONETTE	04179	FOOD/NUTR ASST III	6	186	03/09/1999	Х
ARCE	SATIVA	18015	FOOD/NUTR ASST	6	186	01/19/2023	X
ASTACIO-MARRERO	YARITZA	15184	FOOD/NUTR ASST II	6	186	11/30/2015	Х
ATILES	LORNA	14954	FOOD/NUTR ASST II	6	186	09/08/2015	Х
BAEZ	JUANA	03275	FOOD/NUTR ASST I	6	186	08/20/2007	Х
BARTHOLOMEW	SAMANTHA	16746	FOOD/NUTR ASST	6	186	02/12/2020	Х
BENNETT	TRACY	16916	FOOD/NUTR ASST I	6	186	10/07/2020	X
BISARD	BRITTANY	18889	FOOD/NUTR ASST	6	186	08/09/2024	Х
BLANNER	PATRICE	19378	FOOD/NUTR ASST	6	186	03/11/2025	Х
CANARY	RANDI	18946	FOOD/NUTR ASST	6	186	08/09/2024	Х
CARABALLO GONZALEZ	LIZ	17511	FOOD/NUTR ASST	6	186	02/28/2022	Х
CAREY	ANGELA	02668	FOOD/NUTR ASST III	6	186	08/08/2005	Х
CARNCROSS	KATHLEEN	16619	FOOD/NUTR ASST I	6	186	09/28/2020	Х
CARRIER	REGINA	17365	FOOD/NUTR ASST	6	186	10/25/2021	Х
CHESNUTT	GLADYS	14981	FOOD/NUTR ASST I	4	186	09/21/2015	Х
CINTRON DONATO	NANCY	16342	FOOD/NUTR ASST I	6	186	08/12/2019	Х
COLON	TAMELA	18056	FOOD/NUTR ASST	6	186	02/08/2023	Х
COLON AVILES	SARYLOU	17362	FOOD/NUTR ASST	6	186	10/18/2021	Х
CONWAY	ALYSAN	17663	FOOD/NUTR ASST	6	186	08/10/2022	Х
COOPER	ZANDER	18684	FOOD/NUTR ASST	6	186	02/12/2024	Х
D'AMICO	CAITLIN	16891	FOOD/NUTR ASST	6	186	10/24/2023	X
DAVIDSON	RINIA	18029	FOOD/NUTR ASST	6	186	03/20/2023	Х
DE LOS SANTOS	MIRELLA	16283	FOOD/NUTR ASST I	6	186	01/28/2019	Х
DEDEUS	VAUGHN	19168	FOOD/NUTR ASST	6	186	11/04/2024	Х
DELGADO	AMACIEL	13222	FOOD/NUTR ASST I	6	186	09/14/2010	X
DELONG	YVETTE	19306	FOOD/NUTR ASST	6	186	01/28/2025	Х
DELUCIA	NANCY	15815	FOOD/NUTR ASST	6	186	09/25/2017	Х
DESALVO	ANTHONY	02708	FOOD/NUTR ASST II	6.5	186	08/25/1997	X
DEVERE	CHERYL	16974	FOOD/NUTR ASST	6	186	12/03/2020	Х
DOBRININ	LORI	18507	FOOD/NUTR ASST	6	186	10/11/2023	Х
DODSON	ALYXANDRA	19200	FOOD/NUTR ASST	6	186	11/08/2024	Х
DOMENECH	PATRICIA	15136	FOOD/NUTR ASST II	6.5	186	09/11/2015	Х
DUANYS	BEATRIZ	12073	FOOD/NUTR ASST	6	186	09/30/2019	Х
DURST	DELICIA	16959	FOOD/NUTR ASST	6	186	10/25/2021	Х
DURYNEK	CAROLYN	18711	FOOD/NUTR ASST	6	186	02/27/2024	Х
ERBE	PATRICK	18651	FOOD/NUTR ASST	6	186	01/29/2024	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ESTRADA	NORMA	09194	FOOD/NUTR ASST III	6	186	04/17/2024	Х
FERRUGGIA	NANCY	04390	FOOD/NUTR ASST I	6	186	08/08/2005	Х
GLINKOWSKI	SHERRY	18694	FOOD/NUTR ASST	6	186	02/21/2024	Х
GONZALEZ	IBIS	15861	FOOD/NUTR ASST I	6	186	04/22/2019	Х
GONZALEZ PEREZ	KEYLA	18008	FOOD/NUTR ASST	6	186	01/26/2023	Х
GRAY	ANNA	18247	FOOD/NUTR ASST	6	186	08/14/2023	Х
GRESS	JULIE	16581	FOOD/NUTR ASST	6	186	09/04/2019	Х
GUNN	PRESTON	13326	FOOD/NUTR ASST	6	186	09/26/2019	Х
GUSTAFSON	RENEE	17265	FOOD/NUTR ASST	6	186	08/16/2021	Х
HAGER	JULIE	17821	FOOD/NUTR ASST	6	186	08/18/2022	Х
HAMILTON	JEAN	16466	FOOD/NUTR ASST	6	186	11/07/2024	Х
HANSEN	LISA	19139	FOOD/NUTR ASST	6	186	09/23/2024	Х
HARRISON	CAROLINE	17340	FOOD/NUTR ASST	6	186	09/27/2021	Х
HAY	TESLA	17405	FOOD/NUTR ASST	6	186	11/29/2021	Х
HENRY	LAURA	19340	FOOD/NUTR ASST	6	186	02/06/2025	Х
HOLCOMB	JAMIE	18730	FOOD/NUTR ASST	6	186	08/09/2024	Х
HUIHUI	CHRISTINA	18714	FOOD/NUTR ASST	6	186	03/04/2024	Х
JIMENEZ	SAIRA	16750	FOOD/NUTR ASST I	6	186	02/24/2020	Х
JIMENEZ TOVAR	GUILLERMINA	17322	FOOD/NUTR ASST	6	186	09/10/2021	Х
KASLEY	JAQUELINE	17662	FOOD/NUTR ASST	6	186	08/10/2022	Х
KUHN	DONNA	17979	FOOD/NUTR ASST	6	186	11/28/2022	Х
LA ROSA	MARITA	12720	FOOD/NUTR ASST II	6	186	08/27/2010	Х
LANE	ERICA	15238	FOOD/NUTR ASST	6	186	08/21/2023	Х
LAQUIRE	DENISE	08372	FOOD/NUTR ASST III	6	186	01/30/2006	Х
LAWSON	KIM	09189	FOOD/NUTR ASST	6	186	08/10/2021	Х
LIVERMORE	ARIANA	17264	FOOD/NUTR ASST	6	186	01/07/2025	Х
LOPEZ	CLAUDIA	18949	FOOD/NUTR ASST	6	186	08/09/2024	Х
LORENZO	LIZA	18290	FOOD/NUTR ASST	6	186	08/14/2023	Х
LUCIANO CASTRO	ENID	19097	FOOD/NUTR ASST	6	186	09/03/2024	Х
MANZELLA	PATRICIA	15191	FOOD/NUTR ASST	6	186	08/10/2016	Х
MARTINEZ MONTANEZ	REINALDO	18580	FOOD/NUTR ASST	6	186	11/27/2023	Х
MATIAS	NELLA	15523	FOOD/NUTR ASST II	6	186	02/08/2017	Х
MAURO	PENNY	15626	FOOD/NUTR ASST I	4	186	08/13/2018	Х
MCMILLAN	WILLIAM	16739	FOOD/NUTR ASST II	6	186	08/10/2021	Х
MEEK	BRIANNA	19308	FOOD/NUTR ASST	6	186	01/09/2025	Х
MINARICK	CATHERINE	18536	FOOD/NUTR ASST	6	186	11/02/2023	Х
MOBLEY	LYNETTE	18753	FOOD/NUTR ASST	6	186	04/04/2024	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
MOLLOY	BRIDGET	16971	FOOD/NUTR ASST	6	186	12/01/2020	Х
MOLNAR	LINDA	04623	FOOD/NUTR ASST I	6	186	08/10/2006	Х
MURRAY	MARY	04070	FOOD/NUTR ASST II	6	186	08/25/2008	Х
NIBLETT	COURTNEY	17278	FOOD/NUTR ASST	6	186	08/17/2021	Х
OBEID	MARIAM	17672	FOOD/NUTR ASST	6	186	08/10/2022	Х
O'MARA	DENISE	17420	FOOD/NUTR ASST	6	186	01/04/2022	Х
ORTIZ VELAZQUEZ	ZELMARY	13763	FOOD/NUTR ASST	6	186	12/18/2023	Х
PASCARELLA	LAURA	13708	FOOD/NUTR ASST II	5	186	01/05/2011	Х
PATEL	JOLI	15260	FOOD/NUTR ASST II	6	186	02/21/2017	Х
PEREZ	LUZ	17246	FOOD/NUTR ASST	6	186	08/12/2021	Х
PERRIGAN	DANIELLE	17528	FOOD/NUTR ASST	6	186	03/28/2022	Х
PHILLIPS	PAMELA	18261	FOOD/NUTR ASST	6	186	08/14/2023	Х
PIPER	NICOLE	18488	FOOD/NUTR ASST	6	186	09/21/2023	Х
POND	MELINDA	15131	FOOD/NUTR ASST	6	186	03/11/2025	Х
RAGAN	CHARLENE	16741	FOOD/NUTR ASST II	6	186	02/10/2020	Х
RALLO	SUSAN	09156	FOOD/NUTR ASST III	6	186	10/21/2013	Х
RAMOS	YOSUNY	14363	FOOD/NUTR ASST III	6	186	01/29/2013	Х
RANSFORD	ALICIA	18622	FOOD/NUTR ASST	6	186	01/16/2024	Х
REIMER	SYDNEY	19339	FOOD/NUTR ASST	6	186	02/06/2025	Х
RESNICK	MICHELE	04476	FOOD/NUTR ASST	6	186	11/29/1999	Х
REYES	DIVINA	19343	FOOD/NUTR ASST	6	186	02/10/2025	X
RIDGEWELL	LISA	18896	FOOD/NUTR ASST	6	186	08/09/2024	X
RIVERA JIMENEZ	WANANGELIS	18558	FOOD/NUTR ASST	6	186	11/07/2023	Х
ROBERTS	FAITH	19315	FOOD/NUTR ASST	6	186	01/28/2025	X
ROBSON	ELIZABETH	17802	FOOD/NUTR ASST	6	186	08/19/2022	Х
RODRIGUEZ SOLER	GLORYMAR	15569	FOOD/NUTR ASST II	6	186	08/13/2018	X
ROSARIO VERAS	YOHENMY	17187	FOOD/NUTR ASST	6	186	05/16/2022	Х
ROUSH	LONNIE	17467	FOOD/NUTR ASST	6	186	01/26/2022	Х
ROY	MAURIA	18011	FOOD/NUTR ASST	6	186	03/27/2023	Х
RUMMEL	TERRI	07045	FOOD/NUTR ASST II	6	186	03/19/2002	X
SANDOVAL ROLON	JESENIA E	15419	FOOD/NUTR ASST III	6	186	10/03/2016	X
SANGALANG	CATHERINE	18743	FOOD/NUTR ASST	6	186	04/02/2024	Х
SANTIAGO VAZQUEZ	SAIRI	18407	FOOD/NUTR ASST	6	186	08/17/2023	Х
SCANU	AFDERA	19041	FOOD/NUTR ASST	6	186	08/09/2024	Х
SCIBELLI	CLAIRE	02395	FOOD/NUTR ASST I	6	186	09/01/2005	Х
SIMMONS	JOANN	18596	FOOD/NUTR ASST	6	186	12/01/2023	Х
SMILEY	ROMIELEE	19075	FOOD/NUTR ASST	6	186	08/19/2024	X

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
SPALDING	ELIZABETH	17977	FOOD/NUTR ASST	6	186	11/28/2022	Х
SPAULDING	TAMMY	18878	FOOD/NUTR ASST	6	186	08/09/2024	Х
TAYLOR	BILLIE	18548	FOOD/NUTR ASST	6	186	11/07/2023	Х
TENGBERG	DEBORAH	19025	FOOD/NUTR ASST	6	186	08/13/2024	Х
TESSARIOL PAUFERRO	TANIA	18430	FOOD/NUTR ASST	6	186	08/22/2023	Х
THOMAS	SEAN	16294	FOOD/NUTR ASST	4	186	09/23/2019	Х
THOMPSON	LUCRETIA	13588	FOOD/NUTR ASST III	6	186	01/08/2013	Х
THORNTON	LISA	13796	FOOD/NUTR ASST I	6	186	04/05/2011	Х
TRUJILLO TEJEDA	YANNYA	18879	FOOD/NUTR ASST	6	186	08/09/2024	Х
VALENTIN	MADELINE	18649	FOOD/NUTR ASST	6	186	01/28/2025	Х
VARGAS	ISLEYDA	19199	FOOD/NUTR ASST	6	186	11/12/2024	Х
VISCONTE	GEORGE	18735	FOOD/NUTR ASST	6	186	03/18/2024	Х
WAGNER	BREANNE	19296	FOOD/NUTR ASST	6	186	01/09/2025	Х
WARD	CRYSTAL	16155	FOOD/NUTR ASST	6	186	08/23/2021	Х
WARD	KRISTEN	17471	FOOD/NUTR ASST	6	186	01/24/2022	Х
WARD SMITH	LISA	17544	FOOD/NUTR ASST	6	186	04/25/2022	Х
WASKEY	JAYNE	19143	FOOD/NUTR ASST	6	186	09/16/2024	Х
WEAVER	ERLYN	19101	FOOD/NUTR ASST	6	186	09/09/2024	Х
WEBSTER	CHONGUN	17994	FOOD/NUTR ASST	6	186	12/12/2022	Х
WHEELER	CATHERINE	05151	FOOD/NUTR ASST III	7	194	09/23/2002	Х
WIEMAN	MARY	14656	FOOD/NUTR ASST II	6	186	10/14/2013	Х
WILLIAMS	ALYSON	18873	FOOD/NUTR ASST	6	186	08/09/2024	X
ZELLERS	KAREN	18639	FOOD/NUTR ASST	6	186	01/25/2024	Х
Printing of my name belo	w constitutes my of	ficial signature f	or electronic purposes.				
Holly Longo				5/2/2025			
Printed name of Principal	/Site Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
HUNTER	BEVERLY	09432	ENVIRONMENTAL SVCS TECH 3	8	249	11/13/2000	Х
SIMPSON	RYAN	19293	ENVIRONMENTAL SVCS TECH 1	8	249	06/09/2025	Х
Printing of my na	ame below cor	nstitutes my offi	cial signature for electronic purposes.				
Alexis Brown				4/30/2025			
Printed name of	Principal/Site	Administrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ARIAS	DANIEL	13769	ENVIRONMENTAL SVCS TECH I	8	249	07/15/2024	Х
ASSENZA	GREGORY	18751	ENVIRONMENTAL SVCS TECH I	8	249	04/10/2024	Х
BAILEY	ROBIN	11450	PARA AUTO MECHANICS	7	186	08/19/2013	Х
BENAVENTE	LANI	18510	OFFICE CLERK	3	180	10/09/2023	Х
CARSON	HEIDI	12493	DATA ENTRY OPERATOR	8	249	04/21/2008	Х
CRAWFORD	LYNN	06686	COMPUTER LAB MANAGER	7	186	08/21/2017	Х
DAVI	YULETH	17111	PARA I ESOL	7	186	03/09/2023	Х
DAVIS	THERESE	08183	SECRETARY II SCH	8	249	04/11/1994	Х
DEMITRO	KELLY	14093	SECRETARY II SCH	8	200	05/03/2021	Х
EVERLING	JUNE	19179	SCHOOL HEALTH PROFESSIONAL	7	190	10/24/2024	Х
FLOWERS	BRITTANY	17924	PARA I OTHER	7	186	08/14/2023	Х
FORRESTER	CHRISTIE	15153	ENVIRONMENTAL SVCS TECH I	8	249	07/11/2022	Х
FORRESTER	SAMUEL	17280	ENVIRONMENTAL SVCS TECH I	8	249	08/23/2021	Х
GALVAN	ASHLEE	14925	SECRETARY II SCH	8	249	08/07/2024	Х
GAY	JESSICA	16774	BOOKKEEPER HIGH SCH	8	249	06/15/2020	Х
HARRIS	JAMIE	15457	ENVIRONMENTAL SVCS TECH 3	8	249	11/01/2016	Х
HYPES	JEFFREY	17524	ENVIRONMENTAL SVCS TECH I	8	249	04/11/2022	Х
JACKSON	HEAVEN-LEIGH	18584	PARA I OTHER	7	186	12/04/2023	Х
LAUGHLIN	RICHARD	16204	ENVIRONMENTAL SVCS TECH I	8	249	5/6/2025	Х
LEVANDOWSKI	YVONNE	04399	PARA ESE 1 ON 1	7	186	08/27/2007	Х
LINK	SUSAN	07840	PARA MEDIA	7	186	01/02/1990	Х
OWENS	KILAH	16187	PARA ESE	7	186	02/06/2023	Х
PEBLER	HEATHER	19220	PARA I OTHER	7	186	12/02/2024	Х
PENNA	BRIAN	17374	PARA ESE	7	186	01/22/2024	Х
PENNELL	MELINDA	15479	ENVIRONMENTAL SVCS TECH I	8	249	02/28/2022	Х
PENNELL	ROBERT	17440	ENVIRONMENTAL SVCS TECH I	8	249	01/10/2022	Х
REVENNAUGH	TERESA	17445	ISS MONITOR	7	186	01/25/2022	Х
RIOS	LUIS	15502	ENVIRONMENTAL SVCS TECH I	8	249	08/14/2023	Х
ROBERTSON	WILLIAM	16348	ENVIRONMENTAL SVCS TECH II	8	249	07/16/2019	Х
SELLERS	TERI	07963	SECRETARY II SCH	8	249	09/19/2011	Х
SITTIG	ERIN	15499	SECRETARY II SCH	8	200	11/01/2016	Х
SMITH	RICHARD	12958	ENVIRONMENTAL SVCS TECH I	8	249	07/16/2012	Х
THOMPSON	MELISSA	16871	SECRETARY II SCH	8	249	08/31/2020	Х
THOMPSON	JOHN	18453	ENVIRONMENTAL SVCS TECH I	8	249	09/01/2023	Х
WILLIAMS	DARLENE	06790	PARA ESE	7	186	11/02/2016	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
Printing of my name b	elow constitutes n	ny official signa	ture for electronic purposes.				
Leechele Booker				4/29/2025			
Printed name of Prince	ipal/Site Administr	ator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
BLANNER	ROBERT	15027	ELECTRONICS TECH III	8	249	02/13/2015	Х
BLIGEN	TARIEK	14061	ATHLETIC TURF MAINT II 9509 AC	8	249	02/07/2012	Х
BOYER	ADDISON	19321	SEMI-SKILLED CRAFTSMAN	8	249	02/03/2025	Х
CIPRIANI	PEYTON	16858	SEMI-SKILLED CRAFTSMAN	8	249	02/22/2022	Х
CIPRIANI	STEVEN	15303	ELECTRONICS TECH II	8	249	05/02/2016	Х
DEAL	LARRY	13996	MAINT EQUIP TECH III	8	249	01/30/2012	Х
FLEMING	JEFFREY	08228	ATHLETIC TURF MAINT II 9506 AC	8	249	06/17/2002	Х
GARCIA	JOSE	18434	MAINT HELPER 9504 ACCOUNT	8	249	09/05/2023	Х
GLUTH	HERBERT	17626	PLUMBER III	8	249	07/18/2022	Х
GOMEZ	JORGE	04229	ATHLETIC TURF MAINT II 9509 AC	8	249	11/14/1997	Х
GRIFFITH	MICHAEL	12125	INDOOR AIR QUALITY III	8	249	11/01/2006	Х
HAGOOD	CALVIN	19218	LAWN TURF MAINT I	8	249	11/20/2024	Х
HANEIWICH	SAMUEL	05609	INDOOR AIR QUALITY I	8	249	03/05/2001	Х
HARVEY	CHRISTINE	09613	MAINT WAREHOUSE INVT SPEC III	8	249	09/30/1996	Х
HEALION	JOHN	16185	PLUMBER II	8	249	06/03/2019	Х
HOLTON	EDWIN	16665	PAINTER II	8	249	11/12/2019	Х
HOWLAND-WOOD	STEPHANIE	12026	MAINT WAREHOUSE INVT SPEC I	8	249	09/11/2008	Х
HUGHES	MELVIN	12809	ELECTRICIAN III	8	249	10/21/2008	Х
JAMES	TIMOTHY	10347	ATHLETIC TURF MAINT II 9509 AC	8	249	02/27/2003	Х
JUMISCO	DAVID	17714	MAINT HELPER 9500 ACCOUNT	8	249	08/22/2022	Х
KALTENBACH	AARON	19166	AIR COND MECH III 9507 ACCOUNT	8	249	10/14/2024	Х
KNUDSON	RICHARD	09616	SPRAY TECH/VEGE CONTROL II	8	249	01/29/2007	X
LAMPHIER	LARRY	09876	IRRIGATION SYSTEMS TECH III	8	249	02/12/2008	Х
LOMBARDO	JOSEPH	14323	ELECTRICIAN I	8	249	11/15/2012	Х
MANER	JOSEPH	06750	ATHLETIC TURF MAINT II 9509 AC	8	249	09/20/1999	X
MATHIS	JOEL	07838	LAWN TURF MAINT III	8	249	06/09/1997	Х
MERCER	DAVID	15140	ELECTRICIAN III	8	249	09/14/2015	Х
MOBLEY	LOUIS	12995	LAWN TURF MAINT I 9500 ACCOUNT	8	249	08/26/2024	Х
MOCK	CHARLES	11536	ATHLETIC TURF MAINT III	8	249	10/08/2001	X
MORALES SOTO	XAVIER	18355	LAWN TURF MAINT III	8	249	08/09/2023	Х
MORGAN	BRIAN	17027	LAWN TURF MAINT II	8	249	08/08/2024	Х
PAISLEY	JASON	11660	LAWN TURF MAINT I 9506 ACCOUNT	8	249	07/22/2024	Х
PAULUKONIS	JOHN	18898	CARPENTER II	8	249	02/17/2025	Х
PELLERITO	DEBORAH	13196	PAINTER I	8	249	11/04/2009	Х
PINERO	JESUS	18717	MAINT HELPER 20800 PROJECT ACC	8	249	03/11/2024	Х
POPE	SHAWN	06267	CARPENTER III	8	249	06/06/1994	Х
RALPH	ANGELA	09171	MAINT HELPER 9504 ACCOUNT	8	249	01/31/2000	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
RALPH	RONALD	01525	MAINT VEHICLE TECH III	8	249	12/11/2006	Х
REECK	RONALD	18184	CARPENTER I	8	249	07/13/2023	Х
REINHART	CODY	17100	MAINT VEHICLE TECH I	8	249	06/01/2021	Х
REINHART	JOHN	13827	ELECTRICIAN II	8	249	08/27/2014	Х
RICHARDS	DALE	06270	ELECTRONICS TECH III	8	249	06/20/1985	Х
ROBERTS	ROGER	07574	LAWN TURF MAINT III	8	249	01/02/1985	Х
ROGERS	MARK	19088	CARPENTER II	8	249	09/09/2024	Х
ROMERO	CESAR	17693	CARPENTER III	8	249	07/25/2022	Х
SAPP	JOHNNY	07210	PAINTER III	8	249	09/13/1999	Х
SAPP	RILEY	16346	AIR COND MECH 9502 ACCOUNT	8	249	05/19/2025	Х
SCHRAGER	NICHOLAS	15339	AIR COND MECH II 9502 ACCOUNT	8	249	07/06/2016	Х
SCOTT	RANDOLPH	09658	PLUMBER I	8	249	08/03/2007	Х
SELF	JOSHUA	19053	MAINT HELPER 20800 PROJECT ACC	8	249	08/12/2024	Х
SHEPARD	ROBERT	09469	PAINTER III	8	249	09/27/2004	Х
SMITH	MARLIN	18415	ATHLETIC TURF MAINT I 9500 ACC	8	249	09/01/2023	Х
SOSA RODRIGUEZ	TOMAS	15362	AIR COND MECH 9502 ACCOUNT	8	249	08/01/2016	Х
STEELE	LEON	15190	CARPENTER III	8	249	10/26/2015	Х
SWARROW	MARC	18359	AIR COND MECH II 9502 ACCOUNT	8	249	08/14/2023	Х
SWARROW	SCOTT	19192	CARPENTER II	8	249	11/04/2024	Х
THOMAS	IAN	18733	LAWN TURF MAINT I 9506 ACCOUNT	8	249	03/18/2024	Х
THOMAS	ROBERT	16378	ATHLETIC TURF MAINT I 9509 ACC	8	249	05/22/2019	Х
TORRES	REINALDO	02748	ELECTRICIAN III	8	249	12/20/2010	Х
TRACY	JUSTIN	18109	AIR COND MECH 9502 ACCOUNT	8	249	04/17/2023	Х
VAN DALEY	ROBERT	16574	PLUMBER I	8	249	09/03/2019	Х
WALTON	CLAIRE	14197	SECRETARY II MAINTENANCE	8	249	02/07/2022	Х
WIELK	DANA	15476	ENVIRONMENTAL SVCS TECH 3	8	249	10/05/2016	Х
WITTMAN	CRAIG	06926	AIR COND MECH III 9502 ACCOUNT	8	249	06/10/2003	Х
YATES	COREY	16921	ATHLETIC TURF MAINT I 9509 ACC	8	249	10/19/2020	Х
	below constitute	es my official sig	nature for electronic purposes.				
Joseph Rychcik				4/29/2025			
Printed name of Prin	ncipal/Site Admir	nistrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ADERMAN	CINDY	09611	ENVIRONMENTAL SVCS TECH I	8	249	05/11/1998	Х
BRONHARD	JENNIFER	15784	PARA ESE	7	186	08/22/2017	Х
BROWN	KOREEN	19280	SCHOOL HEALTH PROFESSIONAL	7	190	12/04/2024	Х
CANDELARIA ROSARIO	YULEISSY	18784	ENVIRONMENTAL SVCS TECH I	8	249	05/20/2024	Х
CARLSON	CHERYL	18723	PARA CLINIC	3	180	04/08/2024	Х
CRAWFORD	JAMES	18086	ENVIRONMENTAL SVCS TECH I	8	249	03/06/2023	Х
DAVIS	ELIZABETH	19364	PARA II ELEM TITLE I	7	186	02/21/2025	Х
DUNN	MEAGAN	15608	DATA ENTRY OPERATOR	8	249	03/03/2017	Х
FORD	MICHELLE	18361	PARA ISS	7	186	08/14/2023	Х
HARDY	AMANDA	18835	PARA PK HANDICAP	7	186	08/09/2024	Х
HOLLIS	TRACY	16015	SECRETARY II SCH	8	200	05/17/2021	Χ
HONEA	DAWN	19349	PARA ESE	7	186	02/03/2025	Х
MOORE	ELIZABETH	17337	PARA II ELEM TITLE I	7	186	08/14/2023	Х
MORRIS	BRANDON	11658	ENVIRONMENTAL SVCS TECH 3	8	249	08/20/2020	Х
RODRIGUEZ	NIKITA	13973	ENVIRONMENTAL SVCS TECH I	8	249	11/19/2012	Х
SALIN	CATHERINE	19336	PARA PK HANDICAP	7	186	02/03/2025	Х
SANTOS REYES	YASHIRA	17306	PARA II ELEM TITLE I	7	186	08/10/2022	Х
SELLERS	DONNA	17790	PARA II ELEMENTARY	7	186	08/15/2022	Х
SLAUGHTER	WILLIAM	15996	ENVIRONMENTAL SVCS TECH II	8	249	06/20/2018	Х
SMITH	PEGGY	07636	PARA II ELEMENTARY	7	186	02/05/2019	Х
THOMAS	LEILA	17255	PARA PK HANDICAP	7	186	12/02/2024	Х
Printing of my name belo	u w constitutes my	/ official signatu	re for electronic purposes.				
Patty Martin				5/1/2025			
Printed name of Principa	I/Site Administra	tor		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ALEMAN ORTEGA	ALFREDO	19051	ENVIRONMENTAL SVCS TECH I	8	249	08/19/2024	X
BAUTA BOMBINO	ADAYS	15342	ENVIRONMENTAL SVCS TECH 3	8	249	07/05/2016	Х
CAMPOS PUJOL	SUSANA	15639	ENVIRONMENTAL SVCS TECH I	8	249	10/09/2023	Х
DAVIS	BENJAMIN	16116	PARA ESE 1 ON 1	7	186	08/10/2021	Х
ESPINOSA MARTINEZ	YOHANYS	18797	ENVIRONMENTAL SVCS TECH I	8	249	07/15/2024	Х
KATARIA	CHAND	18121	SECRETARY II SCH	8	249	04/06/2023	Х
KELLY	LINDA	12904	ENVIRONMENTAL SVCS TECH I	8	249	07/01/2019	Х
KRETZER	VIRGINIA	07965	BOOKKEEPER HIGH SCH	8	249	11/17/1988	Х
LLOVERA GONZALEZ	JOSE ERNESTO	19169	ENVIRONMENTAL SVCS TECH I	8	249	11/04/2024	Х
MARTIN	SHANNON	19059	SECRETARY II SCH	8	200	08/15/2024	Х
MURO BANDOMO	ROSALBA	18799	ENVIRONMENTAL SVCS TECH I	8	249	07/01/2024	Х
MURPHY	DANIEL	02336	PARA AUTO MECHANICS	7	186	08/09/2004	Х
MURRAY	MARK	16599	PARA I OTHER	7	186	03/09/2020	Х
NODA PORRAS	MILEIDI	18445	ENVIRONMENTAL SVCS TECH I	8	249	09/05/2023	Х
OKELLY	ASHLEY	19038	PARA ESE	7	186	11/12/2024	Х
ORAMA CABALLERO	NORGE	18005	ENVIRONMENTAL SVCS TECH I	8	249	01/03/2023	Х
PATTERSON	CORTNEY	16310	PARA I OTHER	7	186	01/15/2020	Х
PRESS	JONATHAN	18019	COMPUTER LAB MANAGER	7	186	01/23/2023	Х
RAMIREZ LOPERA	OMAR	18266	ENVIRONMENTAL SVCS TECH II	8	249	08/24/2023	Х
RASMUSSEN	KERRY	15060	PARA VOC ESE	7	186	02/22/2016	Х
RAY	TAMMY	12975	SECRETARY II SCH	8	249	08/13/2018	Х
RAYFORD	SHAUNA	11493	SCHOOL HEALTH PROFESSIONAL	7	190	11/07/2022	Х
REYES	ADRIANA	15388	PARA I ESOL	7	186	08/10/2016	Х
RIVERA-CASTRO	MILAGRO	09256	SECRETARY II SCH	8	249	10/17/2000	Х
RIVERO	MARIA	12342	ENVIRONMENTAL SVCS TECH I	8	249	07/31/2006	Х
SANCHEZ TEJEDA	CARMEN	15616	ENVIRONMENTAL SVCS TECH II	8	249	03/20/2017	Х
SELG	ISA- MARIE	03081	SECRETARY II SCH	8	249	09/08/2005	Х
VOYLES	KRISTINE	04911	SECRETARY II SCH	8	249	08/24/2009	Х
WADDELL	JENNIFER	12541	DATA ENTRY OPERATOR	8	249	08/18/2008	Х
WHITE	LONNIE	15754	PARA ESE	7	186	08/09/2024	Х
WHITTAKER	MARISSA	19400	OFFICE CLERK	3	180	04/14/2025	Х
Printing of my name bel	ow constitutes my c	official signature	tor electronic purposes.	5 44 0005			
Toni-Ann Noyes Printed name of Principa	al/Cita. A dualini atusts	_		5.14.2025 Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ACKLEY	GLENN	18333	PARA II ELEMENTARY	7	186	08/14/2023	Х
AMADEO	WILLIAM	17972	ENVIRONMENTAL SVCS TECH I	8	249	11/16/2022	Х
ANDERSON	BUFFY	18300	SECRETARY II SCH	8	200	08/07/2023	Х
BROOKS	SUSAN	19060	PARA II ELEMENTARY	7	186	08/09/2024	Х
CARABALLO	TERESA	18129	PARA ESE	7	186	04/19/2023	Х
CARRASQUILLO	NICOLE	19405	SECRETARY II SCH	8	249	05/09/2025	Х
CHAVEZ-BALDERRAMA	SUZANNE	17612	PARA II ELEM TITLE I	7	186	01/20/2023	Х
CROSS	MELANIE	15518	PARA ESE	7	186	10/12/2021	Х
DAVIS	KIMBERLY	18703	PARA PK HANDICAP	7	186	03/07/2024	Х
DEL VALLE	LULU	14744	PARA II ESOL	7	186	02/19/2014	Х
DON	RAVEN	18096	SCHOOL HEALTH PROFESSIONAL	7	190	03/21/2023	Х
DORIS	MERALISA	18513	PARA ESE	7	186	10/11/2023	Х
FAIRCHILD	GAVIN	17235	ENVIRONMENTAL SVCS TECH I	8	249	08/10/2021	Х
FELICIANO	CYNTHIA	15248	PARA PK HANDICAP	7	186	02/01/2016	Х
FIORE	IRENE	02331	PARA ESE 1 ON 1	8	186	05/22/2023	Х
GARCIA CORDERO	NANCY	19095	ENVIRONMENTAL SVCS TECH I	7	249	03/24/2025	Х
GHRIST	TRACY	18747	DATA ENTRY OPERATOR	7	249	04/03/2024	Х
GILL	FREDRICKA	13030	PARA CLINIC	3	180	08/09/2024	Х
HANSBERRY ROE	WENDY	18616	PARA II ESOL	7	186	01/16/2024	Х
HENSCHKE	NELLIE	11957	PARA PK HANDICAP	7	186	08/10/2005	Х
HEWITT	STEPHEN	15327	ENVIRONMENTAL SVCS TECH 3	8	249	07/05/2016	Х
JEAN	CHRISTINA	18974	PARA II ELEMENTARY	7	186	08/09/2024	Х
JOHNSON	DON	18846	ENVIRONMENTAL SVCS TECH I	8	249	06/17/2024	Х
JUHL	BRIANNA	19362	PARA PK HANDICAP	7	186	03/03/2025	Х
KELLY	THOMAS	01282	ENVIRONMENTAL SVCS TECH I	8	249	10/17/2019	Х
KIRCHNER	ELIZABETH	17793	PARA PK HANDICAP	7	186	08/10/2022	Х
MCCONNELL	ANDREW	19387	ENVIRONMENTAL SVCS TECH II	8	249	03/24/2025	Х
MCQUARY	SHARON	12981	PARA II ELEM TITLE I	7	186	02/05/2024	Х
MILAN BABILONIA	KARINA	17371	PARA ESE	7	186	10/28/2021	Х
MURPHY	KELSEY	19205	PARA ESE	7	186	11/14/2024	Х
NUGENT	COLEEN	17140	PARA II ELEMENTARY SPLIT FUNDE	7	186	08/10/2021	Х
OLIVENCIA TORRUELLAS	BARBARA	17241	ENVIRONMENTAL SVCS TECH I	8	249	08/16/2021	Х
PERKINS	GABRIELLE	17064	PARA PK HANDICAP	7	186	04/19/2021	Х
POLICHAK-SANCHEZ	GEORGETTE	12645	SECRETARY II SCH	8	200	8/28/2008	Х
SAWYER	JESSICA	17803	PARA ESE	7	186	08/18/2022	Х
STOCKBRIDGE	AMY	12063	PARA ESE 1 ON 1	7	186	08/09/2024	Х
SULLIVAN	PATRICIA	15936	PARA PK HANDICAP	7	186	03/19/2018	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
TRAXLER	LISA	16495	PRE-KINDERGARTEN ASST SPLIT FU	7.45	196	08/05/2019	Х
WHITTEN	DEANNA	18502	PARA PK HANDICAP	8	186	08/09/2024	Х
WYCKOFF	MICHELLE	12109	PARA ESE	7	186	03/25/1998	Х
Printing of my name below o	onstitutes my offic	ial signature fo	l r electronic purposes.				
Natash	na Saavedra			5/7/2025			
Printed name of Principal/Si	te Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT YES
AVRAMIDES	NICOLE	17376	SCHOOL HEALTH PROFESSIONAL	7	190	10/25/2021	Х
BLIGEN	KEVIN	15607	ENVIRONMENTAL SVCS TECH I	8	249	03/01/2017	Х
CAVENDER II	HOWARD	18299	PARA ESE	7	186	08/14/2023	Х
CRANE	ROBERT	16937	PARA ESE	7	186	10/26/2020	Х
CROPLEY	ERWIN	15527	ENVIRONMENTAL SVCS TECH 3	8	249	11/17/2016	Х
DANNER	MICHAELA	16914	BOOKKEEPER ELEM/MID	8	249	10/09/2020	Х
DELLER	PATRICIA	03451	DATA ENTRY OPERATOR	8	249	04/21/2005	Х
ESCOBAR	HECTOR	17910	PARA I ESOL	7	186	10/20/2022	Х
GARCIA BOMBINO	KERLI	17901	ENVIRONMENTAL SVCS TECH I	8	249	12/05/2022	Х
GRAHAM	HEATHER	15741	SECRETARY II SCH	8	249	08/10/2022	Х
GROCHOWSKI	TINA	17531	PARA ESE	7	186	04/04/2022	Х
JOHNSON	BREANN	16087	PARA MEDIA	7	186	08/13/2018	Х
LOPEZ FLORES	KEVIN	19380	ENVIRONMENTAL SVCS TECH I	8	249	03/10/2025	Х
MCBRIDE	GARY	16481	ENVIRONMENTAL SVCS TECH II	8	249	08/05/2019	Х
PAULO	NANCY	02850	COMPUTER LAB MANAGER	7	186	03/16/2004	Х
PITCHER	PATRICIA	02178	SECRETARY II SCH	8	249	04/17/2007	Х
RIOS	SARAH	18034	OFFICE CLERK	8	186	08/09/2024	Х
SHAFFER	RICHARD	18053	ENVIRONMENTAL SVCS TECH I	8	249	02/06/2023	Х
STUCKEY	DEBORAH	16312	PARA CLINIC	3	180	02/03/2025	Х
VALDES	JUSTIN	15026	ENVIRONMENTAL SVCS TECH I	8	249	08/09/2024	Х
VALDES	KENNETH	14508	ENVIRONMENTAL SVCS TECH I	8	249	09/25/2023	Х
Printing of my name	e below constitu	tes my official s	ignature for electronic purposes.				
Alex Rastatter				5/7/2025			
Printed name of Pri	ncipal/Site Adm	inistrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
AUVIL	MERLE	07509	WAREHOUSE/DELIVERY WORKER	8	249	10/13/2005	Х
BARNES	JENNIFER	14794	WAREHOUSE INVENTORY SPECIALIST	8	249	11/18/2024	Х
BORRAS	SPENCER	16757	WAREHOUSE/DELIVERY WORKER	8	249	03/05/2020	Х
DAVENPORT	JAMES	13790	WAREHOUSE/DELIVERY WORKER	8	249	04/24/2023	Х
GRAVES-WELLS	JAVONKAH	14750	GRAPHIC DESIGN	8	249	02/25/2014	Х
ROBERTS	DONALD	04638	PROPERTY ACCOUNTING SPECIALIST	8	249	09/12/2007	Х
STAMM	TODD	16902	WAREHOUSE/DELIVERY WORKER	8	249	10/07/2020	Х
TORRES	JULIAN	19086	GRAPHIC DESIGN	8	249	08/26/2024	Х
	me below cons	titutes my officia	al signature for electronic purposes.	1/22/222			
Genele Firlik				4/28/2025			
Printed name of	Principal/Site A	dministrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
BARRACLOUGH	KIM	08384	PARA PK HANDICAP	7	186	08/09/2004	Х
BERLEW	ANNA	04757	PARA PK HANDICAP	7	186	12/18/2006	Х
BRANDT	JENNIFER	14301	PARA II ELEMENTARY	7	186	10/23/2012	Х
CABALLERO RIVERA	ALEXANDRA	16399	PARA II ESOL	7	186	08/12/2019	Х
CASTELLANO	JENNA	17408	PARA PK HANDICAP	7	186	12/02/2021	Х
CLEARWATER	DANIELLE	03782	SECRETARY II SCH	8	200	10/04/2021	Х
CONKEL	LEANN	17666	PARA ESE	7	186	08/10/2022	Х
DECOTIS	KELLY	01542	PARA ISS	7	186	04/03/2006	Х
DEFILLO HERNANDEZ	BARBARA	16234	DATA ENTRY OPERATOR	8	249	09/02/2021	Х
FERNANDEZ	GERRIANN	04283	PARA ESE	7	186	05/06/2019	Х
FIFER	CAROL	08148	PARA ESE TITLE I	7	186	08/23/2021	Х
HARRIS	ERIC	14435	ENVIRONMENTAL SVCS TECH I	8	249	04/29/2013	Х
INGLE	JERRY	11519	SCHOOL HEALTH PROFESSIONAL	7	190	09/08/2020	Х
MAIER	AMANDA	16245	ENVIRONMENTAL SVCS TECH I	8	249	01/08/2020	Х
MATOS-HERNANDEZ	LIZA	14886	PARA PK HANDICAP	7	186	09/03/2014	Х
MONAGHAN	CLAUDIA	03778	PARA II ELEMENTARY	7	186	09/29/2003	Х
MONTES AMADOR	YELINE	16171	ENVIRONMENTAL SVCS TECH I	8	249	09/24/2018	Х
MULRY	LUCILLE	03373	SECRETARY II SCH	8	249	09/07/2004	Х
PENARANDA	ULYSSES	18398	ENVIRONMENTAL SVCS TECH I	8	186	08/21/2023	Х
RASHLEIGH	MAX	16423	ENVIRONMENTAL SVCS TECH II	8	249	07/16/2019	Х
ROSSI	MARIA	15830	PARA ESE TITLE I	7	186	08/14/2023	Х
SOMERS	ASHLEY	14249	PARA PK HANDICAP	7	186	09/02/2014	Х
STREMPLEWSKI	SCOTT	14630	ENVIRONMENTAL SVCS TECH 3	8	249	09/16/2013	Х
TESTA	APRIL	19129	PARA ESE 1 ON 1	7	186	09/16/2024	Х
VALENTIN	SANDRA	11116	PARA II ESOL	7	186	08/13/2001	X
VILLALOBOS	ALFREDO	19198	ENVIRONMENTAL SVCS TECH I	8	249	11/05/2024	X
ZUSEL	JESSICA	19351	PARA ESE	7	186	02/06/2025	Х
Printing of my name be	low constitutes my	official signature	e for electronic purposes.				
Dacey Hughes				4/28/2025			
Printed name of Princip	al/Site Administra	tor		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ALICEA	MERCEDES	11144	PARA II ESOL	7	186	12/15/2003	Х
CASTRO	LOURDES	15938	PARA II ESOL	7	186	03/27/2018	Х
CLEMENTS	CYNTHIA	15370	ENVIRONMENTAL SVCS TECH I	8	249	04/29/2019	Х
FERMIN	DONARDO	19300	ENVIRONMENTAL SVCS TECH I	8	249	01/09/2025	Х
FIGUEROA PADILLA	MARTA	15144	ENVIRONMENTAL SVCS TECH I	8	249	11/30/2015	Х
GABBARD	SARAH	18229	PARA ESE PREK HANDICAPPED	7	186	08/14/2023	Х
HENRY	PAITEN	15265	PARA ESE	7	186	10/29/2018	Х
HNATIUK	JULIA	06537	PARA PK HANDICAP	7	186	08/31/2020	Х
JACOBSEN	DEBIE	16910	PARA ISS	7	186	12/05/2024	Х
LOPEZ	ADAM	18745	PARA II ELEMENTARY	7	186	05/08/2024	Х
LOPEZ	GLENDA	18924	PARA PK HANDICAP	7	186	08/09/2024	Х
MALSON	DESTINY	18950	PARA ESE	7	186	08/09/2024	Х
MULLER	KELLY	10970	SCHOOL HEALTH PROFESSIONAL	7	190	01/10/2006	Х
NORMAN	KELLI	16335	PARA II ELEMENTARY	7	186	08/23/2024	Х
PHIFER	SARA	19047	PARA PK HANDICAP	7	186	08/16/2024	Х
PITCOCK	ROBERT	01034	ENVIRONMENTAL SVCS TECH 3	8	249	11/27/1995	Х
ROJAS	YESENIA	19316	SECRETARY II SCH	8	200	01/27/2025	Х
RUIZ	MICHELLE	18699	PARA ESE	7	186	08/08/2025	Х
SANCHEZ	BENITO	12626	ENVIRONMENTAL SVCS TECH I	8	249	09/08/2008	Х
SHEPHERD	LESLIE	18713	PRE-KINDERGARTEN ASST	7.45	196	03/11/2024	Х
SLONE	JAMES	16682	PARA ESE	7	186	11/19/2019	Х
SOBECK	ANGELICA	18232	SECRETARY II SCH	8	249	08/14/2023	Х
STEVENS	LESLIE	18929	PRE-KINDERGARTEN ASST	7.45	196	08/05/2024	Х
STEWART	REBECCA	17299	PARA PK HANDICAP	7	186	09/07/2021	Х
TIMBERLAKE	KATELYN	13595	PARA II ELEM TITLE I	7	186	08/10/2016	Х
VALENTINO	LYNDSAY	18757	PARA ESE	7	186	04/05/2024	Х
VINA	MARIO	17063	ENVIRONMENTAL SVCS TECH II	8	249	04/19/2021	Х
WHITE	KRISTIN	18103	DATA ENTRY OPERATOR	8	249	03/22/2023	Х
WHITEHEAD	MATTHEW	18406	ENVIRONMENTAL SVCS TECH I	8	249	08/28/2023	Х
WILSON	MARY	16098	PARA II ELEM TITLE I	7	186	08/14/2018	Х
Printing of my name b	elow constitutes	my official signa	ture for electronic purposes.				
Cari L. O'Rourke				5/2/2025			
Printed name of Princi	ipal/Site Administ	rator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT YES
ANDERSON	CASHAWNA	19067	PARA MEDIA	7	186	08/19/2024	Х
BANDINI	MARY	17831	SECRETARY II SCH	8	249	08/29/2022	X
BLOUIN	MARIA	04580	SECRETARY II SCH	8	249	09/03/2013	Х
BROWNING	JENNIFER	16865	SECRETARY II SCH	8	249	08/18/2020	Х
CAMPBELL	LAURIE	16954	BOOKKEEPER HIGH SCH	8	249	11/10/2020	Х
COLONNA	SUSAN	15737	PARA ESE	7	186	08/14/2017	Х
FIFIELD	JAMES	14135	ENVIRONMENTAL SVCS TECH I	8	249	08/16/2021	Х
HAYES	ANNE	19187	OFFICE CLERK	3	180	11/04/2024	Х
HUDSON	JESSICA	16847	ENVIRONMENTAL SVCS TECH I	8	249	08/17/2020	Х
HUM	JOHN	13423	ENVIRONMENTAL SVCS TECH 3	8	249	07/20/2010	Х
JONES	CATHY	14101	PARA ESE 1 ON 1	7	186	08/30/2021	Х
KITCHEN	FRANK	18354	ENVIRONMENTAL SVCS TECH I	8	249	08/07/2023	Х
KNOWELL	YARITZA	14277	PARA I ESOL	7	186	02/27/2018	Х
LOUGHRAN	DONNA	04061	SECRETARY II SCH	8	249	01/13/2003	Х
LOUGHRAN	JAMES	16202	ENVIRONMENTAL SVCS TECH I	8	249	10/22/2018	Х
MONTERO	WALKIRIA	04282	DATA ENTRY OPERATOR	8	249	10/12/2021	Х
MORMANDO	LOIS	04391	PARA ESE	7	186	01/05/2005	Х
OSPINA ARIAS	MARY	18357	ENVIRONMENTAL SVCS TECH I	8	249	08/07/2023	Х
PALMER	MICHAEL	13966	ENVIRONMENTAL SVCS TECH I	8	249	08/17/2016	Х
PICCOLO	LISA	13231	SECRETARY II SCH	8	200	09/06/2016	Х
PUCCI	MICHAEL	14499	ENVIRONMENTAL SVCS TECH II	8	249	03/06/2019	Х
RODRIGUEZ	NICOLE	16889	SECRETARY II SCH	8	200	09/02/2020	Х
SANTIAGO	EDWIN	17407	ENVIRONMENTAL SVCS TECH I	8	249	12/06/2021	Х
VALDESPINO	MARA	03265	SECRETARY II SCH	8	249	04/19/2004	Х
VILLODAS RAMOS	KATYA	18291	PARA II ESOL	7	186	08/14/2023	Х
VASQUEZ	MIGDALIA	18482	PARA CLINIC	3	180	10/03/2023	Х
VELEZ-SANTIAGO	MARIZOL	18046	ENVIRONMENTAL SVCS TECH I	8	249	02/06/2023	Х
WRIGHT	MICHELLE	14213	SECRETARY II SCH	8	249	09/13/2016	Х
Printing of my name	e below constitu	utes my official	signature for electronic purposes.				
Dana Pearce		-		5/2/2025			
Printed name of Pri	ncipal/Site Adn	ninistrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
BRAITHWAITE	MICHAEL	13528	ATTENDANCE ASST-SRVC TRANSPORT	8	186	08/14/2017	Х
COATES	MICHAEL	18790	ATTENDANCE ASST-SRVC TRANSPORT	8	186	05/14/2024	Х
CORRALES-CASTELLANOS	MARIA	19344	TEEN PARENT NURSERY ASST	7.75	186	02/05/2025	Х
MILLER	YULONDA	16326	TEEN PARENT NURSERY ASST	7.75	186	03/25/2019	Х
MILLER	SHARON	07456	TEEN PARENT HEAD OF NURSERY	7.45	200	10/24/1994	Х
TORMEY	SCOTT	18789	ATTENDANCE ASST-SRVC TRANSPORT	8	186	05/13/2024	Х
Printing of my name below	constitutes m	l y official signatı	lure for electronic purposes.				
Jill Kolasa				5/2/2025			
Printed name of Principal/S	Site Administra	ator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
WHITTEN	KEVIN	17416	TELECOMMUNICATIONS TECHNICIAN	8	249	01/03/2022	Х
Printing of my na	me below cor	nstitutes my offi	cial signature for electronic purposes.				
Darin Defilippo				4/28/2025			
Printed name of	Principal/Site	Administrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ALLEN	KODI	17940	BUS OPERATOR	5	186	01/09/2023	Х
ALVARADO	ASHLEY	19125	BUS ATTENDANT	5	186	04/14/2025	Х
ARROYO	JAMIE	02304	BUS OPERATOR	5	186	09/03/2002	Х
ASPELL	LISA	10176	BUS OPERATOR	5	186	10/04/1999	Х
ASPELL	ROBERT	17883	BUS OPERATOR	5	186	09/15/2022	Х
BABBIDGE	KATHLEEN	17958	BUS ATTENDANT	5	186	09/09/2024	Х
BEAN	WENDY	19019	BUS ATTENDANT	5	186	08/19/2024	Х
BOISSONNAULT	STAN	16905	BUS OPERATOR	5	186	09/28/2020	Х
BONILLA	EVA	17311	BUS ATTENDANT	5	186	09/01/2021	Х
BONNER	JOHNNY	18716	BUS OPERATOR	5	186	04/10/2024	Х
BONNER	SUSAN	18724	BUS ATTENDANT	5	186	04/01/2024	Х
BOREL	DAVID	17227	BUS OPERATOR	5	186	08/10/2021	Х
BUGGICA	JEFF	17912	BUS OPERATOR	5	186	12/05/2022	Х
CANCEL	DEBBIE	02269	BUS OPERATOR	5	186	09/24/1997	Х
CANFIELD	STEPHEN	16605	BUS OPERATOR	5	186	09/24/2019	Х
CARLINO	JOSEPH	16610	BUS ATTENDANT	5	186	08/22/2022	Х
CARNEGIE	RENAE	18647	BUS ATTENDANT	5	186	01/22/2024	Х
CATALANO	MARIA	18367	BUS ATTENDANT	5	186	10/09/2023	Х
CHANDLER	SHARON	15441	BUS OPERATOR	5	186	09/12/2016	Х
CHRISLIP	KARI	18909	BUS OPERATOR	5	186	09/16/2024	Х
CICHOWSKI	KATHY	16489	BUS OPERATOR	5	186	08/12/2019	Х
COMAIANNI	GEANINE	14992	BUS OPERATOR	5	186	08/12/2019	Х
CONSTANTINOU	JODI	19035	BUS ATTENDANT	5	186	03/31/2025	Х
COTILLETTA	BENEDETTO	02793	BUS OPERATOR	5	186	08/09/2004	Х
CRUZ	MISCHA	19167	BUS ATTENDANT	5	186	03/31/2025	Х
DARBY	SHANE	19214	BUS OPERATOR	5	186	01/21/2025	Х
DARNOWSKI	JAMES	18102	BUS OPERATOR	5	186	05/02/2023	Х
DELANEY	DAWN	18841	BUS ATTENDANT	5	186	08/19/2024	Х
DESCAULT	SANDRA	01616	BUS OPERATOR	5	186	08/24/2007	Х
DIAS	LAURIE	16457	BUS OPERATOR	5	186	08/12/2019	Х
DORSI	JOANNE	03590	BUS OPERATOR	5	186	01/06/2004	Х
ELLIOTT	PHILLIP	15804	BUS OPERATOR	5	186	08/28/2017	Х
ESPINO HERNANDEZ	JOSEFINA	18997	BUS ATTENDANT	5	186	02/03/2025	Х
EVANS	CRAIG	19374	BUS OPERATOR	5	186	05/12/2025	Х
FARNKOFF	GEORGE	01250	BUS ATTENDANT	5	186	02/02/2007	Х
FIGUEROA	YVONNE	15150	BUS ATTENDANT	5	186	08/31/2020	Х
FINN	MAUREEN	12988	BUS OPERATOR	5	186	08/20/2012	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
FRANK	PAULA	15580	BUS OPERATOR	5	186	03/06/2017	X
GALAN	ODALIS	18750	BUS ATTENDANT	5	186	04/03/2024	Х
GARCIA HOLGUIN	ALEIDA	18852	BUS ATTENDANT	5	186	08/19/2024	Х
GASCOT LOZADA	WANDA	18691	BUS OPERATOR	5	186	02/20/2024	Х
GERALIS	IPPOKRATIS	15415	BUS OPERATOR	5	186	09/26/2016	Х
GOODE	MARK	17921	BUS OPERATOR	5	186	10/12/2022	Х
GRECO	MICHAEL	16386	BUS OPERATOR	5	186	08/12/2019	Х
GREGO	BETSY	18581	BUS ATTENDANT	5	186	11/27/2023	Х
GRIMES	KENNETH	15090	BUS OPERATOR	5	186	08/03/2015	Х
HARDING	BRENDA	15544	BUS ATTENDANT	5	186	11/06/2023	Х
HARMON	MANDI	15461	BUS ATTENDANT	5	186	11/04/2016	Х
HECK	SHARON	17462	BUS OPERATOR	5	186	01/10/2022	Х
HILARION	HUGUETTE	19108	BUS ATTENDANT	5	186	11/13/2024	Х
HILL	HEATHER	18433	BUS OPERATOR	5	186	09/11/2023	Х
HOLTZLANDER	MICHELLE	09963	BUS OPERATOR	5	186	08/26/2002	Х
HOLTZLANDER	MISTY	09964	BUS OPERATOR	5	186	11/12/2002	Х
HORAN	TINA	16635	BUS ATTENDANT	5	186	10/14/2019	Х
HORNING	JOHN	19070	BUS OPERATOR	5	186	09/16/2024	Х
HOWE	KIMBERLY	11467	BUS OPERATOR	5	186	08/31/2017	Х
JANSSEN	EDWARD	15311	BUS OPERATOR	5	186	08/10/2016	Х
JOHNSON	SHARON	09476	BUS OPERATOR	5	186	10/11/2004	Х
JORDAN	MARK	17860	BUS OPERATOR	5	186	08/30/2022	Х
JOST	ANGELIA	17463	BUS ATTENDANT	5	186	01/10/2022	Х
KENNEDY	GLENDALIE	17943	BUS ATTENDANT	5	186	10/19/2022	Х
KHOBANI	CINDY	19310	BUS OPERATOR	5	186	04/14/2025	Х
KIRKSTAD	PAUL	18567	BUS OPERATOR	5	186	12/11/2023	Х
KOJIAN	GREG	15186	BUS OPERATOR	5	186	10/27/2015	Х
KUHN	JOHN	02522	BUS OPERATOR	5	186	11/01/2011	Х
KYLE	LISA	13020	BUS OPERATOR	5	186	12/02/2011	Х
LAMBERT	MARCIA	03542	BUS OPERATOR	5	186	08/13/2001	Х
LASKOWSKI	CINDY	04909	BUS ATTENDANT	5	186	11/12/2024	Х
MACEDO	WELLINGTON	19020	BUS OPERATOR	5	186	11/12/2024	Х
MANNINO	JOHN	16770	BUS OPERATOR	5	186	03/23/2020	Х
MARINO	DOMENICK	15193	BUS OPERATOR	5	186	11/20/2015	Х
MARTINEZ	EDWARD	18787	BUS OPERATOR	5	186	09/03/2024	Х
MATKOWSKI	GEORGAN	05146	BUS OPERATOR	5	186	05/19/2006	Х
MCDOWELL	DOROTA	17369	BUS ATTENDANT	5	186	02/14/2022	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
MCNIFF	JOANNE	08449	BUS ATTENDANT	5	186	04/14/2025	Х
MELENDEZ	HERIBERTO	18190	BUS ATTENDANT	5	186	08/22/2023	Х
MENDEZ	CAROLINE	16255	BUS OPERATOR	5	186	02/06/2019	Х
MOORE	ERNEST	17442	BUS OPERATOR	5	186	12/15/2021	Х
MOORE	GLENN	15058	BUS OPERATOR	5	186	03/31/2025	Х
NUNES	SAMUEL	18039	BUS ATTENDANT	5	186	05/02/2023	Х
OEXMANN	MARIA	04944	BUS OPERATOR	5	186	12/09/2005	Х
OLMO	GRABIEL	17865	BUS ATTENDANT	5	186	08/31/2022	Х
O'REILLY	YOANDRA	18904	BUS ATTENDANT	5	186	08/19/2024	Х
ORJUELA PARRA	OSCAR	18637	BUS OPERATOR	5	186	02/20/2024	Х
OROZCO FRANCO	FABIO	18905	BUS OPERATOR	5	186	01/07/2025	Х
ORTIZ	AUREA	02120	BUS OPERATOR	5	186	08/14/2023	Х
ORTIZ	JOSEPH	18274	BUS ATTENDANT	5	186	10/09/2023	Х
OYOLA	KIMBERLY	18966	BUS OPERATOR	5	186	10/28/2024	Х
PACINI	CHRISTOPHER	18052	BUS OPERATOR	5	186	04/10/2023	Х
PAUL	MARIE	17360	BUS OPERATOR	5	186	10/13/2021	Х
PAZAR	JOHN	18551	BUS OPERATOR	5	186	11/29/2023	Х
PEQUEEN	SHERRI	17557	BUS OPERATOR	5	186	04/20/2022	Х
PERERA	INDIRA	17076	BUS ATTENDANT	5	186	04/26/2021	Х
PITTROFF	CHAD	19217	BUS OPERATOR	5	186	03/25/2025	Х
POWELL	LONNIE	16376	BUS OPERATOR	5	186	05/22/2019	Х
RABIDEAU	JOHN	18267	BUS ATTENDANT	5	186	09/18/2023	Х
RAINEY	PETER	17226	BUS OPERATOR	5	186	08/10/2021	Х
RAMOS	CRYSTAL	18526	BUS ATTENDANT	5	186	10/24/2023	Х
RAMOS OLIVERO	EDNA	15971	BUS OPERATOR	5	186	03/26/2018	X
RANDALL	CYNTHIA	13004	BUS OPERATOR	5	186	10/12/2022	Х
REDMAN	STACEY	09981	BUS OPERATOR	5	186	11/05/2001	Х
REED	TIMOTHY	17228	BUS OPERATOR	5	186	08/03/2021	X
REYES	LAZARO	17886	BUS OPERATOR	5	186	09/15/2022	Х
RICE	ANTHONY	18673	BUS OPERATOR	5	186	02/26/2024	X
RIOS	BETHANIA	17383	BUS OPERATOR	5	186	10/26/2021	Х
RIVERA	EDWIN	12918	BUS OPERATOR	5	186	08/20/2012	X
ROBINSON-HARRISON	KATHLEEN	14812	BUS ATTENDANT	5	186	04/08/2019	Х
RODRIGUEZ	ZULMA	13941	BUS OPERATOR	5	186	03/04/2013	Х
RODRIGUEZ ROSADO	JOSE	17902	BUS OPERATOR	5	186	09/26/2022	Х
ROGERS	DONNA	05487	BUS OPERATOR	5	186	12/08/2021	Х
ROWE	MARY BETH	17515	BUS ATTENDANT	5	186	03/04/2022	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ROYER	ANN	18222	BUS ATTENDANT	5	186	08/14/2023	Х
RUBERT	OCTAVIO	15011	BUS OPERATOR	5	186	01/06/2015	Х
SAGE	ROSA	18065	BUS ATTENDANT	5	186	05/02/2023	Х
SANTIAGO	ILIANA	19223	BUS OPERATOR	5	186	04/28/2025	Х
SAINT LOUIS	EMMANUEL	18094	BUS OPERATOR	5	186	05/02/2023	Х
SANCHEZ	PAMELA	18188	BUS OPERATOR	5	186	10/30/2023	Х
SANDERS	TEDRA	18589	BUS ATTENDANT	5	186	12/11/2023	Х
SANTOS	SANDRA	17459	BUS OPERATOR	5	186	01/30/2024	Х
SCANDORA	JOSEPH	18825	BUS ATTENDANT	5	186	08/19/2024	Х
SCANDORA	RENEE	18824	BUS ATTENDANT	5	186	08/19/2024	Х
SCHMUTZ	DAVID	16488	BUS OPERATOR	5	186	08/12/2019	Х
SCHULWITZ	BARBARA	17290	BUS ATTENDANT	5	186	10/04/2021	Х
SCHWARTZ	BRIAN	19021	BUS OPERATOR	5	186	09/16/2024	Х
SHORTT	CHARLES	18446	BUS ATTENDANT	5	186	09/11/2023	Х
SIMONS	DAINA	04811	TRANS SMALL VEHICLE OPERATOR	5	186	12/09/2024	Х
SKOBLIKOFF-MUELLER	LYNN	17437	BUS OPERATOR	5	186	12/13/2021	Х
SLACHTA	JORDAN	19208	BUS OPERATOR	5	186	04/14/2025	Х
SMELSER	CONNIE	17548	BUS OPERATOR	5	186	10/23/2023	Х
STACKEL	THOMAS	18911	BUS OPERATOR	5	186	09/11/2024	Х
STANEK	LUBICA	12465	BUS OPERATOR	5	186	12/09/2002	Х
STAVOLA	DOREEN	17923	BUS ATTENDANT	5	186	01/17/2023	Х
STINNETT	MARIA	17560	BUS ATTENDANT	5	186	04/20/2022	Х
TELLONE	DENISE	14734	BUS OPERATOR	5	186	08/09/2024	Х
TORRES	JOSE	18550	BUS ATTENDANT	5	186	12/06/2023	Х
TUCKER-ALLEN	ROBIN	19131	BUS ATTENDANT	5	186	10/28/2024	Х
TURNER	PENNY	10183	BUS OPERATOR	5	186	08/23/2006	Х
VELOZ PENA	CINTHIA	18191	BUS ATTENDANT	5	186	09/05/2023	Х
VICENTE	MARCIA	01254	BUS OPERATOR	5	186	08/13/2018	Х
VIEIRA	ELMINA	14472	BUS ATTENDANT	5	186	12/15/2014	Х
VILLANUEVA	TRACEY	14117	BUS OPERATOR	5	186	03/31/2025	Х
WAS	ROBIN	19014	BUS OPERATOR	5	186	10/28/2024	Х
WILLIAMS	MARGARET	18120	BUS OPERATOR	5	186	08/14/2023	Х
WRAY	NANCY	16150	BUS ATTENDANT	5	186	01/19/2021	Х
ZIERDEN	WAYNE	13095	BUS OPERATOR	5	186	08/10/2022	Х
Printing of my name belo	ow constitutes my o	 fficial signature	for electronic purposes.				
Ralph Leath				5/5/2025			
Printed name of Principa	al/Site Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
CARSON	CAMERON	07182	TRANS VEHICLE TECH III	8	249	08/30/1999	Х
CODDINGTON	GARY	10632	TRANS VEHICLE TECH III	8	249	09/26/2022	Х
FRANK	WILLIAM	16003	TRANS PARTS/INV CONTROL CLERK	8	249	07/02/2018	Х
FULMOR	TAMMY	17404	DISPATCHER	8	249	12/01/2021	Х
HEINLEIN	WAYNE	02186	TRANS VEHICLE TECH III	8	249	08/18/1997	Х
MALHAM	MICHAEL	17968	TRANS VEHICLE TECH I	8	249	11/14/2022	Х
MALHAM	TROY	17917	TRANS VEHICLE TECH I	8	249	10/24/2022	Х
MUELLER	SCOTT	15903	VEHICLE TECHNICIAN ASSISTANT	5	186	02/05/2018	Х
PASQUALICHIO	DILLON	18087	TRANS VEHICLE TECH I	8	249	03/06/2023	Х
RODRIGUEZ	AARON	19370	VEHICLE TECHNICIAN ASSISTANT I	8	249	03/03/2025	Х
ROMERO	JAZMIN	16363	OFFICE CLERK	8	249	12/02/2019	Х
SEITZ	STACY	17851	OFFICE CLERK	8	249	09/15/2022	Х
SIMONS	JASON	17931	TRANS VEHICLE TECH I	8	249	11/14/2022	Х
SPEIR	STEVEN	17946	TRANS VEHICLE TECH I	8	249	02/13/2023	Х
TEIXIERA	GIOVANNI	18661	CAMERA TECHNICIAN	8	249	02/12/2024	Х
THOMPSON	DOUGLAS	17425	VEHICLE TECHNICIAN ASSISTANT	8	249	01/18/2022	Х
TOKAR	PAMELA	16257	TRANSPORTATION FIELD TRIP SECR	8	249	02/05/2019	Х
WEDERMAN	HERBERT	02919	TRANS VEHICLE TECH III	8	249	07/31/1989	Х
WILEY	MICHAEL	10928	ENVIRONMENTAL SVCS TECH II	8	249	07/01/2004	Х
Printing of my name	e helow constitut	es my official sig	gnature for electronic purposes.				
Ralph Leath	C DOIOW CONSTITUT	C3 Tity Official Sig	gridiare for electronic purposes.	5/5/2025			
Printed name of Pr	incipal/Site Admi	nistrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
APOSHIAN	CRYSTAL	17628	PARA II ELEM TITLE I	7	186	08/10/2022	Х
BALLISTREA	SIANNA	18173	PARA II ELEM- VPK	7	186	08/14/2023	Х
BEDFORD	VALERIE	18999	PARA PK HANDICAP	7	186	08/09/2024	Х
COOPER	SAMUEL	17092	ENVIRONMENTAL SVCS TECH II	8	249	05/18/2021	Х
COVEY	REBECCA	18913	PARA II ELEMENTARY	7	186	08/09/2024	Х
ERICKSON	TERESA	15424	PARA II ESOL	7	186	08/22/2016	Х
FLYNN	SAMANTHA	13041	PARA ESE 1 ON 1	7	186	04/25/2025	Х
FRANCIS	DIANA	18133	PARA ISS	7	186	04/20/2023	Х
GARCIA CORDERO	BEATRIZ	18729	ENVIRONMENTAL SVCS TECH I	8	249	03/13/2024	Х
GLUTH	KRISTENA	17256	SECRETARY II	8	200	08/12/2021	Х
HARRIS	SHERRY	15481	PARA PK HANDICAP	7	186	10/02/2023	Х
KELLING	REGINA MARIE	16264	BOOKKEEPER ELEM/MID	8	249	01/07/2019	Х
KELLY	JULIA	17765	PARA II ELEMENTARY SPLIT FUNDE	7	186	08/10/2022	Х
MERILLO	JILL	15301	PARA PK HANDICAP	7	186	08/16/2024	Х
NICORA DOIDGE	ALEXIS	13129	PARA PK HANDICAP	7	186	04/09/2024	Х
PALAVICINI	RAQUEL	18959	PARA ESE	7	186	08/09/2024	Х
PAPPAS	NOELLE	19064	DATA ENTRY OPERATOR	8	249	08/13/2024	Х
PEARCE	WILLIAM	14657	ENVIRONMENTAL SVCS TECH I	8	249	10/23/2013	Х
PERDUE	CHERYL	17844	SCHOOL HEALTH PROFESSIONAL	7	190	09/02/2022	Х
RAY	NATASHA	18897	PARA II ELEMENTARY	7	186	08/09/2024	Х
ROTH	ADAM	13140	ENVIRONMENTAL SVCS TECH I	8	249	03/02/2010	Х
WATSON	PAUL	13316	ENVIRONMENTAL SVCS TECH 3	8	249	03/15/2010	Х
YATES	DENISE	18479	PARA ESE	7	186	10/04/2023	Х
Printing of my name	below constitutes	my official signa	ture for electronic purposes.				
Dana Kublick				5/8/2025	-		
Printed name of Printed	ncipal/Site Adminis	trator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ACKER	TIFFANY	15842	COMP LAB MANAGER TITLE I	7.45	196	02/16/2023	Х
AGUIAR	CARMEN	07283	BOOKKEEPER ELEM/MID	8	249	11/03/2003	Х
BISHOP	LISA	03840	PARA ESE	7	186	08/26/2002	Х
BRAITHWAITE	MICHELLE	15912	SECRETARY II SCH	8	249	09/08/2021	Х
CATTOUSE	TANYA	16362	ISS MONITOR	7	186	08/10/2021	Х
CURTIN	REBECCA	17279	PARA ESE	7	186	08/17/2021	Х
DAVIS	HALEY	17656	ENVIRONMENTAL SVCS TECH I	8	249	08/10/2022	Х
ERICKSON	CYNTHIA	18771	PARA ESE 1 ON 1	7	186	04/15/2024	Х
GONZALEZ	KELLY	18461	PARA ESE	7	186	12/14/2023	Х
GUARIN BARRERA	YENNY	18285	PARA II ESOL	7	186	08/14/2023	Х
HAGLAND	EMILY	18931	SECRETARY II SCH	8	249	07/22/2024	Х
IRIZARRY	BERNICE	14280	DATA ENTRY OPERATOR	8	249	10/10/2012	Х
LAFERTY	CARMON	08226	SCHOOL HEALTH PROFESSIONAL	7	190	03/25/2008	Х
MOWRER	BRITTNEY	19119	PARA CLINIC	3	180	09/06/2024	Х
NASH	KIMBERLY	14396	PARA ESE	7	186	11/10/2014	Х
NEFF	MARK	17554	ENVIRONMENTAL SVCS TECH II	8	249	05/02/2022	Х
SCOTT	BREANNA	18044	ENVIRONMENTAL SVCS TECH I	8	249	01/30/2023	Х
SILVA GOMEZ	MISAEL	17970	ENVIRONMENTAL SVCS TECH I	8	249	12/05/2022	Х
TATE-BARKLEY	LISA	13849	PARA ESE	7	186	01/21/2025	Х
VALLADARES HORTA	JOSE	15316	ENVIRONMENTAL SVCS TECH I	8	249	06/01/2016	Х
VARANO	JOHN	18606	PARA ESE 1 ON 1	7	186	12/18/2023	Х
WIGGINS-PRELI	CYNTHIA	17814	PARA ESE 1 ON 1	7	186	08/24/2022	Х
YOUNG	INNA	12468	ENVIRONMENTAL SVCS TECH 3	8	249	08/18/2008	Х
	low constitutes m	y official signatu	ure for electronic purposes.				
Chris Healy				5/2/2025			
Printed name of Princip	oal/Site Administra	ator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
ALCANTARA	MARIA	15829	PARA I ESOL	7	186	08/13/2018	Х
BARTLEY	DARREN	13986	ENVIRONMENTAL SVCS TECH 3	8	249	11/07/2011	Х
BERMUDEZ ERQUIAGA	GRISEL	19292	ENVIRONMENTAL SVCS TECH I	8	186	01/27/2025	Х
BLAND	JUSTIN	15796	ISS MONITOR	7	186	04/07/2022	Х
BUONAGURO	FRANK	18356	ENVIRONMENTAL SVCS TECH II	8	249	08/09/2023	Х
DAGLIA	TARA	15205	PARA ESE	7	186	11/23/2015	Х
DEUTSCH	GEORGETTE	04574	PARA ESE 1 ON 1	7	186	01/13/2003	Х
GORDON	LAURENE	12929	PARA ESE 1 ON 1	7	186	08/24/2012	Х
HAMILTON	JESSIE	19309	BOOKKEPER	8	249	01/21/2025	Х
HERNANDEZ	JUSTINA	17213	ENVIRONMENTAL SVCS TECH I	8	249	08/03/2021	Х
HERNANDEZ VALLADARES	YAMILE	19027	ENVIRONMENTAL SVCS TECH I	8	249	08/27/2024	Х
HUGHES	ELIZABETH	03662	PARA ESE	7	186	08/13/2001	Х
HUGHES	WILLIAM	13524	COMPUTER LAB MANAGER	7	186	08/18/2014	Х
JEFFERS	MEAGHAN	16808	DATA ENTRY OPERATOR	8	249	08/10/2022	Х
JOHNSON	JEREMY	15387	PARA VOC ESE	7	186	08/09/2024	Х
JOHNSON	APRIL	19410	PARA MEDIA	7	186	05/01/2025	Х
JOHNSEN	VERONICA	18663	PARA ESE 1 ON 1	7	186	02/12/2024	Х
LEE	BRANDON	18893	ATH TRAIN MIL - WWHS	8	249	07/01/2024	Х
LUGO	LYDIAN	14321	ENVIRONMENTAL SVCS TECH I	8	249	08/27/2014	Х
MARRERO VALDES	ROLANDO	18813	ENVIRONMENTAL SVCS TECH I	8	249	06/10/2024	Х
MCDERMOTT	CLAIR	15318	ENVIRONMENTAL SVCS TECH I	8	249	10/04/2023	Х
MERILLO	MARGARET	13200	SCHOOL HEALTH PROFESSIONAL	7	190	08/24/2015	Х
MERILLO	SARAH	17066	SECRETARY II SCH	8	249	07/13/2022	Х
MOCHNICK	KRISTEN	18003	PARA ESE 1 ON 1	7	186	02/02/2023	Х
MOTTA	ELIZABETH	14781	ENVIRONMENTAL SVCS TECH I	8	249	04/01/2014	Х
NOLASCO	JOEMY	17794	SECRETARY II SCH	8	249	08/10/2022	Х
OTERO-COSSIO	MICHELLE	16344	SECRETARY II SCH	8	249	04/22/2019	Х
PERKINS	STACY	06608	SECRETARY II SCH	8	249	04/12/2005	Х
ROBERTS	TIFFANY	05055	SECRETARY II SCH	8	249	08/13/2018	Х
ROYCE	BRUCE	12325	COMPUTER LAB MANAGER	7	186	08/25/2015	Х
SWANSON	LYNN	17189	PARA I OTHER	7	186	08/10/2021	Х
WILLIAMSON	ROBERT	18020	SECRETARY I SCH	8	249	01/23/2023	Х
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RECOMMEND FOR REAPPOINTMENT LIST (NONINSTRUCTIONAL) 2025-2026

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
Ed LaRose				5/6/2025			
Printed name of Principal/Site	Administrator			Date			

RECOMMEND FOR REAPPOINTMENT LIST (NONINSTRUCTIONAL) 2025-2026

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT YES
ABESADA	ASHLEY	19186	PARA CLINIC	6	186	10/30/2024	Х
ARENCIBIA	DORA	17782	ENVIRONMENTAL SVCS TECH I	8	249	08/17/2022	Х
BARBER	JEANNIE	15076	SECRETARY II SCH	8	249	04/15/2015	Х
BARONI	NICOLE	18994	PRE-KINDERGARTEN ASST	7.45	196	08/05/2024	Х
BENTS	AUGUST	13956	ENVIRONMENTAL SVCS TECH I	8	249	10/14/2011	Х
BOWDEN	PAOLA	17403	SCHOOL HEALTH PROFESSIONAL	7	190	12/06/2021	Х
BURNS	DIANE	09676	PARA ESE 1 ON 1	7	186	09/08/2020	Х
CARUSO-GUY	MELISSA	17051	SECRETARY II SCH	8	200	03/29/2021	Х
CLEVELAND	VELVET	15561	PARA ESE 1 ON 1 - GEN FUND	7	186	02/16/2023	Х
GAGLIANO	NICOLE	17348	DATA ENTRY OPERATOR	8	249	10/04/2021	Х
GAMINO	TINA	18546	OFFICE CLERK	8	186	11/07/2023	Х
HALLORAN	AMANDA	17312	PARA ESE 1 ON 1	7	186	09/01/2021	Х
HART	ROBIN	07975	PARA I ELEMENTARY	7	186	08/18/1999	Х
JANES	DENISE	18208	OFFICE CLERK	3	180	08/14/2023	Х
KANE	THOMAS	17660	ENVIRONMENTAL SVCS TECH I	8	249	07/11/2022	Х
LEGUEN JIMENEZ	DIOSMARY	19290	ENVIRONMENTAL SVCS TECH I	8	249	12/16/2024	Х
LUGO LOPEZ	MARIA	18025	ENVIRONMENTAL SVCS TECH I	8	249	01/10/2023	Х
MACLENNA	MICHELLE	17699	PARA I OTHER	7	186	08/08/2022	Х
MAURER	STEPHANIE	18588	BOOKKEEPER ELEM/MID	8	249	12/01/2023	Х
MORRISON	AMBER	17269	PARA ESE 1 ON 1	7	186	08/16/2021	Х
MUNOZ-NAGEL	DULCE	16989	PARA ESE 1 ON 1	7	186	08/09/2024	Х
ORTIZ	ALEXANDRA	17514	PARA I ELEMENTARY	7	186	03/07/2022	Х
PADGETT	BRIAN	18265	ENVIRONMENTAL SVCS TECH 3	8	249	08/09/2023	Х
PERKINS	ROBERT	17098	ISS MONITOR	7	186	06/14/2021	Х
POOLE	FAIMAFILI	16854	PARA ESE 1 ON 1	7	186	08/31/2020	Х
PROIETTO	ELIZABETH	18140	OFFICE CLERK	3	180	09/22/2023	Х
REICKMAN	BEATRICE	17997	PARA I ELEMENTARY	7	186	01/04/2023	Х
RIMBY	KIMBERLY	16540	PARA I OTHER	7	186	08/12/2019	Х
RODRIGUEZ	PHILOMENA	03022	PARA I ELEMENTARY	7	186	07/05/2016	Х
ROSARIO HERNANDEZ	YELENNY	18920	ENVIRONMENTAL SVCS TECH I	8	249	07/17/2024	Х
SPAYDE	MEGAN	19406	PARA ESE	7	186	04/25/2025	Х
TORRES	CARLOS	16823	DATA ENTRY OPERATOR	8	249	07/20/2020	Х
WILLIAMS	EUGENE	13398	ENVIRONMENTAL SVCS TECH I	8	249	08/26/2013	Х

RECOMMEND FOR REAPPOINTMENT LIST (NONINSTRUCTIONAL) 2025-2026

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT - YES
Printing of my name belo	ow constitutes my	y official signatu	re for electronic purposes.				
Kristen Tormey				4/30/2025			
Printed name of Principa	Printed name of Principal/Site Administrator						

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
CLARK	PAULA	05708	SUPERVISOR OF PROFESSIONAL DEV	8	249	Х
DIAZ	JESSE	12564	SUPERVISOR OF INSTRUCTIONAL TE	8	249	Х
DOWNEY	KELLY	11535	SUPV LITERACY, INTERVENTION, ELE	8	249	Х
LASTRA	LAURA	16377	SUPV COLLEGE & CAREER PROGRAMS	8	249	Х
LITTLEFIELD	KERRI	11490	COORDINATOR OF MTSS	8	249	Х
ROONEY	NICOLE	15197	COORDINATOR OF MEDICAID	8	249	Х
TAYLOR	KODY	18945	ATH TRAIN MIL - NCTHS	8	249	Х
WILLIAMS	DANYL	16374	COLLEGE AND CAREER PROGRAMS MA	8	249	Х
WILSON	CARRIE	08872	SUP OF GUIDANCE K-ADULT	8	249	Х
Printing of my name	e below constitutes r	ny official signat	ure for electronic purposes.			
Gina Michalicka				5/30/2025		
Printed name of Pri	incipal/Site Administr	ator		Date		
Printing of my name	e below constitutes r	ny official signat	ure for electronic purposes.			
Lisa Cropley				5/30/2025		
	ncipal/Site Administr	ator		Date		
Printing of my name	e below constitutes r	ny official signat	ure for electronic purposes.			
John Morris		J		4/28/2025		
Printed name of Pri	incipal/Site Administr	ator		Date		
Printing of my name	a helow constitutes r	ny official signat	ure for electronic purposes.			
Tiffany Howard	5 Delow Constitutes I	ily ollicial signat	ure for electronic purposes.	4/28/2025		
	 incipal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
BLIGEN	AISHA	13895	ADULT LITERACY TECHNICIAN	7.45	196	Х
GOMEZ	MIRIAM	03011	ADULT LITERACY TECHNICIAN	7.45	196	Х
SOTOMAYOR-TEJADA	DORIS	02969	ADULT LITERACY TECHNICIAN	7.45	196	Х
TROWELL	KARA	13731	COORD OF CAREER & TECHNICAL ED	8	249	Х
Printing of my name be	low constitutes my of	ficial signature	for electronic purposes.			
Radiah Dent	ion constituted my or	s.griataro		4/30/2025		
Printed name of Princip	al/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
GARNER	TAMMY	17954	DATA QUALITY & INTEGRITY ANALY	8	249	Х
IMHOF	KRISTY	13044	SUPV OF ASSMT & ACCOUNTABILITY	8	249	Х
JONES	JESSIE	11727	SUPV OF STATE REPORTING	8	249	Х
Printing of my name	below constitutes n	ny official signat	ure for electronic purposes.			
Sonsee Sanders				5/6/2025		
Printed name of Printed	ncipal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ADAMS	AALIYAH	13720	MANAGER OF SEDNET	8	249	Х
DICRISTOFALO	CAITLIN	03593	ASSISTIVE TECHNOLOGY ANALYST	8	196	Х
DORAN	STEPHANIE	12207	SUPERVISOR OF ESE	8	249	Х
FUERST	CHERYL	15031	RN FOR MEDICALLY FRAGILE CHILD	8	196	Х
LAFRAMBOISE	PATRICIA	19358	COORD OF COMPLIANCE & DUE PROC	8	249	Х
LAWRENCE	JEAN	09815	LPN FOR MED FRAGILE CHILDREN	8	186	Х
MULVIHILL	SUZANNE	02777	RN FOR MEDICALLY FRAGILE CHILD	8	196	Х
SCHREIBER	MARK	15048	INTERPRETER/TRANSLITERATOR III	7	190	Х
SELLS	ELIZABETH	09009	INTERPRETOR/TRANSLITERATOR III	7	190	Х
WILLIAMS	DIANA	07571	INTERPRETOR/TRANSLITERATOR III	7	190	Х
Printing of my name	e below constitutes r	 ny official signat	ure for electronic purposes.			
Anna Jensen				5/2/2025		
Printed name of Pri	ncipal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
HOLTON	LUCINDA	12522	FAC OP PLANNING & CAD DESIGNER	8	249	Х
LIPSEY	JAMES	15944	PLANNER	8	249	Х
MANER	DESMOND	07028	FACIL PROJ CONTRUCTION MANAGER	8	249	Х
NAGLE	GARRETT	17368	FACIL PROJ CONSTRUCTION MNGR T	8	249	Х
OAKLEY	RICHARD	17216	FACIL PROJ CONTRUCTION MANAGER	8	249	Х
WILLIAMS	JOHN	18773	MNGR OF DESIGN & CONS	8	249	Х
Printing of my name	e below constitutes i	ny official signat	ure for electronic purposes.			
Brian Ragan	22.2 23//04/400 /	, cc.ar orgride		5/7/2025		
Printed name of Pri	ncipal/Site Administ	rator		Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
HANSEN	JULIE	16612	ACCOUNTANT	8	249	X
HUNT	BRITTANY	16886	BUDGET ANALYST	8	249	Х
LAMANTIA	ANGELINA	17354	FINANCIAL ANALYST	8	249	Х
MAKINSON	LENA	14606	COORDINATOR OF FINANCE	8	249	Х
.						
Printing of my name	below constitutes m	<u>y</u> official signat	ure for electronic purposes.			
Joyce McIntyre				5/7/2025		
Printed name of Printed	ncipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ALLEN	PATRICIA	17770	FOOD & NUTR ASSIST SPECIALIST	7	194	X
ANDRES	AMANDA	17561	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
BELMONTE	THERESA	02590	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
BINGHAM	CARLETTE	11465	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
BROOKS	TIFFANY	18189	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
BROWN	TIFFANY	04740	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
BUSTILLO	CHRISTOPHER	17906	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
CHAPMAN	LISA	18093	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
DAY WEBB	MELODY	17118	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
DONOFRIO	DENISE	04095	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
FOREMAN	KIM	16662	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
GREENE	DONNA	01945	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
HERBERT	LISA	14342	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
HOPKINS	CARRIE	16936	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
KESSLER	JENNIFER	16373	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
LINDSEY	PHIMNAPHAT	15584	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
MILLER	ELIZABETH	14910	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
MONEGRO	TARALEE	11383	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
NELSON	JACQUELYN	04032	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
ODONNELL	DONNA	11520	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
ORTIZ	VALLETTE	06446	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
PARSONS	SHARON	12824	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
SALSO	BETH	14044	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
SAPP	MARLAN	11429	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
THOMPSON	BARBARA	02890	FOOD & NUTR ASSIST SPECIALIST	7	194	Х
VAIRO	JULIE	09693	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
WARD	JESSICA	16251	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
WHITE	PATTI-ANNE	04242	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
WHITEN	TRACEY	13549	FOOD & NUTR SPECIALIST K8/HS	8	194	Х
YAGID	DEBORAH	12100	FOOD & NUTR SPECIALIST ELEM/MS	8	194	Х
Printing of my nam	ne below constitutes	 my official signat	ure for electronic purposes.			
Holly Longo				5/2/2025		
Printed name of P	rincipal/Site Adminis	rator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROWN	JULIE	13546	FNS OPERATIONS MANAGER	8	249	Х
MARINA	SAMANTHA	19153	FNS NUTR WELLNESS COORDINATOR	8	249	Х
MONROE	CAROL	12799	FNS OPERATIONS MANAGER	8	249	Х
WARD	WILLIAM	15777	FNS OPERATIONS MANAGER	8	249	Х
WEAVER	JENNIFER	16324	FNS TEAM DVLP/MRKT MNGR	8	249	Х
Drinting of my nam	o bolow constitutes n	ny official signat	ure for electronic purposes.			
Holly Longo	e below constitutes i	ily omciai signat	ure for electronic purposes.	5/2/2025		
, ,	 incipal/Site Administr	 rator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
KEOUGH	PATRICK	13272	COOR OF COMMUNICATIONS & GOV R	8	249	Х
D : "		6				
Printing of my name	below constitutes m	y official signat	ure for electronic purposes.			
Aaron Ellerman				4/28/2025		
Printed name of Prin	cipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BECKER	RACHEL	15873	COORDINATOR OF HUMAN RESOURCES	8	249	Х
CANNON	PAMELA	14413	POSITION CONTROL ANALYST	8	249	Х
LEO	DAWN	13504	COORDINATOR OF RETENTION	8	249	Х
MARTIN	MAGDALENA	14643	BUSINESS SYSTEMS COORDINATOR	8	249	Х
NEAL	ALEXA	09329	SUPV OF HUMAN RESOURCES	8	249	Х
POPPE	DAWN	15756	LEAD CERTIFICATION & DATA ANAL	8	249	Х
RICHARDSON	SUSAN	13347	PAYROLL ANALYST	8	249	Х
Printing of my nam Alexis Brown	e below constitutes r	ny official signat	ure for electronic purposes.	4/30/2025		
	 incipal/Site Administi	ator		4/30/2023 Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
RODRIGUEZ-FONTE	AWILDA	3079	SUPV RISK-BENEFITS-WELLNESS 10	8	249	Х
Printing of my name be	low constitutes my o	fficial signature	for electronic purposes.			
Matthew P. Goldrick				5/6/2025		
Printed name of Princip	al/Site Administrator			Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
JUTTING	DAVID	01897	MANAGER OF MAINTENANCE	8	249	X
RAE	MICHAEL	15578	MAINT PERSONNEL SPECIALIST	8	249	Χ
Printing of my name	below constitutes m	y official signat	ure for electronic purposes.			
Joseph Rychcik				4/29/2025		
Printed name of Prin	ncipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CIRRINCIONE	JULIE	02357	MANAGER OF PURCHASING	8	249	Х
Printing of my name below	ow constitutes my of	ficial signature t	for electronic purposes.			
Christopher K Reckner				5/1/2025		
Printed name of Principa	al/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROWN	JANEA	04290	COORD OF RISK BENEFITS & WELLN	8	249	Х
Printing of my name below con	ı stitutes my official si	l gnature for elec	L ctronic purposes.			
Awilda Rodriguez-Fonte				4/28/2025		
Printed name of Principal/Site A	Administrator			Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
BEMIS	BRET	18766	SAFETY GUARDIAN MILLAGE	8	249	X
BURGESS	LEE	17549	SAFETY GUARDIAN MILLAGE	8	249	Х
BUTLER	DARNELL	18542	SAFETY GUARDIAN MILLAGE	8	249	Х
FONTAN	ERNIE	19216	SAFETY GUARDIAN MILLAGE	8	249	Х
HURST	SANDRA	13061	COORD & COMPLIANCE MONITOR THR	8	249	Х
LIZOR	WILLIAM	17240	SAFETY GUARDIAN MILLAGE	8	249	Х
MCNAMARA	PETER	19337	SAFETY GUARDIAN MILLAGE	8	249	Х
NOBERINI SR	RICHARD	18768	SAFETY GUARDIAN MILLAGE	8	249	Х
PEARSON	GERALD	14029	SAFETY GUARDIAN MILLAGE	8	249	Х
SANTOS	MARCOS	15108	SAFETY GUARDIAN MILLAGE	8	249	Х
SCROGGINS	BRETT	17490	SAFETY GUARDIAN MILLAGE	8	249	Х
WHITE	BRANDON	18099	SAFETY GUARDIAN MILLAGE	8	249	Х
WILSON	FRANK	18971	SAFETY GUARDIAN MILLAGE	8	249	Х
Printing of my name	below constitutes n	ny official signat	ure for electronic purposes.			
Brandon Derespiris				4/28/2025		
Printed name of Prin	cipal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
POGUE	KELLY	13789	EXEC OFF MGR TO SCH BD & GEN C	8	249	Х
D.:	h - l 4:4 . 4					
Printing of my name	below constitutes in	y omciai signat	ure for electronic purposes.			
Ray Pinder				5/2/2025		
Printed name of Prin	ncipal/Site Administra	ator		Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
CHILDS	TAMECKA	18804	SUBST ABUSE PREV ED 196 MILLAG	8	196	X
CROGNALE	KELLI	17503	REGISTERED NURSE MILLAGE FUNDE	8	196	Х
FRANCISCO-SANTIAGO	EMMA	18833	SUBST ABUSE PREV ED 196 DAY ME	8	196	Х
MILLER ROYAL	ANGELA	12001	COORDINATOR OF STUDENT SUPPORT	8	249	Χ
ROY	JANICE	17296	LICENSED PRACTICAL NURSE	8	190	Х
SMITH	JANICE	08061	SUBST ABUSE PREVEN EDUCATOR	8	216	Χ
WARTHEN	SHARON	08090	SUBST ABUSE PREVEN EDUCATOR 19	8	196	Х
WILLIAMS	DAWN	09490	SUPERVISOR OF SCHOOL CHOICE	8	249	Х
WILSON	RYAN	12167	DISCIPLINE HEARING OFFICER	8	249	Х
Printing of my name below	v constitutes my offic	ial signature fo	r electronic purposes.			
Jill Kolasa				5/2/2025		
Printed name of Principal/	Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
AMATO	KATHERINE	14075	DIST TECH SUPPORT SPECIALIST	8	249	
DILUZIO	MICHELE	07567	DATA QUALITY & INTEGRITY ANALY	8	249	
Printing of my name	below constitutes m	y official signat	ure for electronic purposes.			
Lisa Cropley				5/29/2025		
Printed name of Prin	cipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PADILLA	KELLY	17974	EXECUTIVE OFFICE MANAGER - PTS	8	249	X
Printing of my name	below constitutes m	y official signatı	ure for electronic purposes.			
Ray Pinder				5/2/2025		
Printed name of Prin	cipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
KUBLICK	ROBERT	14719	MANAGER OF ENVIRONMENTAL SVCS	1992	249	Х
Drinting of my name	holow constitutos m	v official signat	ure for electronic purposes.			
Stephen Crognale	below constitutes in	y official signal	ure for electrorite purposes.	5/29/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
COELHO	TONY	13516	TELECOMMUNICATIONS SUPPORT SPE	8	249	Х
Printing of my name	below constitutes m	 y official signat	l ure for electronic purposes.			
Darin Defilippo				4/28/2025		
Printed name of Prin	cipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
BECERRIL MELENDEZ	MIGUEL	13197	DIST TECH SUPPORT SPECIALIST	8	249	Х
BRUNNER III	FRANCIS	17329	DIST TECH SUPPORT SPECIALIST	8	249	Х
CARPENTER	ANITA	18477	HELP DESK TRAINER	8	249	Х
CARPENTER	JEREMY	16807	DISTRICT TECH INFRASTRUCTURE A	8	249	Х
CATES	DAVID	19227	APPLICATION SUPPORT SPECIALIST	8	249	Х
DARMANIN	SUSAN	02882	SYSTEMS SUPPORT TECHNICIAN	8	249	Х
DEFILIPPO	DARIN	15103	MANAGER OF TELECOMMUNICATIONS	8	249	Х
GELLENBECK	JACOB	17896	DIST TECH SUPPORT SPECIALIST	8	249	Х
GROVE	BRADLEY	17840	DIST TECHNOLOGY NETWORK SEC AN	8	249	Х
GROVE	DAYLON	18058	HELP DESK TRAINER MILLAGE FUND	8	249	Х
GUAY	CHRISTOPHER	17432	DIST TECH SUPPORT SPECIALIST	8	249	Х
HASKEDAKES	JASON	14097	DIST TECH SUPPORT SPECIALIST	8	249	Х
JOHNSTON	MICHELLE	08128	DIST TECH SUPPORT SPECIALIST	8	249	Х
KANE	DAVID	15743	DIST TECH SUPPORT SPECIALIST	8	249	Х
LADD	JUSTIN	19361	DIST TECH SUPP SPEC MILLAGE	8	249	Х
MELLO	RYAN	19155	DIST TECH SUPP SPEC MILLAGE	8	249	Х
MICHEO SANTANA	MIGUEL	19196	DIST TECH SUPPORT SPECIALIST	8	249	Х
MONDOR	CHRISTOPHER	18500	DIST TECH SUPPORT SPECIALIST	8	249	Х
NYCZ	MICHAEL	05343	DISTRICT TECH INFRASTRUCTURE A	8	249	Х
PAGNOZZI	KENNETH	17016	DIST TECH SUPPORT TECHNICIAN	8	249	Х
PINTYE	GEORGE	12523	DISTRICT TECH INFRASTRUCTURE A	8	249	Х
ROJAS-FIGUEROA	TOMAS	11108	APPLICATION SUPPORT SPECIALIST	8	249	Х
VIOLA	KATHRYN	16333	DIST TECH SUPPORT SPECIALIST	8	249	Х
LOPES	LAURA	16493	SENIOR APPLICATION SUPPORT ANA	8	249	Х
MAYNARD	JAMES	13820	SENIOR PROGRAMMER/ANALYST	8	249	Х
PASCHKE	WALTER	11337	NETWORK COORDINATOR	8	249	Х
Printing of my name be	elow constitutes my	official signature	e for electronic purposes.			
Joseph G. Amato				4/30/2025		
Printed name of Princi	pal/Site Administrato	r		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BARNES		03077	MANAGER OF FAMILY & COMM ENGAG	8	249	X
DANINES	DELL	03077	MANAGER OF FAMILT & COMM ENGAG	٥	249	^
BLACKWELL	LAUREN	08190	MANAGER OF FEDERAL PROGRAMS	8	249	X
FIGUEROA RODRIGUEZ	SHANIKA	13372	SUPERVISOR OF FEDERAL PROGRAMS	8	249	Х
KANNEBERG	JODIE	18457	FAMILY ENGAGEMENT COMM CNTR LI	8	249	Х
Printing of my name below	constitutes my officia	al signature for	l relectronic purposes.			
Magen C. Schlechter				4/29/2025		
Printed name of Principal/	Site Administrator			Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
CAVALIERE	ANTHONY	15896	TRANSPORTATION OPERATIONS MANA	8	249	X
DIBENEDETTO	KIMBERLY	09894	TRANS SAFETY & TRAINING SPEC	8	249	Х
HARTLEY	KERRI	03027	ROUTE SPECIALIST	8	249	Х
JANAK	JAY	14903	TRANSP FLEET MAINTENANCE MANAG	8	249	Х
KINARD	SIMEON	04397	TRANS SAFETY & TRAINING SPEC	8	249	Х
LOPEZ	GLADYS	05308	TRANS DISPATCHER SPECIALIST	8	249	Х
SIRIANNI	TARA	03241	TRANS SAFETY & TRAINING SPEC	8	249	Х
STIFFLER	RONALD	15059	TRANS DISPATCHER SPECIALIST	8	249	Х
Printing of my nam	e below constitutes r	ny official signat	ure for electronic purposes.			
Ralph Leath				5/5/2025		
Printed name of Pr	incipal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BURNS	SELIENA	17447	BOOKKEEPER-TEACHING & LEARNING	8	3 249	Х
FIGUEROA	BRANDY	14990	EXEC SEC CONF ACADEMIC SERVICE	8	3 249	Х
GRINNEN	JODI	15972	EXEC SEC CONF ACADEMIC SERVICE	8	3 249	Х
JEDINAK	GLORIA	16184	EXEC SEC CONF ACADEMIC SERVICE	8	3 249	Х
Printing of my name	below constitutes my o	 official signature	for electronic purposes.			
Gina Michalicka				5/30/2025		
Printed name of Prin	cipal/Site Administrato	r		Date		
Printing of my name	helow constitutes my	official signature	e for electronic purposes.			
Lisa Cropley	below constitutes my c	Jiliciai signature	ior electronic purposes.	5/30/2025		
	cipal/Site Administrato	r		Date		
Printing of my name	below constitutes my o	official signature	for electronic purposes.			
Tiffany Howard				4/28/2025		
Printed name of Prin	cipal/Site Administrato	r		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MARTINEZ RAMIREZ	EDITH	16320	BOOKKEEPER ADULT ED CONF	8	249	
SCHALLENBERG	DEBORA	03784	FINANCIAL AID ASSOCIATE	8	249	Х
Printing of my name be	│ elow constitutes my off	l icial signature f	l or electronic purposes.			
Radiah Dent				4/30/2025		
Printed name of Princi	pal/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BARTILUCCI	RACHEL	15428	DATA QUALITY SPECIALIST	8	249	Х
JEWELL	RHONDA	13743	DATA QUALITY SPECIALIST	8	249	Х
LANGLEY	SANDRA	08374	DATA QUALITY SPECIALIST	8	249	Х
Printing of my name	e below constitutes my	official signatur	re for electronic purposes.			
Sonsee Sanders				5/6/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PEELER	LISA	08319	SECRETARY II SCH CONF	8	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Richard J. Inmon				4/29/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CAIN	MARIA	12740	EMPLOYEE RELATIONS SPECIALIST	4	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Barbara Kidder				5/2/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CRUZ	MICHELLE	15160	SECRETARY II SCH CONF	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Nicholas Pagano				5/2/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BRISHKE	MARIE	17262	SECRETARY II SCH CONF	8	249	X
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
	KELLY SLUSSER			5/1/2025		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LEVASSEUR	JENNIFER	16391	SECRETARY II SCH CONF	8	249	Х
5						
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Rosemarie	<u>Maiorini</u>			4/30/2025		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CHISMAN	JENNIFER	19312	BOOKKEEPER-ELM/MID-CONFIDNTL	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Julie Sweeney				4/30/2025		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MORRIS	ROSALEE	08886	SECRETARY II SCH CONF	8	249	Х
 						
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Chris Clifford				5/15/2025		
Printed name of Pri	ncipal/Site Administrat	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
VANCE	DEBORA	14923	SECRETARY II SCH CONF	8	249	Х
Printing of my nam	e below constitutes my	official signatur	l re for electronic purposes.			
Mike Lastra				5/1/2025		
Printed name of Pr	rincipal/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
JACOBSEN	STEPHANIE	18858	SECRETARY II SCH CONF	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Lisa Braithwaite				4/28/2025		
Printed name of Pri	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MCLEOD	JENNIFER	01087	BOOKKEEPER-HIGH SCH-CONFIDENTL	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Stephen Crognale				5/29/2025		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LACTNAME	FIDOT NAME	EMBLOVEE ID	7171.5	HOURS	DAVC	REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
ALBRIGHT	ELIZABETH	15497	FTE SUPPORT ASSOCIATE - ESE	8	249	X
BENOIST	NICOLE	14868	ADMINISTRATIVE ASST- ESE	8	249	Х
KETCHUM	THERESA	07224	ACCOUNTING TECH-ESE SPLIT FUND	8	249	Х
MERRITT	CAROLYN	16483	SEC III ESE CONF SPLIT FUND	8	249	Х
Printing of my nam	e below constitutes my	official signatur	e for electronic purposes.			
Anna Jensen				5/2/2025		
Printed name of Pr	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
GUTIERREZ	EDITH	18701	FACILITIES DEPARTMENT SECRETAR	8	249	X
PARNELL	TIFFANY	12098	FACILITIES ACCOUNTING FACILITA	8	249	X
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Brian Ragan				5/7/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date	•	

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WHITAKER	KIM	14682	SECRETARY II SCH CONF	8	249	X
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
THOMAS DYE				4/28/2025		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DAGLIERE	TEENA	19083	BOOKKEEPER-ELM/MID-CONFIDNTL	8	249	Х
Printing of my name	e below constitutes my	/ official signatur	e for electronic purposes.			
Scott Piesik				5/2/2025		
Printed name of Pr	incipal/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
KELLY	DENISE	17033	ACCOUNTING SPECIALIST	8	249	Х
KLEBBE	MEGAN	17093	ACCOUNTING SPECIALIST	8	249	Х
VANORSDALE	JAMIE	16592	GRANT ACCOUNTING COMPLIANCE AS	8	249	Х
Printing of my name	below constitutes my	official signatur	l e for electronic purposes.			
Joyce McIntyre				5/7/2025		
Printed name of Pr	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CIPRIANI	GEORGINA	15249	ADMINISTRATIVE ASST - FNS	8	249	Х
VENDRONE	TRACIE	11368	FOOD & NUTR SENIOR ASSOCIATE	8	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Holly Longo				5/2/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
TENEYCK	HEATHER	18642	SCHOOL DISTRICT OPERATIONS CLE	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Alexis Brown				4/30/2025		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WEIGL	SHANNON	15888	SECRETARY II SCH CONF	8	249	Х
Printing of my name	e below constitutes my	y official signatur	e for electronic purposes.			
Leechele Booker				4/29/2025		
Printed name of Pr	incipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SHEPARD	ANGELA	13869	COMMUNICATIONS FACILITATOR	8	249	Х
RECTOR	EMILY	19435	DIGITAL MARKETING SPECIALIST	8	249	Х
Printing of my name below constitutes my official signature for			e for electronic purposes.			
Aaron Ellerman				5/28/2025		
Printed name of Pri	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
ANDERSON	GWEN	16167	HUMAN RESOURCES OPERATIONS SPE	8	249	Х
BELTRAN	BRITTANY	18557	EMPLOYMENT OPERATIONS ASSISTAN	8	249	Х
DUNN	LISA	18360	PAYROLL SPECIALIST	8	249	Х
MCINTYRE	BREANNA	18281	OFFICE CLERK CONF	8	249	Х
MORTON	ANN	11781	PAYROLL SPECIALIST	8	249	Х
SCHULTZ	DONNA	17900	HUMAN RESOURCES OPERATIONS SPE	8	249	Х
TAYLOR	ALISON	16638	EMPLOYEE DATA & CERT SPECIALIS	8	249	Х
Printing of my nam	ne below constitutes n	ny official signatur	e for electronic purposes.			
Alexis Brown				4/30/2025		
Printed name of Pr	rincipal/Site Administr	ator		Date	_	

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CONN	APRIL	17837	EMPLOYEE RELATIONS SPECIALIST	8	249	Х
Printing of my nam	ne below constitutes m	y official signatur	e for electronic purposes.			
Matthew P. Goldrick				5/6/2025		
Printed name of P	rincipal/Site Administra	ntor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BRADY	JENNIFER	11439	MAINTENANCE OPERATIONS ASSOCIA	8	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Joseph Rychcik				4/29/2025		
Printed name of Pr	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BOE	MAMIE	07474	BOOKKEEPER-ELM/MID-CONFIDNTL	8	249	Х
Printing of my name below constitutes my official signature for electronic purposes.						
Patty Martin				5/1/2025		
Printed name of Pri	incipal/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LAFFITTE-FEINBERG	FIVIA	03959	SECRETARY II SCH CONF	8	249	X
Printing of my name belo	w constitutes my officia	al signature for	electronic purposes.			
Toni-Ann Noyes				5.14.25		
Printed name of Principal	I/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BALDWIN	HEATHER	18378	BOOKKEEPER-ELM/MID-CONFIDNTL	8	249	X
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Natasha Saavedra				5/7/2025		
Printed name of Printed	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PASTORE	TONI	14860	SECRETARY II SCH CONF	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Alex Rastatter				5/7/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SIERAK	CYNTHIA	13761	PROFESSIONAL DEVELOPMENT SPECI	8	249	Х
Printing of my name	<u>below constitutes my</u>	official signatur	e for electronic purposes.			
Paula Clark				4/30/2025		
Printed name of Printed	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CHATMAN	TAMMY	17295	SECRETARY III CONF	8	249	Х
FLOYD	HEATHER	19142	SECRETARY III CONF	8	249	Х
XIANG	QINFANG	15493	PROCUREMENT SPECIALIST	8	249	Х
Printing of my nam	ie below constitutes my	official signatur	e for electronic purposes.			
Christopher K Reckner			5/1/2025			
Printed name of Pr	rincipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BOZMAN	EDWARD	16413	RISK & BENEFITS SPECIALIST	8	249	Х
Printing of my name below co	onstitutes my official sig	gnature for elec	tronic purposes.			
Awilda Rodriguez-Fonte				4/28/2025		
Printed name of Principal/Site	e Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BOUNDS	AMBER	16950	SECRETARY III CONF	8	249	Х
DENIS	BERNICE	12812	SECURITY SYSTEMS FACILITATOR-M	8	249	X
DREW	BEVERLY	16276	SECURITY SYSTEMS FACILITATOR	8	249	Х
ERCOLANO	ANDREW	16864	LOCKSMITH	8	249	Х
FIGUEROA-TORRES	JULIET	14915	SECRETARY I - SAFE SCHOOLS - C	8	249	Х
JACO	DEVIN	15867	SECURITY SYSTEMS FACILITATOR	8	249	Х
JOHNSTON	JAMES	17451	SCHOOL SAFETY FACILITATOR	8	249	Х
LAPLATNEY	MAURICE	13736	LOCKSMITH - MILLAGE FUNDED	8	249	Х
SCOTT	ANNETTE	15039	SAFE SCHOOLS ACCOUNTING FACILI	8	249	Х
Printing of my name	helow constitutes my	official signature	for electronic purposes.			
Brandon Derespiris	bolow constitutes my	omoiai oignature	Tot diconomic purposes.	4/28/2025		
	cipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SLIDER	TERRI	15679	SECRETARY III CONF	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Dawn Williams				4/28/2025		
Printed name of Pri	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WEDDING-SMITH	HEATHER	18078	DISTRICT RECORDS SPEC	8	249	Х
Printing of my nam	e below constitutes my	⊥ ⁄ official signatur	l e for electronic purposes.			
Genele Firlik				4/28/2025		
Printed name of Pr	incipal/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MCCABE	KRISTINA	19332	BOOKKEEPER-ELM/MID-CONFIDNTL	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Dacey Hughes				4/28/2025		
Printed name of Pri	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROWN	TASHA	17841	BOOKKEEPER-ELM/MID-CONFIDNTL	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Cari L. O'Rourke				5/2/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
STROUD	NICOLE	02714	SECRETARY II SCH CONF	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Dana Pearce				5/2/2025		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CARR	NICHOLE	16743	SEC III STUDENT SVC CONF	8	249	Х
CORBINO	STEFANIE	17143	SEC III STUDENT SVC CONF	8	249	Х
GARCIA-VARGAS	MILDRY	01800	SEC TO DIR OF STUDENT SVC	8	249	Х
TORRES	ROBYN	02676	SEC II CONF - MENTAL HEALTH	8	249	Х
Printing of my nam	e below constitutes my	official signatur	e for electronic purposes.			
Jill Kolasa				5/2/2025		
Printed name of Pr	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BADIUKIEWICZ	TERESA	03235	EXECUTIVE SECRETARY	8	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Lisa Cropley				5/29/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SPANO	ANNE	02391	EXEC SECRETARY SUPPORT DIVISIO	1992	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Stephen Crognale				5/29/2025		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BARRON	PAMELA	04434	STU & FAM TRANSITION SPECIALIS	8	200	Х
KELLY	DEBRA	03306	STU/FAM TRANS UNACCOMP. YOUTH	8	200	Х
LUCAS	BONNIE	17998	MONITORING & COMPLIANCE SPECIA	8	249	Х
TORRES	VANESSA	15852	STU & FAM TRANSITION SPEC TITL	8	200	Х
Printing of my name be	elow constitutes my off	icial signature f	or electronic purposes.			
Magen C. Schlechter				4/29/2025		
Printed name of Princi	pal/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CASCANTE	HELVETIA	18690	SECRETARY III CONF	8	249	Х
FLORES	PAMELA	04886	ACCOUNTING TECH-TRANS	8	249	Х
MAIER	PAMELA	14329	TRANSP PARTS-INVENTORY FACILIT	8	249	Х
Printing of my name						
Ralph Leath				05/05/2025		
Printed name of Pri	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
COOPER	DEBORAH	12633	SECRETARY II SCH CONF	8	220	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Dana Kublick				5/8/2025		
Printed name of Pri	incipal/Site Administrat	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROMFIELD	JOANNE	15164	SECRETARY II SCH CONF	8	249	Х
Printing of my name	below constitutes my	official signature	e for electronic purposes.			
Chris Healy				5/2/2025		
Printed name of Prir	ncipal/Site Administrate	or		Date		

RECOMMEND FOR REAPPOINTMENT LIST (CONFIDENTIAL) 2025-2026

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
JOHNSTON	SARAH	13488	SECRETARY II SCH CONF	8	249	X
Printing of my nam	le below constitutes m	 y official signatur	re for electronic purposes.			
Ed LaRose				5/6/2025		
Printed name of Pr	rincipal/Site Administra	itor		Date		

RECOMMEND FOR REAPPOINTMENT LIST (CONFIDENTIAL) 2025-2026

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LINDSEY	GRETCHEN	18541	SECRETARY II SCH CONF	8	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Kristen Tormey				4/30/2025		
Printed name of Printed	ncipal/Site Administrate	or		Date		

INSTRUCTIONAL SUPI	PLEMENTS/DIFFERE	NTIATED PAY FOR ADDITIONAL DUTIES 2024-2025	1					
		Board Action 6/24/2025						
Furterer, Zachary	SHS	Assistant to Band Director - Woodwind	\$ 1,590.00					
Muniz, Victoria	SHS	Assistant to Band Director - Color Guard 5/2-5/30	\$ 213.36					
Maternowski, Adam	WWHS	Extra Class Masters - MA - AP US History	\$ 3,987.00					
Buckey, Adam	WWHS	Extra Class Bachelors - AP Pre Calc.	\$ 3,725.00					
Capel, Sandy	HR	ATS Mentor 2nd Sem - BES Rojero	\$ 750.00					
Hard, Lisa	HR	ATS Mentor 2nd Sem - DES Pagan	\$ 750.00					
Jensen, Andrea	HR	ATS Mentor 2nd Sem - DES Youmans	\$ 750.00					
Bates, Jessica	HR	ATS Mentor 2nd Sem - DSPMS Primeau	\$ 750.00					
Bates, Jessica	HR	ATS Mentor 2nd Sem - DSPMS Aviles	\$ 750.00					
Muente, Jennifer	HR	ATS Mentor 2nd Sem - EK8 DeFazio	\$ 750.00					
Barker, Jacqueline	HR	ATS Mentor 2nd Sem - EK8 Jiminez	\$ 750.00					
Barker, Jacqueline	HR	ATS Mentor 2nd Sem - EK8 Hunter	\$ 750.00					
Fischer, Jocelyn	HR	ATS Mentor 2nd Sem - EK8 Rademacher	\$ 750.00					
Mills, Jodi	HR	ATS Mentor 2nd Sem - MES Sierra Rivera	\$ 750.00					
Lambert, Laura	HR	ATS Mentor 2nd Sem - PGES Devlin	\$ 750.00					
Denig, Lynn	HR	ATS Mentor 2nd Sem - PGES DuBuque	\$ 750.00					
Denig, Lynn	HR	ATS Mentor 2nd Sem - PGES Smith	\$ 750.00					
Maiorini, Cynthia	HR	ATS Mentor 2nd Sem - PGES Vance	\$ 750.00					1
Myers, Jennifer	HR	ATS Mentor 2nd Sem - PGES Corsello Murphy	\$ 750.00	1				
Ladd, Jennifer	HR	ATS Mentor 2nd Sem - WWK8 Brunelle	\$ 750.00					1
Marrone, Mary	HHS	Asst. to Director - Color Guard	\$ 1,890.00			1	1	1
Stanton, Barbara	HR	ATS Mentor 2nd Sem - DES Beard	\$ 750.00					
Wadsworth, Jeanette	HR	ATS Mentor 2nd Sem - EK8 Blakley	\$ 750.00					1
Araoz, Jeanine	HR	ATS Mentor 2nd Sem - WWK8 Dunlap	\$ 750.00					
Ferro, Christine	HR	ATS Mentor 2nd Sem - WES Collins	\$ 750.00					
Spatz, Patricia	HR	ATS Mentor 2nd Sem - MES Neblock	\$ 750.00					
Spatz, Patricia	HR	ATS Mentor 2nd Sem - MES Mathis	\$ 750.00					
Perez, Ashley	HR	ATS Mentor 2nd Sem - SHES Davis	\$ 750.00					
Rodriguez, Maxine	HR	ATS Mentor 2nd Sem - SHES Martinez	\$ 750.00					
Rodriguez, Maxine	HR	ATS Mentor 2nd Sem - SHES Liggett	\$ 750.00					
Hubbard, Sarah	HR	ATS Mentor 2nd Sem - SHES Duxstad	\$ 750.00					
Gompers, Jennifer	HR	ATS Mentor 2nd Sem - SHES Rhine	\$ 750.00					
Blanton, Kaitlyn	HR	ATS Mentor 2nd Sem - SHES Castillo	\$ 750.00					
Matthews, Cynthia	HR	ATS Mentor 2nd Sem - WWK8 Medina	\$ 750.00					
Bass, Heather	HR	ATS Mentor 2nd Sem - SHES Bradford	\$ 750.00					
Zielinski, Heather	HR	ATS Mentor 2nd Sem - EK8 N.Fox	\$ 750.00					
Samson, Amanda	HR	ATS Mentor 2nd Sem - SHES Eliopoulos	\$ 750.00					
Herrick-Quiroga, Jill	HR	ATS Mentor 2nd Sem - SHES Martin Vega	\$ 750.00					
Ramundo, Luke	CHS	Coach Spring Football Asst. JV	\$ 359.10					
Kern, Paul	CHS	Coach Spring Football Head JV	\$ 378.00					
Abbene, Don	CHS	Coach Spring Football Asst. Varsity	\$ 378.00					
Pusateri, James	CHS	Coach Spring Football Head Varsity	\$ 840.00					
Brooks, Kristopher	CHS	Coach Flag Football Asst - Equity	\$ 945.00					
Brooks, Kristophier	0.13	Coden ring rootsen risse Educy	ŷ 313.00					
Strasser, Robert	FCMS	FFA Sponsor	\$ (1,134.00)				1
Kynerd, Jennifer	EES	Site Based Mentor - cancelled	\$ (750.00					
Duncan, Corey	FCMS	Site Based Mentor - cancelled (Hernandez)	\$ (750.00					
Duncan, Corey	FCMS	Site Based Mentor - cancelled (heffinance)	\$ (750.00					
Calabro, Kathy	EK8	Site Based Mentor - cancelled	\$ (750.00					
Langworthy, Dana	CHS	Site Based Mentor - cancelled	\$ (750.00			1	1	1
Brooks, Bethann	CHS	Site Based Mentor - cancelled	\$ (750.00			1	1	1
Cleinman, Katrina	DES	Site Based Mentor - cancelled	\$ (750.00		+	1	1	1
Godoy, Amanda	SHES	Lunch Duty - ended 2/4/25	\$ (432.02					
Licht, Kristie	DES	ATS Mentor 2nd Sem - DES Reid (prorated)	\$ (675.70					1
Toler, Kaitlin	EK8	Team Leader - 7th Gr (FMLA adjustment)	\$ (117.20			1	1	1
Rebello, Tammy	PMS	Beta Club Sponsor - cancelled - did not do	\$ (1,134.00				1	
Roman, Jillian	EK8	School Science Fair Elem cancelled - did not do	\$ (670.00			1	1	1
Roman, Jillian	EK8	School Science Fair M.S cancelled - did not do	\$ (670.00					
Zielinski, Heather	EK8	Theater Director - cancelled - did not do	\$ (750.00					
		Total From Previous Agenda 6/3/25	\$ 2,921,912.18					
		Total Instructional Supplement/Differentiated Pay	\$2,950,134.72	2				

Board Action 6/24/2025		
	-	
Total From Previous Agenda 6/3/25	\$	132,723.53
Total Noninstructional/PTS/Adm. Supplements	\$	132,723.53



Hernando School District

School Board Regular Meeting

Agenda Item # 11. 25-3046

6/24/2025

Title and Board Action Requested

Approve out of state travel for Central High School Acting and AICE Drama Teacher, Rachel Lawyer, to attend, during summer break, an all-expense paid trip to New York for the Broadway Teachers' Workshop July 24 - 29, 2025.

Executive Summary

The Principal, on behalf of the Superintendent of Schools, hereby requests the Board approval for out of state travel for Central High School Acting and AICE Drama Teacher, Rachel Lawyer, to attend, during summer break, an all-expense paid trip to New York for the Broadway Teachers' Workshop July 24 - 29, 2025. The trip is being provided through a grant from the Fund for Teachers' Fellowship. No students will be on this trip.

My Contact

Kelly Slusser, Principal Central High School 352-797-7020 xt 405

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Session E

Day 1: Friday, July 25

9:00 am - 9:30 am

Registration

9:30 am - 10:45 am

Workshop #1 (Opening Session)

11:00 am - 12:00 pm

Workshop #2 or #3

12:00 pm - 1:15 pm

Lunch (on your own)

1:15pm - 2:45pm

Workshop #4: New Shows and Technology with MTI/CUR8

3:00 pm - 4:00 pm

Workshop #5 or #6

4:15 pm - 5:15 pm

Workshop #7 or #8

7:00 pm

BROADWAY SHOW #1: SMASH

10:00 pm

Opening Night Mixer at Sardi's, Broadway's legendary watering hole.

Day 2: Saturday, July 26

9:00 am - 10:00 am

Broadway Theatre Tour or Workshop #9 (Lesson Plan Sharing)

11:00 am - 12:00 pm

Broadway Theatre Tour or Workshop #9 (Lesson Plan Sharing)

1:00 pm

BROADWAY SHOW #2: STRANGER THINGS

8:00 pm

BROADWAY SHOW #3: DEATH BECOMES HER

11:00 pm

Sing Along Cocktail Party & Broadway Trivia

Day 3: Sunday, July 27

8:30 am - 9:30 am

Workshop #10 or #11

9:40 am - 10:40 am

Workshop #12 or #13

10:50 am - 11:20 am

Special Mini Workshop: Playbillder or Planning a Student Trip to Broadway

11:30 pm - 12:30 pm

Workshop #14 or #15

2:00 pm

BROADWAY SHOW #4: OPERATION MINCEMEAT

One Day Intensives

9:45 am - 10:00 am

Registration

10:00am - 12:00 pm

Workshop Part One

12:00 pm - 1:15 pm

Lunch (on your own)

1:15 pm - 3:00 pm

Workshop Part Two

3:15 pm - 5:00 pm

Workshop Part Three

HERNANDO COUNTY SCHOOL DISTRICT Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type) FIRST	INITIAL EMPLOYEE I.D. NUMBER
Laurer Rachel	INITIAL EMPLOYEE I.D. NUMBER
POSITION POSITION	SCHOOL/COST CENTER
Except in the case of an emergency, all leave, other than sick leave.	must be approved in advance. If the request for cick leave is
pre-planned (i.e. doctor's appointment), it must be pre-approved. For completed upon return within five (5) working days.	r sick leave absences that are not pre-planned, this form must be
TO BE COMPLETED BY APPLICANT:	
	s requested: With Pay Without Pay Substitute Needed
☐ Sick Leave ☐ Worker's Comp ☐ Personal Leave (charged to Sick Lv.) ☐ Military Leave	*Note: This leave does not constitute any salary in addition to that which
☐ Personal Leave (Without Pay) ☐ Vacation Leave ☐ Professional Leave ☐ Temporary Duty (Attach document	the individual would normally receive for the dates indicated herein.
☐ Other ☐ Compensatory Time (non-exempt of	ation)
Number of Hours Requested $38-75$, and the second
Purpose/Benefit (DO NOT use acronyms) Broadway -	Teachers Workshop
Destination New York	
BEGINNING	ENDING
Time 06.50 AM PM	Time AM 2:45 PM
Day of Thus. Date 7-24	Day of US Date 7-29
SOURCE C	OF FUNDS
SUBSTITUTE CHARGED TO:	TRAVEL EXPENSE CHARGED TO:
FUND FUNCTION OBJECT CENTER PROJECT	FUND FUNCTION OBJECT CENTER PROJECT
X Signature of Applicant	Date 5 - 27 - 25
FOR OFFICE USE ONLY: A APPROVED	NOT APPROVED
Site Administrator/Supervisor	Date 5 \ 28 as
Project Director (if applicable)	'
	Date
TO DE COURT	
TO BE COMPLETED BY PRINCIPAL OR SUPERVISOR AND SUBMITTED	WITH THE REGULAR PAYROLL.
This leave constitutes hour(s) for the regular employee liste Name of substitute(s) (if any):	
3. Substitution (if any).	Amount of Time substituting:
	hours: days.
	hours: days.

DISTRIBUTION:

UISTHBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Relmbursement form)
Pink : Applicant
Gold : Site Administrator

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

Original Approved + Amendments - Encumbrances Available Request Balance Balance	Account Name	_		N	o Financial I	mpac	t					
Original Approved + Amendments - Encumbrances Available Request Balance Balance	Account Number			_				_				
Approved + Amendments - Encumbrances = Available - Request = Balance Available S			Fund		Function		Object		Cost Center		Project	Sub Project
Account Name Account Number Fund Fund Function Object Cost Center Project Sub Pro Conginal Approved Amendments Budget Amendments Fund Function Fund Function Object Cost Center Project Sub Pro Available Request Remaining Budget Request Funding Budget Funding Source Account Name Account Name Account Number Fund Funding Fund Function Object Cost Center Project Sub Pro Sub Pr	Approved	+		-	Encumbrances	=	Available	-		=	Balance	
Account Number Fund Function Object Cost Center Project Sub Pro Original Approved		\$		\$		\$		\$		\$		
Fund Function Object Cost Center Project Sub Pro Original Budget Expenditures / Encumbrances = Available Request = Balance Approved + Amendments - Encumbrances = Available Request = Balance Budget - To Date Budget - Request = Balance Available - Request = Balance Available - Request = Remaining Budget Available - Request = Balance Available - Request = Remaining Budget Available - Request = Balance Available - Request = Balance Available - Request = Balance Available - Request = Remaining Balance Available - Remaining Balance Available - Request = Remaining Balance Available - Remaining Ba	Account Name											
Original Approved + Amendments - Expenditures / Encumbrances = Available - Request = Balance Available - Available	Account Number	_	Fund		Function		Object		Coat Contar		Drainet	Sub Project
Approved + Amendments - Encumbrances = Available - Request = Balance Available S S S S S Rem Currently Not Budgeted -** Funding Source Account Name Account Number Fund Function Object Cost Center Project Sub Pro Amount \$ S Funding Source Account Name Account Number Fund Function Object Cost Center Project Sub Pro Amount \$ S Funding Source Account Name Account Number Object Cost Center Project Sub Pro Amount \$ S Fund Function Object Cost Center Project Sub Pro Amount \$ S Fund Fund Function Object Cost Center Project Sub Pro Amount \$ S Fund Fund Fund Function Object Cost Center Project Sub Pro Amount \$ S Fund Fund Fund Fund Fund Fund Fund Fund											-	Sub Project
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Funding Source Account Number Fund Fund Function Object Cost Center Project Sub Pro Amount \$ Fund Function Object Cost Center Project Sub Pro Amount \$ Account Number Fund Function Object Cost Center Project Sub Pro Account Number Account Number Fund Function Object Cost Center Project Sub Pro Amount \$ Check one: Prior Year Budget: Object Cost Center Project Sub Pro Amount Substituting Substitution Substituting Substitution Substitution Substituting Substitution Substitution Substitution Substitution Substi		\$		\$		\$		\$		\$		
Funding Source Account Name Account Number Fund Fund Function Object Cost Center Project Sub Pro Sub Pro History Check one: Prior Year Budget: New for Current Year:	Funding Source	geted -**										
Account Number Fund Function Object Cost Center Project Sub Pro Amount \$ History Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number	_ _ _	Fund		Function		Object		Cost Center		Project	Sub Project
Account Number Fund Function Object Cost Center Project Sub Pro Amount \$ History Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number	_ _ _	Fund		Function		Object		Cost Center		Project	Sub Project
Fund Function Object Cost Center Project Sub Pro	Funding Source Account Name Account Number Amount	_ _ _	Fund		Function		Object		Cost Center		Project	Sub Project
. History Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number Amount Funding Source	_ _ _	Fund		Function		Object		Cost Center		Project	Sub Project
Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number Amount Funding Source Account Name	_ _ _	Fund									Sub Project
Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number Amount Funding Source Account Name Account Number	\$	Fund									
Check one: Prior Year Budget: New for Current Year:	Funding Source Account Name Account Number Amount Funding Source Account Name Account Number	\$	Fund									
	Funding Source Account Name Account Number Amount Funding Source Account Name Account Number Amount	\$	Fund									
Prior Year Approved Budget: \$	Funding Source Account Name Account Number Amount Funding Source Account Name Account Number Amount . History Check one: Prior Year Budget:	\$ \$ \$	Fund									

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 12. 25-3084

6/24/2025

Title and Board Action Requested

Approve the Overnight Field Trip for Leah Huston, F.W. Springstead High School to Orlando, Florida to Attend the Nine Star Summer Conference from July 8, 2025 through July 10, 2025.

Executive Summary

The Principal, Dana Pearce of F.W. Springstead High School, on behalf of the Superintendent of Schools, hereby requests the Board to approve the overnight field trip to Orlando, Florida for the Nine Star Conference. This conference, hosted by Florida Bandmasters, has selected 3 of our students to attend this extraordinary event in which they will be exposed to an itinerary filled with musical workshops.

My Contact

Dana Pearce, Principal of F.W. Springstead High School 352-797-7010 ext. 405 pearce d@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



HERNANDO COUNTY SCHOOL DISTRICT Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	
HUSTON	LEAH	<u>M</u>	18242
POSITION DIRECTOR OF BANDS			SCHOOL/COST CENTER SPRINGSTEAD
Except in the case of an emergence pre-planned (i.e. doctor's appointed completed upon return within five TO BE COMPLETED BY APPLICANT.	nent), it must be pre-approved. F (5) working days. :	or sick leave a	proved in advance. If the request for sick leave is absences that are not pre-planned, this form must be
I hereby apply for:		is requested:	☐ With Pay ☐ Without Pay ☐ Substitute Needed
☐ Sick Leave ☐ Personal Leave (charged to Sick L ☐ Personal Leave (Without Pay) ☐ Professional Leave ☐ Other	 □ Worker's Comp v.) □ Military Leave □ Vacation Leave ■ Temporary Duty (Attach documents) □ Compensatory Time (non-exements) 	the	Note: This leave does not constitute any salary in addition to that which he individual would normally receive for the dates indicated herein. Per Diem
Number of Hours Requested 36		. , , .	
Purpose/Benefit (DO NOT use acronym	NINE STAR HONOR	BAND - SU	JMMER CONFERENCE
Destination DoubleTree by Hilton	·	10100 Inter	rnational Dr
BEGIN	NING		ENDING
Time ANDay of MONDAY	M PM Date_JUNE 7TH 2025	Day of Th	Time AM PM HURSDAY JUNE 10TH 2025
YYOGN		OF FUNDS	- Julio
SUBSTITUTE CI		בטויוטיום	TRAVEL EXPENSE CHARGED TO:
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DISTRIBUTION:

White: Payroll
Yellow: Applicant (Attach to Travel Reimbursement form)
Pink: Applicant
Gold: Site Administrator

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MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 13. 25-3085

6/24/2025

Title and Board Action Requested

Approve out of state field trip for Nature Coast Technical High School Senior Class to Washington DC to attend the Senior Class Trip on 3/29/26 - 4/3/26.

Executive Summary

The Principal Brad Merschbach, on behalf of the Superintendent of Schools, hereby requests the Board approval for NCTHS Seniors to attend the 2026 Senior Class Trip to Washington DC.

My Contact

Tara Ferlita 813.285.1278

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



Nature Coast Technical High School

4057 California Street Brooksville, FL 34604

Toni-Ann Noyes Principal Phone (352) 797-7088 Fax (352) 797-7188

To whom it may concern:

The senior class of 2026 is requesting to visit Washington DC in the spring of 2025. This will be the school's 11th trip as a senior class to the Nation's Capital. Our ideal dates to travel will be Sunday, March 29th through Friday, April 3rd of 2026. We would like to request a date range of 3/27/26 through 4/3/26. This will help ensure wiggle room when working with the airlines to get the best airline price possible by having flexibility in our dates.

Attached you will find our itinerary for this year's 2025 trip. We plan to follow the same itinerary with very few changes. You will also find the field trip packet completed to the best of our ability. Some information in the field trip packet cannot be provided until further dates. Until we know the names of students attending, number of students attending, etc. we cannot provide complete information. Upon receiving future information – all forms will be updated to reflect final numbers, chaperones, etc.

We plan to fly direct from Tampa International to Reagan National Airport. We are unable to book a flight and obtain exact flight numbers until after board approval. The travel credit card cannot be used to book hotel or airline until after board has approved the trip. When booking a group reservation with an airline, they will require a \$50 per passenger deposit and will only allow two weeks to make the deposit with a credit card. We plan to use American Airlines. American Airlines has direct flights to and from Reagan National Airport. Due to the size of our group, we typically fly on two separate flights. The students and chaperones are split evenly so this has not been an issue.

Upon arrival to Reagan National Airport, we will use the DC Metro for transportation to our hotel and throughout our trip for getting around the city. Students will receive a DC metro card as part of their package. This card is an unlimited short trip card.

We plan to stay at Hilton Garden Inn in Arlington, Virginia. This hotel is located close to the Courthouse metro station. We stayed at Hilton Garden Inn last year. Their staff was very accommodating, and the hotel was in a safe and secure location. This hotel is located near the Courthouse metro station, close to restaurants we will eat dinner at, and they provide a hot breakfast every morning for our students and chaperones.

The cost of each student is approximately \$1200. This includes airfare, hotel for 5 nights, breakfast, dinner, DC Metro pass, and all additional activities. The following is an estimate breakdown of trip expenses based on our 2025 numbers. Please understand airline rates can fluctuate as well as hotel cost. The costs listed include the cost to cover chaperones trip as well. This is based on 100 students going on trip with 10 chaperones.



Nature Coast Technical High School

4057 California Street Brooksville, FL 34604 Toni-Ann Noyes
Principal

Phone (352) 797-7088 Fax (352) 797-7188

Total estimated cost of trip	@ \$1171.17
Sponsorship shirts	@ \$20.00
Dinners	@ \$120.00
Metro Cards	@ \$46.52
Flight	@ \$615.96
Hotel room	@ \$368.69

We project this number to fluctuate up or down and exact numbers cannot be determined until several factors are put into place such as exact # of students attending, # of hotel rooms needed, cost of flights, etc. Charging \$1200 gives us wiggle room with potential change in price with hotel or airfare.

Students will have the opportunity to participate in fundraising opportunities throughout the school year to raise money to help pay for their trips. Every year we have several students who can fundraise for the entire cost of their trip. We have an amazing network of people and businesses who are willing to step in to help offset costs for students who are struggling to pay for the trip.

We plan to visit the following places while in DC.

- Arlington National Cemetery where students will get to witness the changing of the guard at the Tomb of the Unknown Soldier. They will visit John F. Kennedy's gravesite where the eternal flame is burning. They will also get to tour Robert E. Lee's home which sits at the top of the hill in Arlington Cemetery.
- We will take a tour of the US Capitol Building and hopefully get to see a session in congress.
- We will walk the various monuments along the National Mall after sundown to see them lit up. We will visit the Washington Monument, Lincoln Memorial, World War II Memorial, Vietnam Memorial, Korean War Memorial, Jefferson Memorial and Martin Luther King Memorial.
- Students will have several opportunities to visit the many museums along the National Mall at their leisure. A few favorites are always the Air & Space Museum and Natural History Museum.
- We will tour the Library of Congress. Students can obtain an actual library card to the Library of Congress.
- We will visit and tour the US National Holocaust Museum.
- We will visit and tour the US African American Museum.
- For the first time in 2024 we were approved to go inside the White House. This credit goes to a former Hernando High School student who now works in DC!



Nature Coast Technical High School

4057 California Street Brooksville, FL 34604 Toni-Ann Noyes Principal Phone (352) 797-7088 Fax (352) 797-7188

- National Zoo The pandas left in December 2023 to go back to China. A new set of pandas were sent in 2025! This is one of the only locations in the US where the giant pandas can be seen.
- 9/11 Memorial at the Pentagon Although these students did not personally experience 9/11/2001 many of our students walk away from the memorial crying. It is beautifully done with an audio tour recounting that day at the Pentagon and makes a huge impact on our students every year.

Upon approval of the trip, we will be able to provide the following:

- List of seniors attending the trip will be given as we get close to trip. The list of students going will fluctuate as some will drop out and others will take their spots. The most accurate list will be a few weeks prior to trip.
- Airline information with flight numbers available in June but flight times usually change in January as airline updates flights.
- Chaperones attending.
- Any additional information needed will be provided.

Please let us know if we need to provide any further information. Thank you again for allowing this opportunity to continue for our Seniors.

Thank you,

Tara Ferlita Senior Class Sponsor

Complete Section A or B; and C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION. (For Donations, use Section B)

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Hernando School District

School Board Regular Meeting

Agenda Item # 14. 25-3088

6/24/2025

Title and Board Action Requested

Approve an overnight trip for NCTHS Cheer Team to attend the UCA SUMMER CHEER CAMP in St. Petersburg, FL from 7/26/25 - 7/29/25.

Executive Summary

The Principal of NCTHS, Brad Merschbach on behalf of the Superintendent of Schools, hereby requests the Board approve an overnight trip for the NCTHS Cheer Team to attend the UCA SUMMER CHEER CAMP in St. Petersburg, FL from 7/26/25 - 7/29/25. This camp entails the refinement of skills and key elements of performance enhancement.

My Contact

Gina Erbe - 352.573.7899

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

HERNANDO COUNTY SCHOOL DISTRICT

Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

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White : Payroll
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Hernando School District

School Board Regular Meeting

Agenda Item # 15. 25-3103

6/24/2025

Title and Board Action Requested

Approval of the NEFEC 2025-2026 Autism Spectrum Disorders Add-On Endorsement Program K-12

Executive Summary

The Supervisor of Professional Learning, on behalf of the Superintendent of Schools, hereby requests the Board to approve the NEFEC 2025-2030 Autism Spectrum Disorders Add-On Endorsement Program K-12. Each endorsement program is approved by the FLDOE for a period of five years and must be revised and reapproved each time. Once content is initially approved by the FLDOE, the Board must approve its use and then it is formally submitted to the FLDOE. Our district uses the NEFEC endorsement plan, and the ASD plans consists of content outlined in Florida Rule 6A-4.01796. The plan has been revised to ensure that there is no language or content that conflicts with statutory requirements and has been approved by the FLDOE to move forward.

My Contact

Dr. Paula Clark Supervisor of Professional Learning 352-797-7000 ext. 70437 clark_p@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



Autism Spectrum Disorders

Add-On Endorsement Program K-12 2025-2030

A Cooperative Effort to Provide Professional Learning Options to Participating NEFEC Districts:

Baker, Bradford, Columbia, Dixie, Flagler, Florida School for the Deaf and the Blind, FSU-Lab School, Gilchrist, Hamilton, Hernando, Lafayette, Levy, Madison, Monroe, P.K. Yonge Developmental Research School, Putnam, Suwannee, and Union

AUTISM SPECTRUM DISORDER ADD-ON ENDORSEMENT PROGRAM K-12

CONTENTS

PROGRAM RATIONALE AND PURPOSE

A. NEED FOR PROGRAM

PROGRAM CONTENT/CURRICULUM COMPETENCIES

- A. SPECIALIZATION/PROFESSIONAL STUDIES
- B. NATIONALLY RECOGNIZED GUIDELINES

INSTRUCTIONAL DESIGN AND DELIVERY

- A. INSTRUCTIONAL STRANDS
- B. INSERVICE CODES
- C. TRAINING COMPONENTS

Nature and Needs, Assessment, and Diagnosis of Autism Spectrum Disorders with Field Experience

Applied Behavior Analysis and Positive Behavior Supports for Students with Autism Spectrum Disorders with Field Experience

Augmentative/Alternative Communication Systems and Assistive/Instructional Technology for Students with Autism Spectrum Disorders with Field Experience

D. AUTISM SPECTRUM DISABILITY ALIGNMENT MATRIX

Module 1: Nature and Needs, Assessment, and Diagnosis of Students with ASD with Field Experience

Module 2: Applied Behavior Analysis and Positive Behavior Supports for Students with ASD with Field Experience

Module 3: Assistive/ Instructional Technology and Natural/ Augmentative Communication Systems for Students with ASD with Field Experience

E. INSTRUCTORS

COMPETENCY COMPLETION REQUIREMENTS

- A. PROGRAM COMPLETION
- B. COMPETENCY DEMONSTRATION
- C. COMPETENCY VERIFICATION

PROGRAM EVALUATION

- A. EVALUATION PLAN
- B. ANNUAL REVIEW

PROGRAM MANAGEMENT

- A. CANDIDATE APPLICATION AND ADMISSION
- B. ADVISEMENT
- C. ATTENDANCE REQUIREMENT FOR INSERVICE POINTS
- D. TRANSFER AND UTILIZATION OF CREDIT
- E. CERTIFICATION OF COMPLETION

SCHOOL BOARD APPROVAL

APPENDIX A

AUTISM SPECTRUM DISORDER ADD-ON ENDORSEMENT PROGRAM K-12

PROGRAM RATIONALE AND PURPOSE

The Autism Spectrum Disorder Endorsement Program is designed to increase the level of knowledge, expertise, and understanding of educators working with K-12 students diagnosed with Autism Spectrum Disorder. The endorsement is intended to raise the awareness of the unique characteristics, emotional regulation and social communication needs, and other challenges and issues related to students with Autism Spectrum Disorder and its range of pervasive developmental disorders that adversely affect functioning and result in the need for specially designed instruction and related services. It is designed to foster an understanding of policies and guidelines to ensure implementation of appropriate curriculum, differentiation, strategies, educational intervention, and support for this varied population.

The purpose of the Autism Spectrum Disorder Endorsement Program is to provide an alternative training program to reduce the number of out-of-field teachers in the area of K-12 students with Autism Spectrum Disorder and to develop a pool of qualified and fully endorsed teachers with this specialized focus. The option of completing the Autism Spectrum Disorder Endorsement Program is available for teachers in lieu of taking online courses made available through limited university options.

Additional information about Autism Spectrum Disorder can be found at the Florida Department of Education website: http://www.fldoe.org/academics/exceptional-student-edu/ese-eligibility/autism-spectrum-disorder-asd.stml

Due to the

- increase in the prevalence of children with ASD by the National Institute of Health (1:59 births, 2018),
- the subsequent increase in school populations of students with ASD and demand for services within schools,
- the identification by both the State of Florida and individual localities of ASD being a Critical Shortage Area, and
- an insufficient number of highly qualified teachers needed to staff ASD classrooms,

The add-on endorsement is designed for teachers who currently hold a bachelor's or higher degree with certification in any exceptional student education area.

A. NEED FOR PROGRAM

FDLRS has developed online courses for the 2025-2030 ASD Endorsement Program that will improve accessibility for NEFEC teachers, thus enabling this endorsement to be attractive for participants living in rural districts.

PROGRAM CONTENT/CURRICULUM COMPETENCIES

Competencies to be addressed in the program are

- aligned with the general parameters delineated by Florida Statute,
- consistent with the course descriptions and objectives of the Add-On Endorsement

Programs for Autism Spectrum Disorder offered by state universities and existing programs within Florida school districts.

- aligned with the Council for Exceptional Children (CEC) Autism Standards, and are
- written with an emphasis on evidence-based practices as identified by the National Professional Development Center on Autism Spectrum Disorder.

Participants must demonstrate a theoretical and functional knowledge to complete all course objectives and all summative assignments to receive credit for the component. Field experiences will be an element of application within each inservice component. Successful completion of the field experiences will be demonstrated through the submission of application exercises to an experienced course facilitator who will provide corrective and elaborative feedback to enhance the participant's learning process.

A. SPECIALIZATION/PROFESSIONAL STUDIES

6A-4.01796 Specialization Requirements for Endorsement in Autism Spectrum Disorders – Academic Class.

- (1) A bachelor's or higher degree with certification in any exceptional student education area; and.
 - (2) Twelve semester hours to include:
 - (a) Nature of autism spectrum disorders (to include student characteristics, appropriate learning goals, teaching approaches, environmental arrangements, etc.);
 - (b) Use of assistive and instructional technology and natural, alternative and augmentative communication systems for students with autism spectrum disorders;
 - (c) Behavior management and positive behavior supports for students with autism spectrum disorders;
 - (d) Assessment and diagnosis of autism spectrum disorders; and,
 - (e) Field-based experience with students with autism spectrum disorders.

Rulemaking Authority 1001.02, 1012.55, 1012.56 FS. Law Implemented 1001.02, 1012.54, 1012.55, 1012.56 FS. History—New 7-1-02.

Participants will develop classroom behavior analysis techniques and positive behavior supports. They will increase their instructional strategy repertoire, learning goal development, and environmental management skills for working with students across the spectrum with an autism diagnosis. Additionally, participants will enhance their knowledge and skills of language and communication needs within the ASD population and available alternative and augmentative technology to address those needs. Finally, participants will further develop their assessment and diagnostic skills in working with students with autism.

The inservice courses will model the instructional strategies to be used to teach students with ASD in the K-12 program and include a variety of teaching modes, materials, media, and technologies, appropriate to the subject area(s) of the individual teachers participating. In addition, the inservice courses will incorporate scientifically based research on teaching students with ASD in K-12 programs. Finally, the courses will include strategies for developing cooperative working relationships with other teachers, agencies, and parents.

B. NATIONALLY RECOGNIZED GUIDELINES

Each of the three inservice courses focuses on research-based classroom practices with an emphasis on school-age evidence-based practices as identified through a meta-analysis by the *National Professional Development Center on Autism Spectrum Disorder*, 2017.

Validation of inservice content is important to ensure that teachers of students with autism have the skills needed to most effectively serve those students with the highest needs in the classroom. For this reason, course content has been keyed to The *Council for Exceptional Children (CEC)*Standards for Autism Spectrum Disorder and can be found in Appendix A.

The Add-on Endorsement Program will address both the Evidence-Based Practices and the CEC Standards for Autism Spectrum Disorder. In order to create and maintain the content, the Florida Diagnostic Learning Resources System (FDLRS) has contracted with and will continue to consult with professionals in the field to create course content and to facilitate inservice courses. Course content is reviewed on an on-going basis to ensure that new research and updated web resources are included.

St. John's County, Volusia County, Duval County Schools, Northeast Florida Educational Consortium (NEFEC) and Panhandle Area Educational Consortium (PAEC) existing plans as well as course descriptions for state universities were all consulted in the development of the autism endorsement plan.

INSTRUCTIONAL DESIGN AND DELIVERY

There are three modules in the Autism Spectrum Disorder Endorsement which cover assessment, diagnosis, behavior analysis, positive behavior supports, assistive technology, communication systems, and field experience (embedded in each course). Participants must complete all three modules.

There are three modules:

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

Tasks within the inservice components may include reading content, completing formative reflection and vocabulary assignments, responding to scenarios, reviewing web-based resources, and completing objective and field experience-based summative exercises.

Given the overall scope and intensity of the program, courses will be scheduled over a twelve-week period (per course). It is imperative that participants are given ample opportunity to acquire the necessary knowledge and skills needed for implementation. Practical application through field experience exercises will take time and guidance, as well. Providing time and support for both through experienced facilitators is paramount to participant success. Participants will document their field experiences and submit resulting artifacts to their facilitator.

A. INSTRUCTIONAL STRANDS

Nature and Needs, Assessment, and Diagnosis of Autism Spectrum Disorders with Field Experience	Applied Behavior Analysis and Positive Behavior Supports for Students with Autism Spectrum Disorders with Field Experience	Augmentative/Alternative Communication Systems and Assistive/Instructional Technology for Students with Autism Spectrum Disorders with Field Experience
The Basics of Autism	1. Challenging Behavior in Autism	1. The Basics-Communication in
History and Assessment	2. Applied Behavioral Analysis	Autism Spectrum Disorders
Evidence Based Practices	(ABA)	2. Augmentative/Alternative
Parental Involvement	3. Decreasing Challenging	Communication Systems (AAC)
Sensory Differences	Behavior	3. AAC in the School Setting
Visual Schedules	4. The Power of Reinforcement	4. Functional Communication
Social Narratives and Social	5. Social Skills	Training
Skills	6. Beginning the Functional	5. Assistive Technology
Structured Work Systems	Behavioral Assessment (FBA)	6. Technology Aided Instruction
Quality Individualized	7. Self-Monitoring	and Intervention (TAII)
Education Program (IEP)	8. Data Collection	7. Communication and
	9. Completing the Functional	Collaboration in the School
	Behavioral Assessment (FBA)	8. Transition and Community
	and Positive Behavior	Based Instruction
	Intervention Plan (PBIP)	9. Transition

B. INSERVICE CODES

	PRIMARY PURPOSE		IMPLEMENTATION METHODS
A.	Add-on Endorsement	M.	Structured Coaching/Mentoring
В.	Alternative Certification	N.	Independent Learning/Action Research
C.	Florida Educators Certificate Renewal	Ο.	Collaborative Planning
D.	Other Professional Certificate/License Renewal	Ρ.	Participant Product
E.	Professional Skills Building – Non-Instructional	Q.	Lesson Study
F.	W. Cecil Golden Professional Learning Program	R.	Electronic, Interactive
	for School Leaders	S.	Electronic, Non-Interactive
G.	Approved District Leadership Learning Program	Т.	Evaluation of Practice
Н.	No Certification, Job Acquisition, or Retention		
	Purposes		
	LEARNING (DELIVERY) METHODS		EVALUATION (STAFF/PARTICIPANT)
A.	Knowledge Acquisition	A.	Changes in Instructional or Learning Environment
В.	Electronic, Interactive		Practices
C.	Electronic, Non-Interactive	В.	Changes in Instructional Leadership or Faculty
D.	Learning Community/Lesson Study Group		Learning Practices
F.	Independent Inquiry	C.	Changes in Student Services/Support Practices
G.	Structured Coaching/Mentoring	D.	Other Changes in Practices
Н.	Implementation of "High Effect" Practice(s)	E.	Fidelity of Implementation of the Professional

I. Job Embedded	Learning Process
J. Deliberate Practice	F. Changes in Observed Educator Proficiency in
	Implementing Targeted State Standards or
	Initiatives
	G. Changes in Observed Educator Proficiency in
	Practices that Occur Generally without Students
	Present
FLORIDA EDUCATOR ACCOMPLISHED PRACTICES	EVALUATION (STUDENTS)
(FEAP)	EVALUATION (STUDENTS)
A. Quality of Instruction	A. Results of State or District-
A1. Instructional Design and Lesson Planning	Developed/Standardized Student Growth
A2. The Learning Environment	Measure(s)
A3. Instructional Delivery and Facilitation	B. Results of School/Teacher-Constructed Student
A4. Assessment	Growth Measure(s) That Track Student Progress
B. Continuous Improvement, Responsibility and	C. Portfolios of Student Work
Ethics	D. Observation of Student Performance
B1. Continuous Professional Improvement	F. Other Performance Assessment(s)
B2. Professional Responsibility and Ethical	G. Did Not Evaluate Student Outcomes (evaluated
Conduct	with staff evaluation)
	Z. Did Not Evaluate Student Outcomes

C. TRAINING COMPONENTS

Nature and Needs, Assessment, and Diagnosis of Autism Spectrum Disorders with Field Experience

COMPONENT NUMBER: 1-100-006

Function: 1 – Subject Content/Academic Standards

Focus Area: 100 – Instructional Strategies

Local Sequence Number: 006

POINTS TO BE EARNED: MINIMUM 80 / MAXIMUM 80

DESCRIPTION:

Participants will be able to identify characteristics associated with Autism Spectrum Disorders(ASD), demonstrate an understanding of current trends and research-based methodologies used to create appropriate instructional programs for these students, and become familiar with formal and informal assessments used for diagnosis and instructional planning.

LINKS TO PRIORITY INITIATIVES

- ⊠ Academic content standards for student achievement
- ⊠ Assessment and tracking student progress
- □ Collegial learning practices
- ⊠Continuous Improvement practices
- ☑ Digital Learning/Technology Infusion
- □ Learning environment (as per FEAPS standards)
- ⊠ Needs Assessments/Problem Solving supporting improvement planning (SIP, IPLP, DP)
- □ Professional and ethical behavior
- ⊠ Regulatory or compliance requirements

FLORIDA PL PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT

Educator		School	District
Planning	⊠ 1.1.1		⊠ 3.1.3, 3.1.4, 3.1.5
Learning	⊠ 1.2.2, 1.2.3, 1.2.4,		⊠ 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5,
Implementing	1.2.5		3.2.8
Evaluating	☑ 1.3.1, 1.3.3		⊠ 3.3.1, 3.3.2, 3.3.3
	⊠ 1.4.2, 1.4.3, 1.4.4		⊠ 3.4.3, 3.4.7

IMPACT AREA(S):

Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted Repetitive practice leading to changes in proficiency of educator or leader on the job

Tracking improvements in student learning growth supported by the professional learning

SPECIFIC LEARNER OUTCOMES:

Educators will:

- Demonstrate knowledge of the major characteristics of autism and the range of functioning level across all domains including communication, sensory responses and needs, stereotypical behaviors, socialization and social skill development.
- 2. Demonstrate understanding of the historical perspective of etiological theories and treatment approaches of individuals with autism.
- 3. Demonstrate knowledge of current research trends, medical and educational issues, comorbidity and programs in the field of autism.
- 4. Understand the effects of neurological differences and its impact on learning and behavior.
- 5. Identify eligibility criteria for ASD as defined by the most recent version of the Diagnostic and Statistical Manual, and the definition/description used by The Florida Department of Education.
- 6. Demonstrate understanding of the instruments used and process utilized for a comprehensive evaluation, including:
 - a. criteria for determining eligibility (medical and educational)
 - b. autism-specific instruments
 - c. instruments used to determine IQ
- 7. Describe the impact of autism on the family.
- 8. Demonstrate the ability to work effectively with parents.
- 9. Understand factors considered when determining placement and services for students with ASD.
- 10. Match levels of support to the changing needs of a student with ASD.
- 11. Reflect knowledge of growth and development in curricular planning and expectations.
- 12. Describe the development of appropriate educational objectives across the range of functioning levels and across the age span (from preschool through adult services).
- 13. Demonstrate the ability to write appropriate educational and behavioral goals and objectives.
- 14. Demonstrate an understanding of strategies for structuring the environment to promote:
 - a. opportunities to enhance communicative initiations and interactions;
 - b. opportunities for appropriate play and leisure activities;
 - c. self-regulation and self-control;
 - d. sensory-motor concerns; and
 - e. direct instruction.
- 15. Describe the importance that sensory issues play in maladaptive behaviors exhibited by many students with ASD and how to accommodate for sensory issues in the school environment.
- 16. Describe strategies to promote social interactions and learning in varying environments, including general education and community.
- 17. Describe various physical and visual strategies that can be used to accommodate a student with ASD in both a self-contained and a general education classroom, (i.e., environmental

- structuring, schedules, social situation stories and scripts), in order to communicate social information and expectations.
- 18. Plan and implement activities for independent functional life skills for a student with autism.
- 19. Categorize the different types of visual schedules used to promote independence based on a student's educational and cognitive abilities.
- 20. Implement evidence-based and promising practices strategies, such as incidental teaching, discrete trial, group instruction, task analysis, use of prompts and prompt fading, shaping, effective use of reinforcement in teaching skills, shadowing, modeling and scaffolding.
- 21. Describe strategies for conducting ongoing classroom-based assessments and databased decision making for program development.
- 22. Demonstrate transfer, lifting and positioning techniques.

LEARNING PROCEDURES (METHODS):

Participants will be engaged in one or more of the following types of professional learning activities.

Learning Methods Code: B-Electronic Interactive

WHAT WILL OCCUR DURING THIS PROFESSIONAL LEARNING COMPONENT DELIVERY?

Participants will engage in:

- Guided inquiry
- Discussion
- Observation of best practices
- Practices of Strategies
- Cycles of Feedback
- Data Analysis
- Lesson Planning
- Facilitated Group Discussions
- Case Studies
- Reading Professional Texts
- Action Planning
- Presentations
- Action Research

HOW WILL THE EXPERIENCES BE PROVIDED TO PARTICIPANTS DURING THE DELIVERY?

Tasks within the inservice components may include reading content, completing formative reflection and vocabulary assignments, responding to scenarios, reviewing web-based resources, and completing objective and field experience-based summative exercises.

KEY ISSUES TO BE INCLUDED IN PARTICIPANT IMPLEMENTATION AGREEMENTS:

Participants must demonstrate a theoretical and functional knowledge to complete all course objectives and all summative assignments to receive credit for the component. Field experiences

will be an element of application within each inservice component. Successful completion of the field experiences will be demonstrated through the submission of application exercises to an experienced course facilitator who will provide corrective and elaborative feedback to enhance the participant's learning process.

IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Code: R-Electronic (interactive)

Implementation Support and Monitoring Procedures: The facilitator will provide coaching, guidance and feedback to each participant on their skill development and/or products, to determine the participants successful completion of 100% of the course objectives.

IMPACT EVALUATION PROCEDURES:

What methods will be used to evaluate the impact of the component on the targeted Impact Areas and Targeted Learner Outcomes?

- 1. Participant understanding of these practices will be assessed through oral/written reflection, participant products, quizzes, discussion groups and case study participation.
- 2. Evidence of changes in instructional practice will be collected through evidence of implementation and participants work products throughout the course.
- 3. Changes in student performance will be evaluated based on student work products and student growth analysis from assignments and assessments.

Who will use the evaluation impact data gathered?

The impact data will be reviewed, as appropriate, by course facilitators, district staff and/or departmental leaders to evaluate the effectiveness of the professional learning on changing participant behaviors and student outcomes.

Florida Diagnostic and Learning Resources System (FDLRS), Professional Learning and Development, and the Florida Department of Education will review the impact of the evaluation data gathered in the course's required participant satisfaction survey.

PROCEDURES FOR USE OF THE COMPONENT'S EVALUATION FINDINGS:

What other forms of evaluation data will be gathered?

- a. What evaluation data address the value of the PL design? Participants will provide feedback on the professional learning experience regarding its relevance and usefulness in their current role by completing the Professional Learning evaluation form at the conclusion of the course.
- b. What evaluation data address the quality of implementation of the PL? Participants will provide feedback on the professional learning experience regarding how well it was planned and facilitated by completing the Professional Learning evaluation form at the conclusion of the course.
- c. Who will use these aspects of PL evaluation data? The professional learning department and the facilitator of the professional learning experience will use the Professional Learning evaluation data to reflect on practices and plan future sessions.

Applied Behavior Analysis and Positive Behavior Supports for Students with Autism Spectrum Disorders with Field Experience

COMPONENT NUMBER: 1-101-002

Function: 1 – Subject Content/Academic Standards

Focus Area: 101 – Classroom Management

Local Sequence Number: 002

POINTS TO BE EARNED: MINIMUM 80 / MAXIMUM 80

DESCRIPTION:

This course provides participants with an understanding of how applied behavior analysis principles pertain to individuals with ASD, including implementation associated with teaching various skills and supporting behavior in educational settings. The functional assessment of problem behavior as well as proactive and preventative methods for addressing problem behavior will be addressed. In addition, evidence-based instructional strategies to develop communication, social, self-help, and academic skills will be emphasized and linked to behavioral needs,

LINKS TO PRIORITY INITIATIVES

	contont	ctandard	lc for	ctudont	achiove	mont
△ Academic	content	Stanuart	וטו כנ	student	acilieve	meni

- ⊠ Assessment and tracking student progress
- □ Collegial learning practices
- ⊠Continuous Improvement practices
- ☑ Digital Learning/Technology Infusion
- □ Learning environment (as per FEAPS standards)
- ⊠ Needs Assessments/Problem Solving supporting improvement planning (SIP, IPLP, DP)
- ⊠ Professional and ethical behavior
- ⊠ Regulatory or compliance requirements

FLORIDA PL PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT

Educator		School	District
Planning	⊠ 1.1.1		⊠ 3.1.3, 3.1.4, 3.1.5
Learning	⊠ 1.2.2, 1.2.3, 1.2.4,		⊠ 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5,
Implementing	1.2.5		3.2.8
Evaluating	☑ 1.3.1, 1.3.3		⊠ 3.3.1, 3.3.2, 3.3.3
J	⊠ 1.4.2, 1.4.3, 1.4.4		⊠ 3.4.3, 3.4.7

IMPACT AREA(S):

Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted Repetitive practice leading to changes in proficiency of educator or leader on the job Tracking improvements in student learning growth supported by the professional learning

SPECIFIC LEARNER OUTCOMES:

Educators will:

- 1. Identify social and behavioral issues associated with ASD and how those behaviors impact the functioning and quality of life of these individuals.
- 2. Demonstrate an understanding of the effect of theory of mind and executive functioning on learning and behavior.
- 3. Define applied behavioral analysis.
- 4. Describe possible reasons for self-stimulatory, repetitive behaviors.
- 5. Understand basic behavioral principles, including basic operant reinforcement, differential reinforcement, extinction, punishment, discrimination training, generalization, etc.
- 6. Understand and use reinforcement, shaping, behavioral momentum, chaining, modeling, prompting, fading, imitation, discrimination training, and presentation/instructions to promote adaptive behaviors and skills.
- 7. Describe methods for identifying reinforcers including parent input.
- 8. Develop a classroom token economy system that incorporates different schedules of reinforcement.
- 9. Plan instruction for social skills.
- Identify evidence-based strategies to increase self-awareness and the ability to self-regulate including self-monitoring systems.
- 11. Describe methods used to decrease behaviors: overcorrection, time out, response cost and extinction.
- 12. Explain the importance of choosing ethical interventions (e.g., least restrictive and non-aversive interventions).
- 13. Identify proactive and preventative methods for addressing problem behaviors.
- 14. Describe visual strategies that may prevent inappropriate behavior.
- 15. Identify, define, and prioritize target behaviors.
- 16. Demonstrate the ability to use and collect data using a variety of assessment tools including the antecedent-behavior-consequence (ABC) model.
- 17. Develop a hypothesis of the function of behavior, considering setting events, antecedents/triggers, and consequence events.
- 18. Demonstrate the ability to design intervention strategies that match the function of a competing behavior (functional equivalency)
- 19. Understand the importance of data collection throughout all phases of intervention (e.g., baseline, treatment, generalization, maintenance).
- 20. Develop a Functional Behavioral Assessment and Positive Behavior Intervention Plan (PBIP) that takes into consideration function and the context of the problem behavior.

LEARNING PROCEDURES (METHODS):

Participants will be engaged in one or more of the following types of professional learning activities.

Learning Methods Code: B-Electronic Interactive

WHAT WILL OCCUR DURING THIS PROFESSIONAL LEARNING COMPONENT DELIVERY?

Participants will engage in:

- Guided inquiry
- Discussion
- Observation of best practices
- Practices of Strategies
- Cycles of Feedback
- Data Analysis
- Lesson Planning
- Facilitated Group Discussions
- Case Studies
- Reading Professional Texts
- Action Planning
- Presentations
- Action Research

HOW WILL THE EXPERIENCES BE PROVIDED TO PARTICIPANTS DURING THE DELIVERY?

Tasks within the inservice components may include reading content, completing formative reflection and vocabulary assignments, responding to scenarios, reviewing web-based resources, and completing objective and field experience-based summative exercises.

KEY ISSUES TO BE INCLUDED IN PARTICIPANT IMPLEMENTATION AGREEMENTS:

Participants must demonstrate a theoretical and functional knowledge to complete all course objectives and all summative assignments to receive credit for the component. Field experiences will be an element of application within each inservice component. Successful completion of the field experiences will be demonstrated through the submission of application exercises to an experienced course facilitator who will provide corrective and elaborative feedback to enhance the participant's learning process.

IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Code: R-Electronic (interactive)

Implementation Support and Monitoring Procedures: The facilitator will provide coaching, guidance and feedback to each participant on their skill development and/or products, to determine the participants successful completion of 100% of the course objectives.

IMPACT EVALUATION PROCEDURES:

What methods will be used to evaluate the impact of the component on the targeted Impact Areas and Targeted Learner Outcomes?

1. Participant understanding of these practices will be assessed through oral/written reflection, participant products, quizzes, discussion groups and case study participation.

- 2. Evidence of changes in instructional practice will be collected through evidence of implementation and participants work products throughout the course.
- 3. Changes in student performance will be evaluated based on student work products and student growth analysis from assignments and assessments.

Who will use the evaluation impact data gathered?

The impact data will be reviewed, as appropriate, by course facilitators, district staff and/or departmental leaders to evaluate the effectiveness of the professional learning on changing participant behaviors and student outcomes.

Florida Diagnostic and Learning Resources System (FDLRS), Professional Learning and Development, and the Florida Department of Education will review the impact of the evaluation data gathered in the course's required participant satisfaction survey.

PROCEDURES FOR USE OF THE COMPONENT'S EVALUATION FINDINGS:

What other forms of evaluation data will be gathered?

a. What evaluation data address the value of the PL design?

Participants will provide feedback on the professional learning experience regarding its relevance and usefulness in their current role by completing the Professional Learning evaluation form at the conclusion of the course.

b. What evaluation data address the quality of implementation of the PL?

Participants will provide feedback on the professional learning experience regarding how well it was planned and facilitated by completing the Professional Learning evaluation form at the conclusion of the course.

c. Who will use these aspects of PL evaluation data?

The professional learning department and the facilitator of the professional learning experience will use the Professional Learning evaluation data to reflect on practices and plan future sessions.

Developed by FDLRS Administration Project

Date 2019-2020

Augmentative/Alternative Communication Systems and Assistive/Instructional Technology for Students with Autism Spectrum Disorders with Field Experience

COMPONENT NUMBER: 3-100-007

Function: 3 – Computer Science / Technology Education

Focus Area: 100 – Instructional Strategies

Local Sequence Number: 007

POINTS TO BE EARNED: MINIMUM 80 / MAXIMUM 80

DESCRIPTION:

Participants will be able to describe and analyze communication needs, design strategies to facilitate intervention, and demonstrate an understanding of various communication interventions for students with Autism Spectrum Disorders; including AAC/AT. Participants will understand the importance of transition planning for students with ASD.

LINKS TO PRIORITY INITIATIVES

⊠ Academic	content	standards	for	student	achieve	ment
	COLLCIL	stanuai us	101	JUUCIIL	acilicat	-1110110

⊠ Assessment and tracking student progress

□ Collegial learning practices

⊠Continuous Improvement practices

☑ Digital Learning/Technology Infusion

□ Learning environment (as per FEAPS standards)

☑ Needs Assessments/Problem Solving supporting improvement planning (SIP, IPLP, DP)

□ Professional and ethical behavior

⊠ Regulatory or compliance requirements

FLORIDA PL PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT

	Educator	School	District
Planning	⊠ 1.1.1		⊠ 3.1.3, 3.1.4, 3.1.5
Learning	⊠ 1.2.2, 1.2.3, 1.2.4,		⊠ 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5,
Implementing	1.2.5		3.2.8
Evaluating	⊠ 1.3.1, 1.3.3		⊠ 3.3.1, 3.3.2, 3.3.3
	⊠ 1.4.2, 1.4.3, 1.4.4		⊠ 3.4.3, 3.4.7

IMPACT AREA(S):

Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted Repetitive practice leading to changes in proficiency of educator or leader on the job Tracking improvements in student learning growth supported by the professional learning

SPECIFIC LEARNER OUTCOMES:

Educators will:

- 1. Identify and describe communication characteristics of students with ASD including: limited communication, limited joint attention, and unconventional forms of communication.
- 2. Examine different alternative/augmentative communication (AAC) systems used with students with Autism Spectrum Disorders:
 - a. Single message
 - b. Picture communication systems
 - c. Manual communication boards
 - d. Voice output communication devices
 - e. Dynamic display devices
- 3. Consider different options for symbols as communication tools: objects, photos, symbols, etc.
- 4. Identify the differences between communication systems and choice systems.
- 5. Develop a classroom plan that integrates the use of alternative/augmentative communication and assistive/instructional technology(ies) into the curriculum, for example: environmental structure, picture symbols, visual schedules, electronic devices.
- 6. Describe how to individualize a communication system for an individual student.
 - a. Identify vocabulary the student would need in specific environments.
 - b. Identify opportunities where the student would need to communicate.
- 7. Describe how to manipulate the classroom/school environment to promote communication, including the use of "sabotage".
- 8. Examine why student behavior improved across settings and with a variety of people when the communication tools provide consistency.
- 9. Demonstrate the ability to work effectively with paraprofessionals, service providers, general education teachers.
- 10. Describe the process of obtaining an assistive technology evaluation in your district.
- 11. Identify appropriate assistive/instructional technology(ies) that can be used to assist students with ASD of differing abilities.
- 12. Describe an example of low, mid and high-tech technology supports across all areas of learning, including:
 - a. communication
 - b. social interactions
 - c. academics
 - d. daily living
 - e. executive functioning
- 13. Describe the benefits of community-based instruction.
- 14. Describe services that support transition, career and vocational development, community participation, and independent living in your community.

- 15. Identify transition assessments and how the information gained is used to develop transition IEP goals, including goals for self-determination and self-advocacy.
- 16. Describe how individuals with autism are included in transition planning in your district.

LEARNING PROCEDURES (METHODS):

Participants will be engaged in one or more of the following types of professional learning activities.

Learning Methods Code: B-Electronic Interactive

WHAT WILL OCCUR DURING THIS PROFESSIONAL LEARNING COMPONENT DELIVERY?

Participants will engage in:

- Guided inquiry
- Discussion
- Observation of best practices
- Practices of Strategies
- Cycles of Feedback
- Data Analysis
- Lesson Planning
- Facilitated Group Discussions
- Case Studies
- Reading Professional Texts
- Action Planning
- Presentations
- Action Research

HOW WILL THE EXPERIENCES BE PROVIDED TO PARTICIPANTS DURING THE DELIVERY?

Tasks within the inservice components may include reading content, completing formative reflection and vocabulary assignments, responding to scenarios, reviewing web-based resources, and completing objective and field experience-based summative exercises.

KEY ISSUES TO BE INCLUDED IN PARTICIPANT IMPLEMENTATION AGREEMENTS:

Participants must demonstrate a theoretical and functional knowledge to complete all course objectives and all summative assignments to receive credit for the component. Field experiences will be an element of application within each inservice component. Successful completion of the field experiences will be demonstrated through the submission of application exercises to an experienced course facilitator who will provide corrective and elaborative feedback to enhance the participant's learning process.

IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Code: R-Electronic (interactive)

Implementation Support and Monitoring Procedures: The facilitator will provide coaching, guidance and feedback to each participant on their skill development and/or products, to determine the participants successful completion of 100% of the course objectives.

IMPACT EVALUATION PROCEDURES:

What methods will be used to evaluate the impact of the component on the targeted Impact Areas and Targeted Learner Outcomes?

- 1. Participant understanding of these practices will be assessed through oral/written reflection, participant products, quizzes, discussion groups and case study participation.
- 2. Evidence of changes in instructional practice will be collected through evidence of implementation and participants work products throughout the course.
- 3. Changes in student performance will be evaluated based on student work products and student growth analysis from assignments and assessments.

Who will use the evaluation impact data gathered?

The impact data will be reviewed, as appropriate, by course facilitators, district staff and/or departmental leaders to evaluate the effectiveness of the professional learning on changing participant behaviors and student outcomes.

Florida Diagnostic and Learning Resources System (FDLRS), Professional Learning and Development, and the Florida Department of Education will review the impact of the evaluation data gathered in the course's required participant satisfaction survey.

PROCEDURES FOR USE OF THE COMPONENT'S EVALUATION FINDINGS:

What other forms of evaluation data will be gathered?

a. What evaluation data address the value of the PL design?

Participants will provide feedback on the professional learning experience regarding its relevance and usefulness in their current role by completing the Professional Learning evaluation form at the conclusion of the course.

b. What evaluation data address the quality of implementation of the PL?

Participants will provide feedback on the professional learning experience regarding how well it was planned and facilitated by completing the Professional Learning evaluation form at the conclusion of the course.

c. Who will use these aspects of PL evaluation data?

The professional learning department and the facilitator of the professional learning experience will use the Professional Learning evaluation data to reflect on practices and plan future sessions.

Developed by FDLRS Administration Project

Date 2019-2020

C. AUTISM SPECTRUM DISABILITY ALIGNMENT MATRIX

Compete ncy Number *	Specific Component Objective Number(s)	CEC Initial and Advanced Specialty Standards*	Method of Competency Demonstration
Experie	1: Nature and Needs, Assessment nce nt Number: 1-100-006	, and Diagnosis of Stude	ents with ASD with Field
2a	1. Demonstrate knowledge of the major characteristics of autism and the range of functioning level across all domains including communication, sensory responses and needs, stereotypical behaviors, socialization, and social skill development. 3. Demonstrate knowledge of current research trends, medical and educational issues, comorbidity, and programs in the field of autism.	SEDAS.1.K5, SEDAS.5.K1 SEDAS.1.S1, SEDAS.1.S2, SEDAS.1.S3, SEDAS.4.S1, SEDAS.4.S2,	 Research major characteristics of ASD Describe autism and comorbid conditions Application exercise that include a dialogue between facilitator and educators Self-reflection Quiz
2a, 2d, 2e	 2. Demonstrate understanding of the historical perspective of etiological theories and treatment approaches of individuals with autism. 4. Understand the effects of neurological differences and its impact on learning and behavior. 5. Identify eligibility criteria for ASD as defined by the most recent version of the Diagnostic and Statistical Manual, and the definition/description used by The Florida Department of Education. 6. Demonstrate understanding of the instruments used and process utilized for a comprehensive evaluation, including: a. criteria for determining eligibility (medical and educational) b. autism-specific instruments c. instruments used to determine IQ 	SEDAS.1.K1, SEDAS.1.K2, SEDAS.1.K3, SEDAS.4.K1, SEDAS.5.K1 SEDAS.4.S2,	 Research project that addresses history as well as medical diagnosis and educational eligibility Describe autism specific instruments and process used for comprehensive evaluation Application exercised that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz
2a	7. Describe the impact of autism on the family.	SEDAS.5.K1, SEDAS.6.K1, SEDAS.6.K2	Research data regarding parental involvement in schools and how

2a, 2d, 2e	8. Demonstrate the ability to work effectively with parents. 9. Understand factors considered when determining placement and services for students with ASD. 10. Match levels of support to the changing needs of a student with ASD. 11. Reflect knowledge of growth and development in curricular planning and expectations. 12. Describe the development of appropriate educational objectives across the range of functioning levels and across the age span (from preschool through adult services). 13. Demonstrate the ability to write appropriate educational and behavioral goals and objectives.	SEDAS.1.S10, SEDAS.4.S2, SEDAS.7.S4 SEDAS.1.K4, SEDAS.2.K2 SEDAS.1.S4, SEDAS.1.S5, SEDAS.1.S6, SEDAS.3.S1, SEDAS.3.S12, SEDAS.3.S14	2. 3. 4. 1. 2. 3. 4.	this can be improved in their own school Application exercise that include a dialogue between facilitator and educators Self-reflection Quiz Analysis of assessment results Development of IEP SMART goals Make decisions regarding accommodations and instructional strategies Field experience application of course concepts Quiz
	21. Describe strategies for conducting ongoing classroom-based assessments and databased decision making for program development.			
2a, 2e	14. Demonstrate an understanding of strategies for structuring the environment to promote: a. opportunities to enhance communicative initiations and interactions; b. opportunities for appropriate play and leisure activities; c. self-regulation and self-control; d. sensory-motor concerns; and e. direct instruction. 20. Implement evidence-based and promising practices strategies, such as incidental teaching, discrete trial, group instruction, task analysis, use of prompts	SEDAS.5.K1 SEDAS.1.S3, SEDAS.3.S5, SEDAS.3.S8, SEDAS.3.S11, SEDAS.3.S14, SEDAS.4.S2	 3. 4. 	Research Evidence-based Practices (EBP) Application exercise that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz

2a	and prompt fading, shaping, effective use of reinforcement in teaching skills, shadowing, modeling and scaffolding. 22. Demonstrate transfer, lifting and positioning techniques. 15. Describe the importance that sensory issues play in maladaptive behaviors exhibited by many students with ASD and how to accommodate for sensory issues in the school environment.	SEDAS.3.K1, SEDAS.3.K2	 Sensory graphic organizer Application exercise that include a dialogue between facilitator and educators Self-reflection
2a, 2c, 2e	16. Describe strategies to promote social interactions and learning in various environments, including general education and community. 17. Describe various physical and visual strategies that can be used to accommodate a student with ASD in both a self-contained and a general education classroom, (i.e., environmental structuring, schedules, social situation stories and scripts), in order to communicate social information and expectations.	SEDAS.3.K1, SEDAS.3.K2	4. Quizvario 1. Development and implementation of a social narrative 2. Application exercise that include a dialogue between facilitator and educators 3. Self-reflection 4. Field experience application of course concepts 5. Quiz
2a,2e	17. Describe various physical and visual strategies that can be used to accommodate a student with ASD in both a self-contained and a general education classroom, (i.e., environmental structuring, schedules, social situation stories and scripts), in order to communicate social information and expectations. 18. Plan and implement activities for independent functional life skills for a student with autism.	SEDAS.3.K2, SEDAS.3.K4, SEDAS.6.S5	 Development and implementation of structured work system; including progress monitoring tool Develop and implement a visual to support the use of the structured work system Application exercise that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz
2a, 2e	19. Categorize the different types of visual schedules used to promote independence based on a student's educational and cognitive abilities.	SEDAS.3.S9	Development and implementation of visual schedules Application exercise that include a dialogue between facilitator and educators

with Fie	2: Applied Behavior Analysis and eld Experience	Positive Behavior Suppo	4. 5.	Self-reflection Field experience application of course concepts Quiz for Students with ASD
2a, 2c, 2e	 Identify social and behavioral issues associated with ASD and how those behaviors impact the functioning and quality of life of these individuals. Demonstrate an understanding of the effect of theory of mind and executive functioning on learning and behavior. Describe possible reasons for self-stimulatory, repetitive behaviors. 	SEDAS.1.K1, SEDAS.3.K2, SEDAS.5.K1 SEDAS.1.S1, SEDAS.1.S2, SEDAS.4.S2	 3. 	Research project Development of IEP SMART goals for social/emotional/behavior Field experience application of course concepts Quiz
2c, 2e	3. Define applied behavioral analysis. 5. Understand basic behavioral principles, including basic operant reinforcement, differential reinforcement, extinction, punishment, discrimination training, generalization, etc. 6. Understand and use reinforcement, shaping, behavioral momentum, chaining, modeling, prompting, fading, imitation, discrimination training, and presentation/instructions to promote adaptive behaviors and skills.	SEDAS.3.K2, SEDAS.4.K1, SEDAS.5.K1, SEDAS.6.K2 SEDAS.3.S10, SEDAS.3.S11, SEDAS.3.S12, SEDAS.3.S5, SEDAS.3.S7, SEDAS.4.S2, SEDAS.6.S2, SEDAS.6.S4	 3. 4. 5. 	Research basic principles of ABA Choose an Evidenced Based Practice in the area of behavior to research Application exercise that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz
2a, 2c, 2e	7. Describe methods for identifying reinforcers including parent input. 8. Develop a classroom token economy system that incorporates different schedules of reinforcement. 13. Identify proactive and preventative methods for addressing problem behaviors. 14. Describe visual strategies that may prevent inappropriate behavior. 15. Identify, define, and prioritize target behaviors.	SEDAS.3.K1, SEDAS.3.K2, SEDAS.4.K1, SEDAS.1.S4, SEDAS.1.S5, SEDAS.1.S6, SEDAS.1.S8, SEDAS.3.S1, SEDAS.3.S5, SEDAS.3.S7, SEDAS.3.S10, SEDAS.3.S11, SEDAS.3.S12, SEDAS.3.S14	 3. 4. 5. 6. 	Develop token economy system Identify target/replacement behavior Analyze reinforcer assessment Application exercise that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz

2c, 2d, 2e	9. Plan instruction for social skills.	SEDAS.3.S5, SEDAS.3.S7, SEDAS.3.S14, SEDAS.6.S2, SEDAS.6.S4, SEDAS.6.S5	 Administer Functional Social Skills Assessment (FSSA) Complete the Visual Social Skills Profile based on results of FSSA Create and implement a social skills lesson that addresses the deficits from the above Application exercise that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts
2c	10. Identify evidence-based strategies to	SEDAS.3.S11, SEDAS.3.S12	7. Quiz1. Develop and implement a self-
	increase self-awareness and the ability to self-regulate including self-monitoring systems.		monitoring system 2. Application exercise that include a dialogue between facilitator and educators 3. Self-reflection 4. Quiz
2c, 2e	 11. Describe methods used to decrease behaviors: overcorrection, time out, response cost and extinction. 12. Explain the importance of choosing ethical interventions (e.g., least restrictive and non-aversive interventions). 16. Demonstrate the ability to use and collect data using a variety of assessment tools including the antecedent-behavior-consequence (ABC) model. 	SEDAS.1.K2, SEDAS.4.K1, SEDAS.6.K2, SEDAS.1.S4, SEDAS.1.S6, SEDAS.1.S8 SEDAS.3.S11	 Collect behavioral data (ABC) Application exercise that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz
2c, 2d, 2e	17. Develop a hypothesis of the function of behavior, considering setting events, antecedents/triggers, and consequence events. 18. Demonstrate the ability to design intervention strategies that match the function of a competing behavior (functional equivalency)	SEDAS.1.S4, SEDAS.1.S6, SEDAS.1.S8	 Use ABC data to develop a hypothesis for the function of behavior Research and design an intervention strategy that matches the function of the competing behavior Implement intervention and collect data

			A 1
		4.	Application exercise that include a dialogue between facilitator and educators
		5	Self-reflection
			Field experience application of
		0.	course concepts
		7.	Quiz
Understand the importance of data	SEDAS 1 S4 SEDAS 1 S6		Develop a graph that shows
			baseline and intervention data
	0127.012.00	2.	Make instructional decisions based
			on data results
,,		3.	Application exercise that include a
			dialogue between facilitator and
			educators
		4.	Self-reflection
		5.	Field experience application of
			course concepts
		6.	Quiz
. Develop a Functional Behavioral	SEDAS.1.S4, SEDAS.1.S6,	1.	Develop an FBA and PBIP based on
sessment and Positive Behavior	SEDAS.1.S8		data results
, ,		2.	Application exercise that include a
			dialogue between facilitator and
problem behavior.			educators
			Self-reflection
		4.	Field experience application of
			course concepts
		5.	
sistive/Instructional Technol	logy and Natural/ Augm	ent	tative Communication
Students with ASD with Field	Experience		
	SEDAS.1.K1.	1.	Research project
-	1	2.	-
	1		a dialogue between facilitator and
=	,		educators
-		3.	Self-reflection
		4.	Quiz
Examine different	SEDAS.2.K1, SEDAS.3.K3,	1.	Research AAC devices; including
ernative/augmentative communication	SEDAS.5.K1		PECS
AC) systems used with students with	SEDAS.1.S5, SEDAS.1.S6,	2.	Individualize AAC for a student
tism Spectrum Disorders:	SEDAS.3.S6, SEDAS.3.S7,		
	characteristics of students with ASD with Field entify and describe communication exeristics of students with ASD including: d communication, limited joint ion, and unconventional forms of unication. Examine different ernative/augmentative communication	SEDAS.1.S8 SEDAS.1.S8 SEDAS.1.S8 SEDAS.1.S8 SEDAS.1.S4, SEDAS.1.S6, SEDAS.1.S8 SEDAS.1.S1 SEDAS.1.S1 SEDAS.1.S2 SEDAS.1.S2 SEDAS.1.S2 SEDAS.3.K3, SEDAS.3.K3, SEDAS.5.K1	Lunderstand the importance of data ellection throughout all phases of ervention (e.g., baseline, treatment, neralization, maintenance). Develop a Functional Behavioral sessment and Positive Behavior ervention Plan (PBIP) that takes into insideration function and the context of exproblem behavior. Sistive/ Instructional Technology and Natural/ Augment Students with ASD with Field Experience in the context of the context of the context of experience in the context of experien

	 b. Picture communication systems c. Manual communication boards d. Voice output communication devices e. Dynamic display devices 3. Consider different options for symbols as communication tools: objects, photos, symbols, etc. 4. Identify the differences between communication systems and choice systems. 6. Describe how to individualize a communication system for an individual student. a. Identify vocabulary the student would 		 Application exercised that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz
	need in specific environments. b. Identify opportunities where the student would need to communicate.		
2a, 2b	 Develop a classroom plan that integrates the use of alternative/augmentative communication and assistive/instructional technology(ies) into the curriculum, for example: environmental structure, picture symbols, visual schedules, electronic devices. Describe how to manipulate the classroom/school environment to promote communication, including the use of "sabotage". 	SEDAS.2.K1, SEDAS.3.K1, SEDAS.3.K3, SEDAS.3.S5, SEDAS.3.S7, SEDAS.3.S10, SEDAS.4.S2, SEDAS.6.S3	 Research AAC devices Integration of AAC into classroom environment/curriculum Application exercised that include a dialogue between facilitator and educators Self-reflection Quiz
2a, 2b, 2c, 2e	8. Examine why student behavior improved across settings and with a variety of people when the communication tools provide consistency.	SEDAS.3.K2, SEDAS.3.K3, SEDAS.3.S5	 Identify interfering behavior Implement the Functional Communication Training (FTC) strategy Application exercised that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz
2a	 Demonstrate the ability to work effectively with paraprofessionals, service providers, general education teachers. 	SEDAS.3.K1, SEDAS.5.K1 SEDAS.1.S6, SEDAS.1.S7, SEDAS.3.S1, SEDAS.3.S14,	Describe collaboration and communication with stakeholders

2a, 2b	10. Describe the process of obtaining an assistive technology evaluation in your	SEDAS.5.S1, SEDAS.5.S2, SEDAS.5.S3, SEDAS.5.S4, SEDAS.5.S5, SEDAS.6.S1, SEDAS.6.S2, SEDAS.6.S4, SEDAS.6.S5, SEDAS.6.S6, SEDAS.7.S3, SEDAS.7.S4	2. 3. 4. 5.	including paras and service providers Describe collaboration and communication among and between special education and general education teachers Application exercised that include a dialogue between facilitator and educators Self-reflection Quiz Research technology supports Provide examples of low, mid, and
	district. 11. Identify appropriate assistive/instructional technology(ies) that can be used to assist students with ASD of differing abilities. 12. Describe an example of low, mid and high-tech technology supports across all areas of development, including: a. communication b. social interactions c. academics d. daily living e. executive functioning	SEDAS.3.K4, , SEDAS.5.K1, SEDAS.1.S5, SEDAS.1.S7, SEDAS.3.S1, SEDAS.3.S5, SEDAS.3.S6, SEDAS.3.S7, SEDAS.3.S9, SEDAS.3.S14, SEDAS.4.S2, SEDAS.6.S3		high tech supports Review district AT evaluation process Application exercised that include a dialogue between facilitator and educators Self-reflection Quiz
2b, 2e	11. Identify appropriate assistive/instructional technology(ies) that can be used to assist students with ASD of differing abilities. 12. Describe an example of low, mid and high-tech technology supports across all areas of development, including: a. communication b. social interactions c. academics d. daily living e. executive functioning	SEDAS.2.K1, SEDAS.3.K1, SEDAS.3.K2, SEDAS.3.K3, SEDAS.3.K4, SEDAS.5.K1 SEDAS.3.S1, SEDAS.3.S5, SEDAS.3.S6, SEDAS.3.S7, SEDAS.3.S9, SEDAS.3.S14, SEDAS.4.S2, SEDAS.6.S3	4.	Research Technology Aided Instruction and Intervention (TAII) resources Describe the use of resources in the areas of communication, social interactions, academics, daily living, and executive functioning Application exercised that include a dialogue between facilitator and educators Self-reflection Field experience application of course concepts Quiz

2a	13. Describe the benefits of community-	SEDAS.1.K6, SEDAS.3.K4,	1.	Research transition services
	based instruction.	SEDAS.5.K1, SEDAS.1.S9,		statewide and in their
	Describe services that support	SEDAS.3.S3, SEDAS.3.S4,		community/district
	transition, career and vocational	SEDAS.3.S8, SEDAS.3.S12,	2.	Describe the benefits of
	development, community participation,	SEDAS.3.S13, SEDAS.4.S2,		community-based instruction
	and independent living in your	SEDAS.5.S1, SEDAS.6.S1,	3.	Application exercised that include
	community.	SEDAS.6.S5, SEDAS.6.S6,		a dialogue between facilitator and
		SEDAS.7.S1, SEDAS.7.S3,		educators
		SEDAS.7.S4, SEDAS.7.S5	4.	Self-reflection
			5.	Quiz
2a, 2b,	15. Identify transition assessments and	SEDAS.1.K6	1.	Research transition assessments
2d, 2e	how the information gained is used to	SEDAS.1.S9, SEDAS.3.S2,	2.	Use assessment data to develop
	develop transition IEP goals, including	SEDAS.3.S3, SEDAS.3.S4,		post-secondary transition IEP goals
	goals for self-determination and self-	SEDAS.3.S5, SEDAS.3.S12,	3.	Identify challenges facing families
	advocacy.	SEDAS.3.S13, SEDAS.3.S14,		of transition aged students and
	16. Describe how individuals with autism	SEDAS.4.S2, SEDAS.7.S1,		how high-quality transition
	are included in transition planning in your	SEDAS.7.S2, SEDAS.7.S3,		planning alleviates these
	district.	SEDAS.7.S5		challenges
			4.	Application exercised that include
				a dialogue between facilitator and
				educators
			5.	Self-reflection
			6.	Field experience application of
				course concepts
			7.	Quiz

* Competency Number based upon Rule 6A-4.01796

- (a) Nature of autism spectrum disorders (to include student characteristics, appropriate learning goals, teaching approaches, environmental arrangements, etc.);
- (b) Use of assistive and instructional technology and natural, alternative and augmentative communication systems for students with autism spectrum disorders;
- (c) Behavior management and positive behavior supports for students with autism spectrum disorders;
- (d) Assessment and diagnosis of autism spectrum disorders; and,
- (e) Field-based experience with students with autism spectrum disorders.
- * CEC Initial and Advanced Specialty Standards (see Appendix A)

Initial Specialty Set: Developmental Disabilities and Autism Spectrum Disorder

Advanced Specialty Set: Special Education Developmental Disabilities and Autism Spectrum Disorder Specialist

Initial Preparation / DDA

Standard 1: Learner Development and Individual

Learning Differences

Standard 2: Learning Environments

Standard 3: Curricular Content Knowledge

Standard 4: Assessment

Standard 5: Instructional Planning and Strategies

Standard 6: Professional Learning and Ethical Practice

Standard 7: Collaboration

Advanced Preparation / SEDAS

Standard 1: Assessment

Standard 2: Curricular Content Knowledge

Standard 3: Programs, Services, and Outcomes

Standard 4: Research and Inquiry

Standard 5: Leadership and Policy

Standard 6: Professional and Ethical Practice

Standard 7: Collaboration

D. INSTRUCTORS

Selection of instructors for the NEFEC Alternative Program for Add-On Certification: Autism Spectrum Disorder will be based on the following minimum selection criteria:

- Current Florida teaching certificate in Education and Exceptional Student Education
- Background of successful staff learning and/or adult training expertise
- Master's degree in Education or Special Education
- Three years of qualified experience in working with students diagnosed with Autism Spectrum Disorder
- Certified and experienced in the areas of content to be taught
- Commitment to carry out the number of hours of instruction, individual participant consultation, and follow-up specified in each training module
- Commitment to use and maintain the integrity of the training components
- Commitment to the Autism Spectrum Disorder Endorsement Program and to the delivery of training at times and places convenient to the participants

COMPETENCY COMPLETION REQUIREMENTS

The option of completing the three components is available for teachers in lieu of taking college courses to earn the Autism Spectrum Disorder Endorsement. In order to satisfy specialization requirements in Rule 6A-4.01796, Florida Administrative Code, participants must have a bachelor's or higher degree with certification in any exceptional student education area and complete 12 semester hours or 240 inservice hours including the following: Nature and Needs, Assessment, and Diagnosis of Students with ASD with Field Experience, Applied Behavior Analysis and Positive Behavior Supports for Students with ASD with Field Experience, and Assistive/Instructional Technology and Natural/Augmentative Communication Systems for Students with ASD with Field Experience.

A. PROGRAM COMPLETION

Satisfactory completion of all required training activities in each module/component and demonstration of mastery of all competencies within are required for program completion. Satisfactory completion of individual components may be demonstrated through:

- Instructor's verification of successful demonstration of all applicable competencies and products within the component of the approved add-on program
- Verification of successful demonstration of all applicable competencies within a component of another district's Autism Spectrum Disorder Program conducted by personnel from the district's staff learning office and applied when reasonable equivalency between the components is established through a review of the approved program

In order to satisfy specialization requirements in Rule 6A-4.01796, Florida Administrative Code, participants must complete all requirements listed above.

Methods for determining a participant has obtained all the competencies required for the specialization area are addressed within the coursework requirements and reflected in the Matrix. The

successful completion of each required course will document that the participant has attained the competencies and skills addressed in and specific to the course.

Proof of successful course completion and the awarding of inservice points will be maintained by the district professional learning office. At the conclusion of each course, each participant successfully mastering the competencies therein will be awarded inservice credit per the Professional Learning Catalog. Upon successful completion of all three required courses, the professional learning office will provide the participant with a Certificate of Completion noting that the participant has successfully completed the Add-on Endorsement Program: Autism Spectrum Disorder. The teacher certification office will then assist the participant in completing Form CG-10 and collecting the appropriate processing fees associated with petitioning The Florida Department of Education to add the Autism Spectrum Disorder Endorsement to the educator's teaching certificate.

B. COMPETENCY DEMONSTRATION

All those pursuing the addition of the Autism Spectrum Disorder Endorsement to their Florida Educators' Certificates must earn a minimum of 240 inservice points by successfully completing the prescribed set of inservice components including the demonstration of all competencies required for the endorsement or through documented evaluation means. In general, competency demonstration will be done through products, tests, classroom demonstrations, and/or portfolios; however, procedures for evaluation of competency achievement within components will vary depending on the nature of the competency. Inservice training credits for those completing the add-on program will be awarded on the basis of a candidate's successful completion of the components, direct instruction, and follow-up activities.

C. COMPETENCY VERIFICATION

College and/or university coursework may be substituted for portions of the Autism Spectrum Disorder Add-on Endorsement requirement. Consideration will be given to students who have successful completion with a grade of B or better of a college/university course with verification from the district instructor that there is reasonable equivalence between the college/university courses and the district add-on courses. Decisions will be made at the local level, in collaboration with the district teacher certification office and the professional learning office. Certificates will be issued to successful completers as a record of competency completion.

PROGRAM EVALUATION

A. EVALUATION PLAN

The overall effectiveness of the Autism Spectrum Disorder Endorsement Program will be determined by participant assessment, training component assessment, and program assessment techniques using the strategies described below:

Individual participants will be evaluated based on competency acquisition as verified by the
instructor in accordance with approved competency demonstration methods and criteria. (In
accordance with district inservice requirements, any participant who wishes to receive inservice
points must demonstrate competency on at least 80% of the specific objectives using pre- and
post-tests or other valid measures.)

- 2. Each training component will be evaluated by utilizing district staff learning program procedures.
- 3. The program will be assessed by participants; instructors; staff learning personnel; and district exceptional student education administrative and supervisory staff to determine program effectiveness, program efficiency in terms of management, operation, delivery and cost effectiveness.

DESCRIPTIVE DATA

Formal program evaluation will provide the following data:

- 1. Number of teachers who are out-of-field in autism spectrum disorders
- 2. Number and percentage of the above that have enrolled in the add-on program
- 3. Number of enrollees dropped for nonperformance
- 4. Number and percentage of program completers
- 5. Number and percentage of program completers teaching in the district

CLIENT SATISFACTION DATA

Attitudes of participants will be surveyed to determine the extent to which:

- 1. The program is meeting candidate needs
- 2. The quality of instruction is consistent with professional learning standards
- 3. The curriculum is pertinent to their classroom and professional learning needs
- 4. The pace, quantity, and quality of assignments are compatible with their primary teaching responsibilities

SUPERVISORY EVALUATION DATA

Principals, administrators and supervisors may be asked to perform site-based evaluations to determine the extent to which:

- School and program needs are being met through the training provided by the add-on endorsement program
- 2. Skills acquired in add-on training are practiced in the candidate's classroom and shared with others
- 3. Evidence exists of tangible benefit to students accruing from add-on training

LOGISTICAL SUPPORT

Annual program costs will be calculated from records of training, material purchases, copying, consultant fees, district or project expenditures, and salary portions of key personnel in program operations. Additional evaluation procedures may be developed and implemented as needed by the district. Any program revisions resulting from these evaluation procedures will be reported to the Florida Department of Education.

Participants, instructors, and district staff will evaluate the program in the following areas:

- Scope and sequence of courses
- Instructional materials
- Relevance to effective teaching and learning

Adequacy of preparation for teaching assignment/study

In addition, in order to assess overall effectiveness of the program, participants completing the program will be asked to complete an online exit survey which will provide feedback regarding the management and operation of program activities.

The budget for Autism Spectrum Disorder Endorsement will mostly be borne by the participating districts. Districts may be able to participate in Florida Diagnostic and Learning Resources Systemsponsored courses that are offered free of charge. In some cases, districts may offer stipends to participants for successful completion time. Staff learning personnel will monitor administrator time and effort to ascertain intangible program costs.

B. ANNUAL REVIEW

Methods by which the component coordinator will determine the impact of the component on the individual's job performance and/or classroom, school, work setting are described as part of each component evaluation.

An annual review of the efficacy of the program will be conducted by Exceptional Student Education administration in the school district via continuous programmatic review of data collection previously noted above in *Program Evaluation, Evaluation Plan*. The carry-over effects of the training will be measured by direct observation, status of highly qualified personnel, and the provision of quality educational services. The data obtained in this continuous review cycle will be used to revise the program as necessary as well as to inform the next areas of professional learning offered outside of the endorsement program.

PROGRAM MANAGEMENT

NEFEC Organization of Educational Leaders (NOEL) Key District Contacts and District Professional Learning Coordinators along with the NEFEC Professional Learning Catalog/Endorsement Coordinator and Florida Diagnostic & Learning Resources System (FDLRS) will be responsible for the overall management of the ASD Endorsement Program including dissemination of information, maintaining participant and program files, certifying the completion of program requirements and processing applications, coordinating program activities, collecting evaluation data, and providing information regarding the Program when required by the school district and/or Florida Department of Education staff.

Participant files will include a copy of the Plan of Study, schedule of courses, and a timeline with a projected date for completion.

Inservice training for the ASD courses is offered through the regional FDLRS Centers. FDLRS will be responsible for updating the program as necessary and, when appropriate, advertising the availability of the courses to districts.

A. CANDIDATE APPLICATION AND ADMISSION

The individuals designated above will share the process for application, admission, and verification of the Autism Spectrum Disorder Endorsement Program. Eligibility to participate in the program is predicated on a candidate holding a bachelor's or higher degree with certification in any exceptional

student education area. The candidate must hold a valid Florida Educator's Certificate (Temporary or Professional).

A candidate who enters the program based on a Temporary Certificate must show proof of eligibility for a Professional Certificate prior to the district's verification of completion of the program. Permanent substitutes with valid full-time Florida Temporary or Professional Education Certificates are eligible to enroll in the program.

Enrollment preference will be given to educators who are currently classified as in need of Autism Spectrum Disorder Endorsement to meet employment requirements. Other participants will be admitted to the Program as part of their Individual Professional Learning Plan or to earn inservice credit for recertification purposes. If space allows, paraprofessionals directly involved with service to students with ASD can be enrolled to further their knowledge to assist with classroom instruction.

B. ADVISEMENT

Individualized advisement will be provided by the appropriate district personnel in collaboration with the course instructor on matters related to the endorsement offerings, training requirements, and progress toward completion of the Autism Spectrum Disorder Endorsement Program. The district will ensure that staff members are available to assist candidates with the initial program orientation, inservice training requirements, and progress toward successful program completion.

C. ATTENDANCE REQUIREMENT FOR INSERVICE POINTS

Attendance is mandatory unless because of a serious illness or extreme emergency the instructor excuses the absence. Excused absence class hours must be satisfied through a schedule approved by the instructor. Participants receive one inservice point for each clock hour of component participation, up to 80 hours per component, a total of 240 inservice hours for the Autism Spectrum Disorder Endorsement Program.

D. TRANSFER AND UTILIZATION OF CREDIT

Equivalent or higher content level college credit obtained from a regionally accredited institution of higher education with an approved Autism Endorsement Program may be used to satisfy component requirements. College course(s) are converted to inservice points with each semester credit hour equivalent to twenty (20) inservice points. An official college transcript must be requested by the participant and forwarded to the Professional Learning Director's Office. Inservice credit earned in other school districts may be applied to the Autism Endorsement program provided that (1) the component is of equivalent or higher content level, and (2) the component was earned as part of an approved Add-On Endorsement Program for Autism. Participants must request an official Inservice Transfer Record be sent from the previous employer to the district staff learning director.

E. CERTIFICATION OF COMPLETION

It is the participant's responsibility to complete each component within the timelines established by the School Board Rule 6A-1.0503, Definition of Qualified Instructional Personnel. When participants have completed all program completion requirements; thereby, demonstrating mastery of competencies and objectives, program completion is verified by the district staff learning director. Since records are kept during each step of the Autism Spectrum Disorder Endorsement Program by district staff learning personnel, the professional learning tracking system, or other inservice tracking

systems, documentation is easily accessed by district staff to verify successful completion of all components. After verification, district documentation on behalf of the participant will then be submitted to the Florida Department of Education using Form CG-10, along with the appropriate processing fee.

SCHOOL BOARD APPROVAL

In order for the Autism Spectrum Disorder Endorsement Program to receive state approval, a statement signed by each District Superintendent and Chairman of the School Board stating that it has been approved locally for submission is included with this document.

APPENDIX A

CEC ADVANCED SPECIALTY STANDARDS

Advanced Pr	eparation Standard 1: Assessment
Knowledge	
SEDAS.1.K1	Criteria used to diagnose or identify the continuum of developmental disabilities and autism spectrum disorder as defined by the most current version of the <i>Diagnostic and Statistical Manual of Mental Disorders</i>
SEDAS.1.K2	Ethical implications and obligations related to diagnosis and identification of individuals with developmental disabilities and autism spectrum disorder
SEDAS.1.K3	Comprehensive assessment, including specialized terminology and assessment tools
SEDAS.1.K4	Importance of ongoing evaluation of strengths and needs in varied contexts
SEDAS.1.K5	Conditions for individuals who are dually diagnosed with developmental disabilities and autism spectrum disorder and/or mental health disorders
SEDAS.1.K6	Comprehensive transition assessment, including identification of external agency assessment sharing
Skills	
SEDAS.1.S1	Describe the core and associated characteristics of individuals with developmental disabilities and autism spectrum disorder
SEDAS.1.S2	Describe the distinguishing features of disorders on the autism spectrum
SEDAS.1.S3	Identify conditions that co-exist between developmental disabilities and autism spectrum disorder
SEDAS.1.S4	Conduct unbiased assessment
SEDAS.1.S5	Use information from assessments and educational records to design instruction
SEDAS.1.S6	Collect, interpret, and use data to document outcomes for individuals with developmental disabilities and autism spectrum disorder, and change programming as indicated with family and team
SEDAS.1.S7	Share a thorough profile of individuals with developmental disabilities and autism spectrum disorders with families and with current and future educational teams
SEDAS.1.S8	Conduct functional behavioral assessments to determine what initiates and maintains a challenging or interfering behavior
SEDAS.1.S9	Uses assessment information from a variety of school and external agency resources to make transition recommendations
SEDAS.1.S10	Articulate awareness of and the effect of mental health disorders on individuals with developmental disabilities and autism spectrum disorder in collaborating with family and colleagues
Advanced Pr	eparation Standard 2: Curricular Content Knowledge
Knowledge	
SEDAS.2.K1	Benefits of low- through high-technology supports across all areas of development
SEDAS.2.K2	Criteria for evaluating effectiveness of interventions and strategies with individuals with developmental disabilities and autism spectrum disorder
Skills	
None specifie	d

Advanced Pr	eparation Standard 3: Programs, Services, and Outcomes
Knowledge	
SEDAS.3.K1	General education curriculum and supports to facilitate the success of individuals with developmental disabilities and autism spectrum disorder
SEDAS.3.K2	Range of environmental supports that maximize learning for individuals with developmental and disabilities and autism spectrum disorder
SEDAS.3.K3	Ways to modify verbal and nonverbal communication and instructional behavior to meet the needs of individuals with developmental disabilities and autism spectrum disorder
SEDAS.3.K4	Activities and techniques for developing independent living skills
Skills	
SEDAS.3.S1	Apply various principles in the education of individuals with developmental disabilities and autism spectrum disorder
SEDAS.3.S2	Develop and implement transition plans for individuals with developmental disabilities and autism spectrum disorder between settings and across the life span
SEDAS.3.S3	Identify match between job requirements and individual skills, preferences, and characteristics
SEDAS.3.S4	Provide individuals with multiple job experiences
SEDAS.3.S5	Implement instructional strategies that promote the generalization of skills across domains and settings
SEDAS.3.S6	Arrange program environments to facilitate spontaneous communication
SEDAS.3.S7	Design and implement instruction that promotes effective communication and social skills for individuals with developmental disabilities and autism spectrum disorder
SEDAS.3.S8	Provide varied instruction and opportunity to learn play and leisure skills
SEDAS.3.S9	Create opportunities and provide supports for individuals to organize and maintain personal materials across environments
SEDAS.3.S10	Organize the curriculum to integrate individuals' special interests and materials, activities, and routines across curriculum
SEDAS.3.S11	Identify evidence-based strategies to increase self-awareness and ability to self-regulate
SEDAS.3.S12	Identify evidence-based strategies to increase an individual's self-determination of activities, services, and preferences
SEDAS.3.S13	Design and implement program activities and techniques for developing independent living skills
SEDAS.3.S14	Plan and implement individualized and intensive programming that matches individual needs
Advanced Pr	eparation Standard 4: Research and Inquiry
Knowledge	
SEDAS.4.K1	Current etiology and practice-based research specific to developmental disabilities and autism spectrum disorder
Skills	
SEDAS.4.S1	Interpret and relay research field in layperson terms or jargon-free language
SEDAS.4.S2	Remain informed of current research, legislation, and debate concerning developmental disabilities and autism spectrum disorder

Advanced Pr	reparation Standard 5: Leadership and Policy
Knowledge	
SEDAS.5.K1	Electronic, print, and organizational resources on developmental disabilities and autism spectrum disorder
Skills	
SEDAS.5.S1	Prepare personnel and community members for interaction with individuals with developmental disabilities and autism spectrum disorder
SEDAS.5.S2	Promote high expectations for self, staff, and individuals with exceptional learning needs
SEDAS.5.S3	Provide structure, ongoing training, and support to families, professionals, and paraprofessionals
SEDAS.5.S4	Oversee and monitor routines, schedules, and sequences of events and activities
SEDAS.5.S5	Act as a positive role model for the acceptance, treatment, and interaction with individuals with developmental disabilities and autism spectrum disorder and their families
Advanced Pr	reparation Standard 6: Professional and Ethical Practice
Knowledge	
SEDAS.6.K1	Effect of core and associated characteristics of developmental disabilities and autism spectrum disorder on family dynamics and functioning
SEDAS.6.K2	Social and ethical issues that affect the education of individuals with developmental disabilities and autism spectrum disorder, families, and professionals
Skills	
SEDAS.6.S1	Teach others to actively engage individuals with developmental disabilities and autism spectrum disorder in individualized education and life planning
SEDAS 6.S2	Teach others to use individual strengths to reinforce and maintain skills
SEDAS.6.S3	Model use and implementation of assistive technology and augmentative or alternative communication to aid in comprehension and level of engagement of individuals with developmental disabilities and autism spectrum disorder
SEDAS.6.S4	Mentor others to teach unstated rules and customs that govern social behavior
SEDAS.6.S5	Provide professional service through leadership in the field of developmental disabilities and autism spectrum disorder
SEDAS.6.S6	Provide service to the profession through leadership activities in professional organizations
Advanced Pi	reparation Standard 7: Collaboration
Knowledge	
None in addit	ion to the ACSI
Skills	
SEDAS.7.S1	Coordinate processes that encourage collaboration needed for transition between settings
SEDAS.7.S2	Provide leadership in collaborating with individuals and families around issues of sexuality
SEDAS.7.S3	Collaborate with families and other team members in nonjudgmental ways to make informed decisions about interventions and life planning
SEDAS.7.S4	Promote collaborative practices that respect individual family dynamics and values and the effect the diagnosis may have on the family

SEDAS.7.S5 Connect families and professionals to educational and community resources

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 16. 25-3112

6/24/2025

Title and Board Action Requested

Approve an overnight field trip for Central High School's cheerleaders to Radisson Resort at the Port, Cape Canaveral, FL, for UCA Cheerleading Camp, on July 27 - July 30, 2025.

Executive Summary

The Principal, on behalf of the Superintendent of Schools, hereby requests the Board approve an overnight field trip for Central High School's cheerleaders to Radisson Resort at the Port, Cape Canaveral, FL, for UCA Cheerleading Camp, on July 27 - July 30, 2025.

My Contact

Kelly Slusser, Principal Central High School 352-797-7020 xt 405

Nina Nickelson 352-397-7429

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Complete Section A or B; and C

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 17. 25-3113

6/24/2025

Title and Board Action Requested

Approve overnight field trip for Robin Paselio, Varsity Cheerleader's Coach and the varsity cheerleaders to Orlando, Florida to attend the Universal Cheerleaders Association Summer Camp to be held at the University of Central Florida from June 26, 2025 until June 29, 2025.

Executive Summary

The Principal, Mrs. Leechele Booker, on behalf of the Superintendent of Schools, hereby requests the Board to approve an overnight field trip for the HHS Varsity Cheerleaders to attend the Universal Cheerleaders Association Summer Camp from June 26, 2025 until June 29, 2025. This summer camp is held on a yearly basis for the varsity cheerleaders. The cheerleaders attend numerous workshops, learn dance and cheer routines, and how to prevent injuries. On the last day of cheer camp all students will participate in a cheer competition.

My Contact

Robin Paselio, Educator and Varsity Cheerleader's Coach (352) 797-7015, ext. 331

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Complete Section A or B; and C

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Hernando School District

School Board Regular Meeting

Agenda Item # 18. 25-3116

6/24/2025

Title and Board Action Requested

Approval of the 2025-2027 Home Education Dual Enrollment Articulation Agreement and 2025-2027 Dual **Enrollment Articulation Agreement**

Executive Summary

The Director of Adult and Technical Education, on behalf of the Superintendent of Schools, hereby requests the Board to approve the 2025-2027 Home Education Dual Enrollment Agreement and the 2025-2027 Dual Enrollment Articulation Agreement.

My Contact

Dr. Radiah Dent, Director of Adult and Technical Education

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



2025-2027 Home Education Dual Enrollment Articulation Agreement

The Home Education Articulation Agreement, pursuant to section (s.) 1007.271(13)(b), Florida Statutes (F.S.), requires each postsecondary institution to enter into an agreement with each home education student seeking enrollment in a dual enrollment course and the student's parent(s) and/or guardian(s). This agreement is entered into by and between Wilton Simpson Technical College, and

Student Name	College ID Number

Dual Enrollment Courses

Only career preparatory courses contained within the state course numbering system, and are part of a sequence of courses in a program offered through Wilton Simpson Technical College which lead to an industry certification, are part of this agreement. New programs/courses meeting this specification can be added to the agreement at any time by agreement of the chief administrative officers of each party. The courses currently available for the 2025-2027 school year are:

Program	Program Number	Course Name	Course Code	Clock Hours	Credit Hours
Cubanagaunitu	Y100300	Cybersecurity Associate	CTS0018	600	1.5
Cybersecurity Applied		Information Security Manager	CTS0019	150	1.5
Applied		Data Security Specialist		150	1.5
				750	4.5
	T400700	Automobile Services Assistor	AER0014	300	2
Master Automotive		Automotive Brake System Technician	AER0418	150	2
Service Technology		Automobile Suspension & Steering Technician	AER0453	150	2
1		Automotive Electrical/Electronic System Tech	AER0360	300	1
		Engine Repair Technician	AER0110	150	1
				1050	7
Heating, Ventilation,	C400410	Introduction to HVAC/R	ACR0000	250	1.5
Air Conditioning/		HVAC/R Fundamentals	ACR0001	250	1.5
Refrigeration 1		HVAC/R Service Practices	ACR0012	250	1.5

Page **1** of **4**

				750	4.5
	J400400	Welder Assistant 1	PMT0070	150	2
		Welder Assistant 2	PMT0071	150	2
Welding Technology		Welder, SMAW 1	PMT0072	150	2
		Welder, SMAW 2	PMT0073	150	1
		Welder	PMT0074	450	3
				1050	7
	T650100	Diesel Engine Mechanic/Tech Helper	DIM0101	150	2
Diesel Systems		Diesel Electrical and Electronics Technician	DIM0102	300	2
Technician 1		Diesel Engine Technician	DIM0104	300	2
		Diesel Brakes Technician	DIM0105	300	1
				1050	7
CNC Production	J200300	CNC Production Technician I	PMT0026	300	2
Specialist		CNC Production Technician II	PMT0027	300	2
				600	4

Eligibility Requirements

To participate in the home education career dual enrollment program, home education students and their parent(s)/guardian(s) shall meet the following criteria:

- 1. Students must be enrolled in a home education program, pursuant to Section 1002.41, F.S., as may be amended.
- 2. In collaboration with The School Choice Office, Wilton Simpson Technical College will ensure proof and proper documentation of enrollment in a home education program.
- 3. Students must have this Home Education Career Dual Enrollment Articulation Agreement signed and on file with the College to be eligible to participate in dual enrollment at Wilton Simpson Technical College.
- 4. Students must be a minimum of 16 years of age and have achieved a minimum status, as verified by the parent(s)/guardian(s).
- 5. The student must possess and maintain a minimum 2.0 unweighted grade point average (GPA) for enrollment. Students must demonstrate preparedness for postsecondary education by completing an entry level basic skills examination prior to entering the program and meeting the Basic Skills Requirements as specified in 6A-10.040, F.A.C. The acceptable exam for this requirement is the Test of Adult Basic Education. A student may be exempt from entrance testing requirements by submitting documentation of any of the following:
 - a. Minimum SAT Scores: 24 Reading, 25 Writing & Language, 24 Math
 - b. Minimum ACT Scores: 19 Reading, 17 English, 19 Math
 - c. Possession of a state, national, or industry certification or licensure examination identified in the State Board of Education rules and aligned to the career education program in which the student is enrolled.
- 6. To maintain eligibility in the Dual Enrollment program, students must maintain a minimum 2.0 GPA for courses taken at the Colleges. Health programs may require a higher GPA as published in the Wilton Simpson Technical College Student Handbooks.
- 7. Applications for career dual enrollment will be accepted by the Wilton Simpson Technical College in Spring and Fall for the beginning of the following semester.
- 8. Rule 6A-10.040 and Section 1004.91(2) F.S., Basic Skills Requirements for Postsecondary Career and Technical Certificate Education require that students shall complete an entry level basic skills

- examination within the first six weeks of admission into the program. Additionally, continued eligibility for career dual enrollment requires successful completion of each course within the career certificate, prior to graduation of the career certificate program.
- 9. Students must enroll at a time whereby they can successfully complete the career certificate course prior to graduation from high school. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.
- 10. Home education students participating in career dual enrollment will be responsible to meet the college rules for registration, attendance, and behavior as specified in the Wilton Simpson Technical College's student handbook. 1007.271. F.S.
- 11. Per section 1007.271, F.S., HCSD and Wilton Simpson Technical College will not deny dual enrollment participation to students who meet both the statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement, provided that Dual Enrollment budget and available seating exist.
- 12. The student's responsibilities for providing his or her own transportation. HB 7055 that passed during the 2018 Legislative session removed the requirement that home school students provide their own instructional materials. However, transportation is still the responsibility of the individual student. A copy of the statement on transfer guarantees developed by the Department of Education. The *Dual Enrollment Transfer Guarantees* document is available on the website at http://www.fldoe.org/policy/articulation.

Due to space constrictions within the programs, placement will be allocated to dual enrollment students based on budget and available seats. There will be a waitlist. Students will be allocated a place based on the following criteria:

- 1. They still meet the eligibility requirements.
- 2. If enrolled, they would be able to complete the dual enrollment course prior to graduating high school.
- 3. Allocation for placement will be given on a first come first served basis.

Exceptions may be made based on seat availability and/or Dual Enrollment budget constraints.

Students with Disabilities

Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

Signatures:

Mrs. Shannon Rodriguez,

School Board Chairman, Hernando County S	Schools	
	Date:	
D. D. Pallah D. H		
Dr, Radiah Dent,		
Director of Adult & Technical Education		
	Date:	

Approved as to Content & Form

Caroline Mockler, Esq. Staff Counsel, HCSD 2:31 pm, 06/06/2025



2025-2027 Dual Enrollment Articulation Agreements between Wilton Simpson Technical College and Hernando County School District

The Agreement is entered into by and between Wilton Simpson Technical College and Hernando County School District ("HCSD") and the Public High Schools of Hernando County School District. The agreement shall govern the eligibility and enrollment of the students and the administration of the technical courses offered via dual enrollment effective July 1, 2025 and ending June 30, 2027.

The Agreement shall be revised and renewed on an annual basis. The Hernando County School District Superintendent or designee, and the Director of Adult & Technical Education or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the School District. The Agreement, once signed by both parties and submitted to the State of Florida, can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which it was established. All parties agree to abide by any Florida Department of Education rule changes, regarding Career Dual Enrollment credit.

RECITALS

WHEREAS, Florida Statutes provides that career dual enrollment is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college; and

WHEREAS, the HCSD wishes to enhance opportunities for high school graduates, within its District, to identify and set clear career and postsecondary education goals before high school graduation; and

WHEREAS; the Wilton Simpson Technical College, are publicly funded postsecondary institutions, can provide a variety of high-skill, high-wage career training program options; and

WHEREAS, the HCSD and Wilton Simpson Technical College accept the challenge of ensuring that every Hernando County Public High School graduate has a defined pathway to a career and postsecondary education.

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, and covenants hereinafter set forth, the HCSD and the Wilton Simpson Technical College agree as follows:

PROVISIONS

Page **1** of **6**

- 1. Students and parents receive information concerning Dual Enrollment opportunities through the following: individual student advisement with school Guidance Counselors, the Hernando County School District's Student Progression Plan and School Procedures Handbook, HCSD website, Wilton Simpson Technical College website, and other district communications, including social media.
- 2. Hernando County School District and Wilton Simpson Technical College will work collaboratively to notify students and their parents of the dual enrollment process acceleration mechanisms.
- 3. Dual enrollment is available to all HCSD student meeting the following criteria:
 - a) The eligibility requirements under section 1007.271, F.S. are met;
 - b) The student is enrolled as a student in a Florida Hernando County secondary school;
 - c) The student is at least 16 years of age;
 - d) The student possesses and maintains a minimum 2.0 unweighted grade point average (GPA);
 - e) The student meets the graduation requirements for Florida state-wide assessments;
 - f) The student has a plan approved by their high school to complete all requirements to graduate on time;
 - g) The student demonstrates readiness for postsecondary work evidenced by a good attendance record, a satisfactory disciplinary record and basic skills requirements pursuant to F.S.6A-I0.040;
 - h) The student is recommended by their high school counselor or career specialist.

Due to space constrictions within the programs, placement will be allocated to dual enrollment students based on budget and available seats. A wait list will be developed by the Coordinator of Career Technical Education. Allocation for placement shall be on a first come, first serve basis.

4. Applications for career dual enrollment will be accepted by the Wilton Simpson Technical College in Spring and Fall for the beginning of the following semester.

Career dual enrollment courses that lead to an approved Industry Certification for the Funding List of section 1008.44, F.S. are as follows:

Program	Program Number	Course Name	Course Code	Clock Hours	Credit Hours
	Y100300	Cybersecurity Associate	CTS0018	600	1.5
Cybersecurity		Information Security Manager	CTS0019	150	1.5
Applied		Data Security Specialist		150	1.5
				750	4.5
	T400700	Automobile Services Assistor	AER0014	300	2
Master Automotive		Automotive Brake System Technician	AER0418	150	2
Service Technology		Automobile Suspension & Steering Technician	AER0453	150	2
1		Automotive Electrical/Electronic System Tech	AER0360	300	1
		Engine Repair Technician	AER0110	150	1
				1050	7
Heating, Ventilation,	C400410	Introduction to HVAC/R	ACR0000	250	1.5
Air Conditioning/		HVAC/R Fundamentals	ACR0001	250	1.5
Refrigeration 1		HVAC/R Service Practices	ACR0012	250	1.5
				750	4.5

Page 2 of 6

	J400400	Welder Assistant 1	PMT0070	150	2
		Welder Assistant 2	PMT0071	150	2
Welding Technology		Welder, SMAW 1	PMT0072	150	2
		Welder, SMAW 2	PMT0073	150	1
		Welder	PMT0074	450	3
				1050	7
	T650100	Diesel Engine Mechanic/Tech Helper	DIM0101	150	2
Diesel Systems		Diesel Electrical and Electronics Technician	DIM0102	300	2
Technician 1		Diesel Engine Technician	DIM0104	300	2
		Diesel Brakes Technician	DIM0105	300	1
				1050	7
CNC Production	J200300	CNC Production Technician I	PMT0026	300	2
Specialist		CNC Production Technician II	PMT0027	300	2
				600	4

- 5. The statutory eligibility requirements for career dual enrollment are a 2.0 unweighted GPA under section 1007.271, F.S., F.A.C. Rule 6A-10.040 and section 1004.91(2) F.S. Additionally, continued eligibility for career dual enrollment requires successful completion of each course within the career certificate, prior to graduation of the career certificate program. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process, and may be reassigned to their originating high school.
- 6. Per section 1007.271, F.S., HCSD and Wilton Simpson Technical College will not deny dual enrollment participation to students who meet both the statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement, provided that Dual Enrollment budget and available seating exist.
- 7. A delineation of the high school credit earned for the completion of each career dual enrollment course and program will provide a clock hour to credit hour equivalency. The high school credit will only be awarded upon successful completion of the entire postsecondary course. The weighting for the dual enrollment courses will be weighted in line with Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses in calculating the GPA.
- 8. Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Wilton Simpson Technical College is part of the Tampa Bay Career Pathways Consortium that provides career pathway agreements (http://www.careerpathways.me/).
- 9. Per section 1007.271(3), F.S., exceptions to the required grade point average for entrance may be granted on an individual student basis by the parties to the agreement and on the recommendation of all parties.

 Consideration is on a case-by-case basis.
- 10. The initial screening of potential applicants shall be the responsibility of high school certified school counselors to determine career readiness, appropriate GPA, attendance and behavior records. The Wilton Simpson Technical College administrative team will review progress throughout each session and take steps to ensure students stay on track. A sufficient GPA of 2.0 must be maintained throughout. HCSD and

Wilton Simpson Technical College will collaborate to monitor and maintain individual student performance in career courses.

- 11. Students participating in career dual enrollment will be responsible to meet Wilton Simpson Technical College rules for registration, attendance, and behavior as specified in the Wilton Simpson Technical College's student handbook.
- 12. Wilton Simpson Technical College will clock hours to credits, enter student grades and attendance records. Information will be available in student reporting systems at the originating school of record, and upon completion of the courses, will be reviewed by certified school counselors to ensure credits are properly reported in student reporting systems.
- 13. Sections 1007.271 and 1009.25, F.S. provide that dual enrollment students are exempt from payment of tuition fees, including laboratory fees and registration fees. For dual enrollment career course, the Hernando County School District will reimburse Wilton Simpson Technical College costs, such as tuition, registration fees, instructional materials, lab fees and certifications associated with each program, at the standard rate.
- 14. Dual enrollment students are responsible for arranging and paying for transportation to and from Wilton Simpson Technical College, as well as all other dual enrollment related transportation. Parents/guardians assume all financial responsibility and liability for dual enrollment related transportation.
- 15. Wilton Simpson Technical College shall be responsive to parent inquiries of their student performance and progress in the career dual enrollment program.
- 16. Withdrawal Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a Dual Enrollment course, must return to the assigned HCSD high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the fifth day of enrollment. Students with extenuating circumstances wanting to withdraw after the fifth day of enrollment must make a written request for permission to the Wilton Simpson Technical College.
- 17. Wilton Simpson Technical College represents and warrants to the HCSD that they do not and will not engage in discriminatory practices and that there shall be no discrimination in connection with the Wilton Simpson Technical College's performance under this Agreement on account of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for delivery of Services. Wilton Simpson Technical College further covenant that no otherwise qualified individual shall, solely by reason of his/her race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for delivery of Services, be excluded from participation in, be denied Services, or be subject to discrimination under any provision of this Agreement.
- 18. To the extent permitted by law, each Party agrees to be responsible for liability that directly relates to its own negligent acts or omissions or the negligent acts or omissions of its employees or agents acting within

the course and scope of their employment or agency. Nothing stated herein shall waive the Wilton Simpson Technical College's or the HCSD's sovereign immunity under 768.28, F.S.

- 19. The Parties acknowledge that the education records of students at the District are protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 123g. The Parties agree to comply with the requirements of FERPA and its implementing regulations at 34 C.F.R. Part 99 and to protect the privacy of educational records concerning any District student under this Agreement.
- 20. A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition that substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.
- 21. Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.
- 22. Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to confidentiality) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, pandemic, earthquake, flood, embargo, riot, sabotage, labor dispute, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed pa1ty: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial effo1ts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates under each signature: Hernando County School Board, signing by and through its School Board Chair and Superintendent.

Signatures:	
Mrs. Shannon Rodriguez,	
School Board Chair, Hernando County Schoo	ols
	Date:
Mr. Ray Pinder,	
Superintendent, Hernando County Schools	
	Date:

	Date:	
Wilton Simpson Technical College		
Director of Adult & Technical Education		
Dr, Radiah Dent,		

Approved as to Content & Form

Caroline Mockler, Esq. Staff Counsel, HCSD 2:32 pm, 06/06/2025

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION. (For Donations, use Section B)

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 19. 25-3117

6/24/2025

Title and Board Action Requested

Approve out of state field trip for Robin Paselio, HHS Class of 2026 Senior Trip Sponsor to Washington, DC to attend the 2026 Senior Class trip with a date range of March 27, 2026 through April 8, 2026 in order to get the best airline rates. Our ideal dates to travel are March 28, 2026 through April 3, 2026.

Executive Summary

The Principal, Mrs. Leechele Booker, on behalf of the Superintendent of Schools, hereby requests the Board to approve a field trip to Washington, DC for the Senior Class of 2026. If permitted, this will be the school's third trip to the Nation's Capital. Students will visit the following sites: Arlington National Cemetery, John F. Kennedy's grave site, Robert E. Lee's home, US Capital Building, Washington Monument, Lincoln Memorial, World War II Memorial, Vietnam Memorial, Korean War Memorial, Jefferson Memorial, and the Martin Luther King Memorial. Students will also have the opportunity to visit the Air and Space Museum, Natural History Museum, US National Holocaust Museum, National Museum of African American History and Culture, and tour the Library of Congress, where they are able to obtain an actual library card.

My Contact

Robin Paselio, Educator and Class of 2026 Senior Trip Sponsor (352) 797-7015, ext. 331

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Complete Section A or B; and C

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MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION. (For Donations, use Section B)

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 20. 25-3057

6/24/2025

Title and Board Action Requested

Accept notification of the Annual Comprehensive Safety Inspections for district schools and facilities for the 2024-2025 school year.

Executive Summary

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby notifies the Board of compliance and required issuance of certifications for all schools and facilities for the 2024-2025 school year. No additional action is required by the Board for this informational item.

Florida Administrative Code 6A-2.0010, Florida Administrative Code 69A-58.004, Florida Statute 1013.12 and the State Requirements for Educational Facilities combine to require the School Board to provide for annual inspections to determine compliance with fire safety, casualty safety and sanitation standards of all facilities. These inspections are encompassed within the district's Annual Comprehensive Facility Inspection Report. Each year, the Board is required to certify to the State Fire Marshal's Office that these inspections have been completed. The certification for each school facility is submitted electronically through the State Fire Marshal's website shortly upon completion of each inspection by an HCSD fire inspector duly authorized to conduct such

Copies of the Annual Comprehensive Facility Inspection Report for the 2024-2025 school year are maintained by the District Fire Official. The public may review the report upon request to Facilities & Construction Office, located at 8016 Mobley Road, Brooksville, FL, 34601.

My Contact

William L Hall Fire Official/Plans Examiner hall_b@hcsb.k12.fl.us 352-797-7050

inspections under applicable Florida law.

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 21. 25-3109

6/24/2025

Title and Board Action Requested

Approve the removal, disposal, sale, or exchange of Tangible Property from the District Inventory Records.

Executive Summary

The Manager of Warehouse, Property Control, Printing, and Student Records, and the Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby request the Board's approval to remove the items from district fixed asset records. Under Hernando County School Board Policy 7450 and F.S. 274.02, F.S. 1001.43, 2 CFR 200.313, attached is a list of items for consideration. After inspection and reconciliation by the cost centers and departments, it is determined that the assets and equipment are obsolete and no longer contributing to the educational programs, have no remaining useful life, or create a safety or environmental hazard. Per Hernando County School Board Policy 7300, any tangible personal property absent from a cost center during the school year needs to be immediately reported to law enforcement and the appropriate district departments by the property custodian. This is part of an ongoing initiative to expedite, control, and conduct a more accurate inventory system districtwide.

My Contact

Genele Firlik, Manager of Warehouse, Property Control, Printing, and Records 352-797-7061

Christopher Reckner, Director of Purchasing and Warehousing 352-797-7060

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

No Financial Impact.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PREV LOCATION	PROP#	DESCRIPTION	AQRD DATE	AQRD PRICE	CURRENT VALUE	STORM Damage Assets
0051	05988900	FOX BASSON	06/30/08	\$3,269.00	\$0.00	
0051	05144500	FOX BASSON	01/29/04	\$3,195.00	\$0.00	
0051	05795900	FOX BASSON	08/02/07	\$3,994.00	\$0.00	
0051	05907700	ORCHESTRAL CHIMES	06/25/08	\$2,263.00	\$0.00	
0051	05988100	JUPITER SOUSAPHONE	06/25/08	\$3,881.00	\$0.00	
0051	06068800	SOUSAPHONE	05/21/09	\$4,220.00	\$0.00	
0051	03066200	SOUSAPHONE	07/20/94	\$3,545.00	\$0.00	
0051	03066300	SOUSAPHONE	07/20/94	\$3,545.00	\$0.00	
0051	03066400	SOUSAPHONE	07/20/94	\$3,545.00	\$0.00	
0051	05022300	DRUM TYMPANI	06/01/03	\$1,033.00	\$0.00	
0051	05073000	CHOIR CHIMES	09/04/03	\$2,972.81	\$0.00	
0051	05065200	MUSSER CHIMES	09/11/03	\$2,617.00	\$0.00	
0051	05240800	STANDARD TUBA W/CASE	09/23/04	\$1,275.00	\$0.00	
0051	05240400	BASSOON	06/30/04	\$2,681.00	\$0.00	
0051	05021700	CLARINET	06/01/03	\$2,474.00	\$0.00	
0051	03044400	EUPHONIUMS	06/08/94	\$1,244.00	\$0.00	
0051	03044300	EUPHONIUMS	06/08/94	\$1,244.00	\$0.00	
0051	03068800	KEYBOARD TRAINER	09/21/94	\$9,995.00	\$0.00	
0051	06119600	OBOE	06/11/10	\$2,645.00	\$0.00	
0051	05240100	PICCOLO TRUMPET	06/30/04	\$1,137.00	\$0.00	
0051	05021600	PICCOLO- SILVER	06/01/03	\$1,046.00	\$0.00	
0051	03043500	SAXOPHONE	06/08/94	\$1,174.00	\$0.00	
0051	05019500	SOUSAPHONE W/CASE	06/01/03	\$4,516.00	\$0.00	
0051	05019900	SOUSAPHONE W/CASE	06/01/03	\$4,516.00	\$0.00	
0051	07108500	ZSPACE ALL-IN-ONE SYSTEM	07/25/18	\$3,595.50	\$431.00	
0052	06993300	GENESIS TEAM CHAIR	05/11/18	\$1,399.97	\$163.00	
0052	05030100	EPSON POWERLITE PROJECTOR	06/30/03	\$1,260.00	\$0.00	
0052	04835400	LASEJET PRINTER	08/21/02	\$1,345.12	\$0.00	
0052	05030300	EPSON POWERLITE PROJECTOR	06/30/03	\$1,260.00	\$0.00	
0052	05178200	HP DIGITAL PROJECTOR	02/12/04	\$1,099.00	\$0.00	
0161	06777800	STAINLESS STEEL CASHIER CART	07/01/17	\$6,733.76	\$737.00	
0161	07405100	ANYWHERE CART	05/15/19	\$1,033.00	\$133.00	
0161	04536300	HP PRINTER	06/22/00	\$1,417.25	\$0.00	
0161	06750700	2000RPM BURNISHER	05/11/17	\$1,286.22	\$132.00	
0161	04639600	HP PRINTER	05/17/01	\$1,424.00	\$0.00	
0161	07468200	POSTER PRINTER	11/18/19	\$4,895.00	\$685.00	
0161	04811100	HP PRINTER	05/23/02	\$1,793.49	\$0.00	
0202	04217000	HOT FOOD CART	12/10/98	\$2,257.00	\$0.00	

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0202	05824500	PROOF REACH=IN	07/22/07	\$4,354.58	\$0.00	
0202	04771100	MACKIE 24 CHANNEL MIXER	04/25/02	\$1,399.00	\$0.00	
0202	04771200	EQUILIZER	04/25/02	\$1,049.00	\$0.00	
0202	05295500	ALTO SAXOPHONE	01/1305	\$1,136.00	\$0.00	
0202	05295800	FOX OBOE	01/13/05	\$2,419.00	\$0.00	
0231	06072400	DIGITAL CLASSROOM SYSTEM	06/15/09	\$3,589.00	\$0.00	
0231	06194500	POLYVISION ENO CLICK	01/27/11	\$1,623.00	\$0.00	
0231	06237900	POLYVISION ENO CLICK	06/22/11	\$1,479.00	\$0.00	
0231	06906100	HP DATA ROUTING SWITCH	12/22/17	\$3,519.08	\$380.00	
0231	03285700	DISPENSER CART	11/20/95	\$1,581.00	\$0.00	
0241	05945100	PROMETHEAN ACTIVBOARD	03/13/08	\$1,500.00	\$0.00	
0241	04667400	GRAPHIC EQUALIZER	08/23/01	\$1,100.00	\$0.00	
0241	06287700	POLYVISION ENO CLICK	06/28/12	\$1,095.00	\$0.00	
0252	06045200	DIGITAL CLASSROOM SYSTEM	03/19/09	\$3,328.00	\$0.00	
0252	06046600	DIGITAL CLASSROOM SYSTEM	03/19/09	\$3,328.00	\$0.00	
0252	06303400	LAPTOP STORAGE CART	11/08/12	\$1,454.00	\$0.00	
0252	06393500	5X5 WELDING BOOTH	05/28/15	\$2,148.22	\$0.00	
0252	06982700	CARPET EXTRACTOR	05/08/18	\$2,807.22	\$0.00	
0252	07274700	PROMETHEAN ACTIVPANEL	12/03/18	\$4,067.08	\$0.00	
0252	07274800	PROMETHEAN ACTIVPANEL	12/03/18	\$4,067.08	\$0.00	
0252	07425800	PROMETHEAN ACTIVPANEL	01/11/19	\$4,067.08	\$0.00	
0252	07425900	PROMETHEAN ACTIVPANEL	01/11/19	\$4,067.08	\$0.00	
0252	05679900	NACECARE FLOOR SCRUBBER	10/05/06	\$6,491.00	\$0.00	
0271	07138200	PROMETHEAN ACTIVPANEL	09/27/18	\$3,993.11	\$487.00	
0321	05485400	BRETFORD LAPTOP CART	06/02/05	\$1,156.77	\$0.00	
0321	06115200	DIGITAL CLASSROOM SYSTEM	10/13/10	\$4,423.00	\$0.00	
0321	07136400	MOVINCOOL PORTABLE A/C UNIT	09/07/18	\$3,092.62	\$374.00	
0321	04817600	CARPET EXTRACTOR	06/13/02	\$2,240.00	\$0.00	
0321	06190600	AUTOSCRUBBER	02/14/11	\$3,349.00	\$0.00	
0351	05878200	LIBERATOR CARPET MACHINE	10/25/07	\$3,141.37	\$0.00	
0351	05907100	TECH ED MODULE	02/07/08	\$17,245.00	\$0.00	
0351	05907300	TECH ED MODULE	02/07/08	\$1,145.00	\$0.00	
0351	06103300	SAFE DRIVER COCKPIT	05/14/10	\$7,734.00	\$0.00	
0351	06103400	SAFE DRIVER COCKPIT	05/14/10	\$7,734.00	\$0.00	
0351	06373900	AMERICAN OPEN BED TRAILER	09/30/15	\$4,850.00	\$475.00	
0351	07128300	COOKING MACHINE	08/24/18	\$1,107.45	\$126.00	
0351	06094300	CNC ROUTER	03/11/10	\$1,500.00	\$93.00	
0351	07137300	TEACHING MACHINE	09/19/18	\$4,099.98	\$500.00	
0351	06786800	CANON EOS CAMERA	08/25/17	\$1,199.00	\$122.00	
0351	06330700	DUAL PENCIL READ SCANNER	10/31/13	\$5,097.00	\$0.00	
0351	1000006193	TEACHERS DESK	02/05/21	\$1,059.00	\$192.00	

0351	1000006194	TEACHERS DESK	02/05/21	\$1,059.00	\$192.00	
0351	05636200	APPLE IMAC	07/27/06	\$1,655.45	\$0.00	
0351	05726500	RICOH PRINTER	01/18/07	\$1,399.99	\$0.00	
0351	05907900	INTERACTIVE BOARD	11/08/07	\$2,488.00	\$0.00	
0351	07108600	ZSPACE ALL-IN-ONE SYSTEM	07/25/18	\$3,595.50	\$437.00	
0351	1000006104	APPLE IMAC	01/31/20	\$1,348.00	\$208.00	
0351	05820400	BIGSHOT CANON CONFETTI MACHINE	07/21/07	\$1,150.00	\$0.00	
0351	05820500	BIGSHOT CANON CONFETTI MACHINE	07/21/07	\$1,150.00	\$0.00	
0351	05091300	WIRELESS MICROPHONE	12/11/03	\$1,825.00	\$0.00	
0351	05034900	MINUTEMAN VACUUM	06/26/03	\$1,476.22	\$0.00	
0351	05053100	HOT WATER CAPET EXTRACTOR	07/24/03	\$2,190.00	\$0.00	
0351	05669600	HI-RISER CHANGING TABLE	09/01/06	\$4,495.00	\$0.00	
0371	06028300	BASE SHELF CABINET	12/04/08	\$1,218.24	\$0.00	
0371	06028500	BOOKCASE 5 ADJ. SHELVES	12/04/08	\$1,089.65	\$0.00	
0371	06386800	DROP-IN COLD PANEL	05/17/16	\$3,165.00	\$307.00	
0371	05631600	COMMUNITY SUN CHAIR	06/02/06	\$1,569.12	\$0.00	
0371	05647800	COMMUNITY LOVESEAT	06/02/06	\$1,109.47	\$0.00	
0371	05489700	MOBILE WOOD PICTURE BOOK	03/09/06	\$2,792.07	\$0.00	
0371	05488500	MOBILE WOOD PICTURE BOOK	03/09/06	\$2,154.06	\$0.00	
0371	05491200	COMPUTER WORKSTATION	03/09/06	\$1,753.00	\$0.00	
0371	05491300	COMPUTER WORKSTATION	03/09/06	\$1,753.00	\$0.00	
0371	05491400	COMPUTER WORKSTATION	03/09/06	\$1,753.00	\$0.00	
0371	05488800	MOBILE WOOD PICTURE BOOK	03/09/06	\$1,336.06	\$0.00	
0371	05522400	BRETFORD LAPTOP CART	07/28/05	\$1,416.33	\$0.00	
0371	06994200	ZSPACE ALL-IN-ONE SYSTEM	05/10/18	\$2,785.50	\$336.00	
0371	06994100	ZSPACE ALL-IN-ONE SYSTEM	05/10/18	\$2,785.50	\$336.00	
0371	06994300	ZSPACE ALL-IN-ONE SYSTEM	05/10/18	\$2,785.50	\$336.00	
0371	05509200	ROUND 60" TABLETOP	01/19/06	\$1,437.24	\$0.00	
0371	05509300	ROUND 60" TABLETOP	01/19/06	\$1,437.24	\$0.00	
0371	05580600	ULTRATRAC FINISHER FLOOR MACHINE	04/20/06	\$2,695.00	\$0.00	
0371	05761700	TENNIS BACKBOARD	05/24/07	\$2,997.00	\$0.00	
0371	05939500	ECOLINER PAINT MACHINE	02/14/08	\$1,488.58	\$77.00	
0371	1000006664	SMITHCO BUNKER RAKE	12/15/21	\$4,980.15	\$976.00	
0371	1000009064	METROMAX MOBILE DRYING RACK	07/07/20	\$1,131.06	\$172.00	
9005	1000010905	KINETIC WONDER WALL	01/16/25	\$3,057.34	\$3,057.34	DESTROY DURING HURRICANE MILTON
9005	1000010931	KINETIC WONDER WALL	01/16/25	\$3,057.34	\$3,057.34	DESTROY DURING HURRICANE MILTON
9005	1000010903	KINETIC WONDER WALL	01/16/25	\$3,057.34	\$3,057.34	DESTROY DURING HURRICANE MILTON

9005	1000010908	KINETIC WONDER WALL	01/16/25	\$3,057.34	\$3,057.34	DESTROY DURING HURRICANE MILTON
9005	1000010933	KINETIC WONDER WALL	01/16/25	\$3,057.34	\$3,057.34	DESTROY DURING HURRICANE MILTON
9005	1000010902	KINETIC WONDER WALL	01/16/25	\$3,057.34	\$3,057.34	DESTROY DURING HURRICANE MILTON
9005	1000011083	SNOEZELEN ABSTRACT TACTILE PANEL	09/24/24	\$1,023.07	\$1,023.07	DESTROY DURING HURRICANE MILTON
9005	1000011082	SNOEZELEN ABSTRACT TACTILE PANEL	09/24/24	\$1,023.07	\$1,023.07	DESTROY DURING HURRICANE MILTON
9005	1000011084	ANGELES SOUND SPONGE	09/24/24	\$1,023.07	\$1,023.07	DESTROY DURING HURRICANE MILTON
9005	1000011087	ANGELES SOUND SPONGE	09/24/24	\$1,023.07	\$1,023.07	DESTROY DURING HURRICANE MILTON
9462	06372800	ACTIVBOARD 6 TOUCH 88"	01/14/16	\$3,986.00	\$389.00	
9462	06372900	ACTIVBOARD 6 TOUCH 88"	01/14/16	\$3,986.00	\$389.00	
9550	05639400	CUTMASTER PLASMA CUTTER	06/22/06	\$1,269.90	\$0.00	
9550	03485900	FIELD TRAILER	01/22/97	\$1,899.00	\$0.00	
9550	04660100	GENERATOR	06/21/01	\$1,001.00	\$0.00	
9550	04877100	LAPTOP COMPUTER	02/06/03	\$1,077.83	\$0.00	
				Total:	\$31,621.32	

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

Account Name		No Financial Ir	npact			
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Account Name						
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	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved +	Budget • Amendments	Expenditures / - Encumbrances	Current = Available	Present - Request	Remaining = Balance	
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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 22. 25-3036

6/24/2025

Title and Board Action Requested

Approve the Purchase Order in the amount of \$365,650 to BloomBoard for the renewal of the Associate **Teacher Substitute Program**

Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve a purchase order for BloomBoard to sustain the Associate Teacher Substitute program, which was originally launched in the 2023-2024 school year. As of the 2024-2025 school year, the program has seen 51 participants, with the first cohort of 15 Associate Teacher Substitutes graduating, achieving a 100% graduation rate within that cohort. Funding for this program, as well as other initiatives such as mentor supplements and alternative certification retention programs, is provided through vacancy funds, which does not result in any additional expense to the general fund. This strategic investment in vacancy funds supports the development of future certified educators, many of whom are long-term community members who have served as paraprofessionals or other classroom support staff. The program will continue as long as vacancy funds remain available to support its growth and the ongoing need for new classroom teachers.

My Contact

Alexis Brown Director of Human Resources 352-797-7000 ext. 70445

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



Hernando County School District and

BloomBoard

"Learn It" University Program Proposal

Presented to

Ray Pinder, Superintendent of Schools

Presented by

Michelle Licata, Ed.D. Senior Partnerships Manager 754-262-6067 michelle.licata@bloomboard.com

April 29, 2025

Proposal Expiration: June 30, 2025

PROPOSAL SUMMARY

BloomBoard, Inc. ("BBI") is a talent development company with a core focus in supporting the preparation, advancement, and retention of PreK-12 educators. BBI partners with school districts across the country to embed educator advancement programs into the day-to-day logistics of the classroom. The fully accredited, portfolio-based degree and certification programs offered on its cloud-based technology platform (the "BBI Platform") are tailored to honor educators' valuable time while effectively attracting and retaining top-tier talent. BBI works with a diverse array of higher education institutions to offer its district partners affordable residency-like degree and certification programs that develop educators' skills and advance their careers through a unique on-the-job learning model.

The Hernando County School District ("**HCSD**") is the leading catalyst and advocate for public education on the west, central coast of Florida. HCSD educated approximately 23,000 students in grades Pre-K-12 across 23 schools. HCSD employs almost 1,500 teachers. In the HCSD Strategic Plan published in 2018, the district established five Pillars to direct its collective focus and resources over the next five years. One of the Pillars is titled "People," with the objective of strategically recruiting, developing, and retaining quality staff by providing staff with the appropriate coaching, support, and professional learning opportunities:

Hernando County School District, Pillar 2 lists three objectives, at the time of this proposal, two of which can be satisfied using BloomBoard programs (with the third coming soon):

- Objective A: enhance recruitment and hiring process.
- Objective B: Build leadership capacity at all levels (program coming soon through BloomBoard)
- Objective C: increase the employee retention rate of qualified personnel. (<u>HCSD Strategic Plan, Pillar 2</u>)

To assist Hernando County School District in achieving these objectives and addressing the current teacher recruiting challenges, BBI is prepared to work with HCSD to offer the following unique Educator Advancement Program (the "**Program**") to HCSD staff and teachers. This Program will assist the Hernando County School District in its efforts to recruit, develop, and retain highly qualified staff.

<u>Bachelor's Degree Programs</u>: These Programs provide job-embedded coursework, coaching, and classroom experience to enable aspiring educators to complete the credit hours necessary to earn a fully accredited Bachelor's Degree in Early Childhood Education, Elementary Education, and/or Special Education (the "**B.S. Degree Programs**") and be eligible to apply for a teaching certificate pending compliance with all relevant state requirements.

The Program courses are offered by BBI's higher education partners on the BBI Platform. Prior to commencing cohort engagement, BBI and the District will engage in a planning session to confirm the Program components to be prioritized by HCSD, the number of participants who will enroll in the Program(s), and the desired Program timing. BBI and HCSD will plan the launch dates for each

Program cohort and work together to promote the opportunities within the HCSD community. Concurrently, BBI will also provide registered apprenticeship process management consulting services to the District if requested, as detailed in the next section of this proposal.

PROGRAM COMPONENTS

The Educator Advancement Programs offered by BBI's university partners on the BBI Platform require learners to participate actively in a combination of portfolio-based activities, from actual classroom practice. The number of courses and credit hours within a Program will vary depending upon the Program selected. Each course within a Program includes a set of portfolio-based unit assessments. Participants will have access to collaboration tools on the BBI Platform, which they can use to engage with cohort peers and faculty as they work through the unit assessments within each course. Faculty provide coaching and lead synchronous classes to guide participants through learning activities and portfolio development. Learning activities build upon key concepts with research, case studies, and other examples. Synchronous office hours include structured collaborative discussions and support for various learning activities, portfolio creation, and platform navigation. Participants demonstrate their knowledge and skill by submitting a specific portfolio of artifacts for each unit.

If desired by the District, BBI can also provide strategic consultation, design support, and technical assistance to help the district obtain Registered Apprenticeship ("RA") approval from the U.S. Department of Labor ("USDOL") for qualifying Programs. A Registered Apprenticeship confers a nationally recognized credential for apprentices and may unlock state and federal workforce dollars to fund the Program(s).

If the District's state or commonwealth provides funding for RA programs, and the district is interested in pursuing that funding, BBI can provide strategic consultation, design support, and technical assistance at no additional cost to help the District obtain RA program approval from the USDOL for qualifying Programs. RA programs require districts to provide additional information about applicants and complete compliance tasks in accordance with USDOL regulations, including, but not limited to:

- Salary schedules for classified staff and teachers
- Signing of various official RA program documents
- Tracking and maintenance of demographic data of all program applicants (e.g., names, addresses, race/ethnicity, gender, Veteran status, etc.)
- Systematic tracking of basis of selection for all applicants (e.g., assigning application and interview scores)
- Use of USDOL templates for apprentice progress tracking by mentors

If the District elects to pursue RA program approval and related funding opportunities, the District must commit to completing the required application and compliance tasks. BBI will support the District in completing these tasks.

DISTRICT EXPECTATIONS AND ASSURANCES

HCSD will operate under the following expectations and assurances:

- HCSD will identify participants for enrollment in the Bachelor of Science Programs,
- HCSD will pay the District's portion of the Program fees for each participant in a timely manner, consistent with the District Investment outlined in the Pricing section of this proposal.
- For the residency components of the Program(s) to be successful, HCSD will agree to abide by the applicable Programmatic Assurances set forth in Appendix A, which are also incorporated by reference into BBI's Educator Advancement Program Terms and Conditions.
- Unless otherwise compelled via legal request (e.g. FOIA, etc.), HCSD will keep the terms of this agreement strictly confidential and will not share any structure or pricing information with outside parties without express written consent from BBI.
- HCSD will ensure that all participants are prepared to connect to the BBI Platform to engage in the Program(s) according to the following technical requirements:
 - The BBI Platform used to deliver the Program courses and unit assessments currently supports SSO utilizing SAML2.0.
 - Browser compatibility Chrome and Safari are recommended for full Platform functionality. Due to lack of CSS support, Internet Explorer is not advised.
 - No third-party browser plugin software is required for full Platform functionality (e.g. Flash, Java, etc.)

BLOOMBOARD EXPECTATIONS AND DELIVERABLES

Through this partnership, BBI will operate under the following expectations and is committed to providing the following deliverables:

- BBI will support HCSD in its efforts to identify participants for enrollment in the Bachelor's Degree Program.
- BBI will provide support to HCSD to enable the district to implement the Program(s) consistent with the applicable Programmatic Assurances set forth in Appendix A.
- BBI will coordinate with BBI's university partners on an ongoing basis to facilitate successful Program implementation and timely issuance of credit hours and degrees by BBI's university partners to successful Program candidates.
- BBI will provide all Program participants with access to BBI Platform licenses to engage in the Program courses and unit assessments. Platform access will include portfolio submission and review tools and services, virtual collaboration and facilitation tools and services, and access to public and private resources associated with each unit.
- With leadership from the HCSD team, the BBI Educator Success Team will support the expansion of the Programs based upon the results of this implementation.

TIMELINE

High-Level Project Plan (Tentative and Subject to Change):

- Fall 2025: HCSD and BBI sign a partnership agreement.
- Fall 2025: HCSD and BBI engage in planning sessions to determine the implementation plan, launch dates, and cohort numbers for the Bachelor's Degree program. BBI supports HCSD in the District's efforts to identify participants to enroll in the Program cohorts, including the creation and distribution of promotional materials, communication plans, and implementation plans.
- **November 2025:** Program participants will complete the application process to become students of BBI's university partners, and HCSD and BBI will launch the first Program cohorts.
- Ongoing Throughout Program Term: BBI and HCSD will support participants as they
 engage in the Program coursework and unit assessments using the BBI Platform. Ongoing
 technical support is available through BBI's online help center.
- Ongoing Throughout Program Terms: BBI and HCSD leadership will engage in semiregular check-in calls, as needed, to discuss Program feedback, onboarding logistics, and partnership successes and challenges.
- **Spring/Fall 2026:** The BBI Educator Success Team and HCSD staff will conduct a mid-Program check-in to assess the progress of the Program participants and determine potential Program course corrections and/or subsequent next steps.
- **Spring 2026:** The BBI Educator Success Team and HCSD will meet to assess the outcomes of the initial implementation year and discuss Program expansion options for Academic Year 2026-2027.

PRICING

Total Cost: \$149,900

Bachelor's Degree Program Fees:

Two-Year AA > BS Program

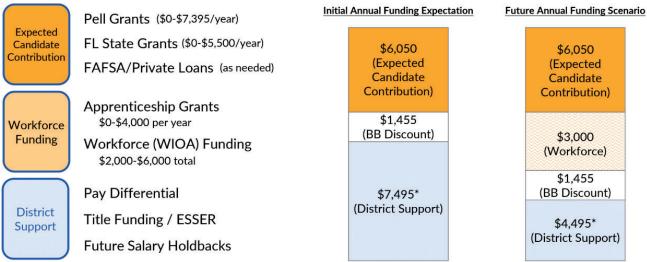
- o **TUITION:** \$30,000 per participant in total tuition for the standard two-year program (excluding federal financial aid and apprenticeship funding subsidies).
- DISTRICT INVESTMENT: Per year per participant, total District investment payment due upon enrollment:
 - \$7,495 per year for two years (\$14,990 total)
 - Total District Investment: 10 participants X \$14,990 = \$149,900
- PARTICIPANT CONTRIBUTIONS: \$6,050 expected contribution per year per participant. The actual participant contribution may vary depending upon the total amount of additional funding sources, including financial aid, workforce funding, and the final District Investment.

- Additional Fees to be Paid by Participants: Participants will be required to
 pay certain non-tuition fees directly to BBI's IHE partner, including but not
 limited to application, graduation, transcript, technology, and materials fees.
- NOTE: Depending upon the outcome of the transcript review conducted by BBI's IHE
 partner, some participants may be required to take additional courses to fulfill the
 requirements of the degree Program. Tuition for such courses will be billed at the time
 the participants are required to enroll in the additional courses.

There Are Multiple Funding Streams to Subsidize Potential District Costs

Financial Aid + Workforce Funding + District Sponsorship Enables a Truly Affordable Degree Pathway

Sample Tuition (\$500 Per Credit Hour for 60 Credit Degree Completion from Associates Degree - \$30,000 Total Tuition or \$15,000 per year)



^{*} Includes BB 25+ Cohort Discount / Payment Terms

Upon execution of a binding contract, this Proposal will be governed by the <u>BloomBoard Educator Advancement Program Terms and Conditions</u>, along with any attached Scope of Work or Sales Order. Together, these documents will collectively constitute the 'Agreement' between BloomBoard and the entity to which this Proposal is addressed.

APPENDIX A

Appendix A: Programmatic Assurances

Definitions

- Mentor Teacher: The teacher who will be reasonably available to the resident during working
 hours to provide feedback, advice, and/or guidance and is willing to provide
 mentorship/guidance to the resident as progress is made through the program; and
 - The mentor must meet university and/or state requirements for mentors under which
 the candidate completes student teaching requirements. These requirements apply for
 mentors during the internship semester(s). There is flexibility with other semesters.
 Florida mentors must have:
 - o completed clinical education training program (training offered online),
 - o five years of teaching experience,
 - reading endorsement,
 - ESOL endorsement,
 - teaching license at the level that you are providing mentorship for (early childhood, elementary, exceptional student), and
 - o an "effective" or above rating in three most recent evaluations.
 - For paraprofessionals, this teacher's classroom will typically serve as the primary
 residency placement, the place in which the resident can observe, work one-on-one
 with students, lead small groups, and teach whole classes as required by clinical hours
 and student teaching. As necessary, this teacher will assist the resident in identifying
 other placements to engage in clinical experiences and/or student teaching.
- Organizational Lead: An individual within the system who is able to coordinate with mentors, coordinate schedules and navigate decision making regarding the residents' time, monitor resident progress, and support interventions, as needed.
- **Time in Residence**: Time each day/week in which the resident is working on program assignments, observing teaching, and teaching or co-teaching in one-on-one, small group, or whole group settings, usually under the supervision of the mentor.

Assurances

- 1. **Clinical Residency**: The district shall allow candidates to complete field experience and student teaching requirements, as set forth by Barry University and the Florida Department of Education.
 - a. Candidates serving as Associate Teachers: Must be the teacher of record during the final semester of the program and have a qualified mentor/clinical supervisor to ensure all clinical experience requirements are met.
 - b. Candidates serving as Paraprofessionals:
 - i) Class Authority: Each candidate must have a similar level of access and permissions as would typically be afforded to a student teacher completing a clinical placement, including the opportunity to regularly lead lessons, make instructional decisions (e.g., pacing, grouping of students, formative assessment methods, etc.), interact with parents, and review pertinent information about their students in accordance with school/school system policies, as required by the coursework. Residents also need to

- either own or co-own the classroom space and culture, including the opportunity to establish norms and routines.
- ii) Access to Curriculum: Each candidate shall be provided with curriculum and instructional materials in each subject area they are assigned to teach, including but not limited to a scope and sequence, unit plans, necessary texts, detailed lesson plans, assessments, and student-facing materials. While candidates may make adjustments to lessons to meet the needs of students, they should not be expected to develop their own instructional materials.

2. Local Candidate Support

- a. The mentor will be reasonably available to the resident during working hours to provide feedback, advice, and/or guidance. If the candidate is a long-term sub or teacher of record, the ideal mentor is one with the same grade and subject assignments such that they share a curriculum or be an instructional coach for the participant.
- b. The District shall ensure that all mentors attend program orientation and training.
- 3. **FAFSA** and other **Grants**: As determined by the district funding strategy, candidates will apply for FAFSA and other identified and agreed upon federal, state, and/or local funding opportunities, as well as additional available federal and state funding for the residency program annually or on the timeline required by the program.
- 4. **Best Practices**: The district acknowledges the following best practices and agrees to consider them.
 - a. Candidate Agreement with District (MOU): Utilize a memo/commitment of understanding (<u>template</u>) with candidates, stipulating the terms of the benefit including costs, repayments and employment requirements.
 - b. Principals: Ensure principals at participating schools attend a BBI information session and provide their candidate(s) the time, resources, and access to classrooms necessary to engage in the program coursework, complete the assignments, and meet university field experience hours, including student teaching requirements.
 - c. Organizational Lead: Assign a senior-level instructional coach or curriculum director as Organizational Lead. This person shall: attend Program training(s); regularly and consistently communicate with BBI to track participant progress and support program implementation; and coordinate with BBI to train mentors, principals, and other staff as needed.
 - d. Program candidates should receive the same informational communications and be invited to attend the same professional development and meetings as teachers with similar grade/subject assignments, as appropriate. Districts provide initial orientation on the following topics: ethics/professional conduct rules, FERPA, technology-related policies, and any policies specific to the school/system.

Approved as to Content & Form Caroline Mocker, Esq. Staff Counsel, HCSD 9:32 am, 05/01/2025

STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes, and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.
- 6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.
- 7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.
- 8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.
- 9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.
- 12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

- 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.
 - 14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.
 - 15. <u>E-Verify</u>. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
 - <u>Public records compliance provisions</u>. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

- 17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
 - a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
 - b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
 - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
 - d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman a@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

- 18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.
- 20. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.
- 21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

Sason C. Lange
Printed Name: Jason C. Lange

Title: President

Date: April 30, 2025

Approved as to Content & Form

Caroline Mocker, Esq.

Staff Counsel, HCSD

8:55 am, 04/24/2025

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in <u>Rule 60A-1.020</u>, <u>F.A.C.</u>

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Jason C. Lange

Title: President, BloomBoard, Inc.

Signature: Qason C. Lange Date: April 30, 2025

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 12:28 pm, Aug 13, 2024

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: BloomE	Board, I	nc.			
Vendor FEIN: 27-2138231		_			
Vendor's Authorized Representative Na		Title: J	ason C. Lang	ge, President, BloomBoa	ard, Inc.
Address: 5401 Walnut Street, Suit	e 200				
City: Pittsburgh	_State:	PA	ZIP:	15232	
Phone Number: 650-567-5656				<u> </u>	
Email Address: jclange@bloombo	ard.com	1			

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are
 pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not
 applied toward the liquidation of the debt, the length and nature of the labor or services are not
 respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

are true.	y, I declare that I have read the foregoing document and that the facts stated in it ange AUTHORIZED SIGNATURE
7	AUTHORIZED SIGNATURE
Print Name and Title:	Jason C. Lange, President, BloomBoard, Inc.
Date: April 30, 2025	

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 12:27 pm, Aug 13, 2024

Customer: Hernando County SD

Date	Term	No.	Customer	Amount	Status	Payment
01/01/2026	Jan 2026 Barry Cohort #1 (Year 1)	XXXX	Hernando County SD	74,950.00	NEW	
01/01/2026	Spring 2025 Year 2	1541	Hernando County SD	166,000.00	OPEN	
01/01/2027	Jan 2027 Barry Cohort#1 (Year 2)	XXXX	Hernando County SD	74,950.00	NEW	
01/01/2027	Spring 2025 Year 3	1542	Hernando County SD	49,750.00	OPEN	
				365,650.00	Total	



Payment correspondence:

accountsreceivable@bloomboard.com

5401 Walnut Street Suite 200 Pittsburgh, PA 15232

Prepared By N

Michelle Licata

Email

michelle.licata@bloomboard.com

Order Number 00005299
Created Date 4/29/2025
Expiration Date 6/30/2025
Contract Start Date 1/5/2026
Contract End Date 6/27/2026
Contact Name Ray Pinder

Account Name Hernando County School District

Opportunity ID Opp#-009074

Bill To Name

Hernando County School District

Bill To

919 North Broad Street Brooksville, Florida 34601

United States

Product	Sales Price	Quantity	Total Price
Bachelor of Science in Education (Infancy-Early Childhood, Early & Middle Childhood, or Special Education K-12)	\$14,990.00	10.00	\$149,900.00

Grand Total \$149,900.00

Terms and Conditions

Acceptance of Terms

The parties agree that for the January 2026, Barry University First Cohort, Client elects to be invoiced for the total fees due under this Agreement in two annual installments in the following amounts:

January 2026 Invoice (Year 1): 10 participants = \$74,950

January 2027 Invoice (Year 2): 10 participants = \$74,950

Invoices will be billed on the number of enrolled participants.

Email address of person responsible for Invoices:

Signature: Signature: Signature: Signature: Signature: Samford kenyon Name: Title: Title: Date: 4/29/2025



Payment correspondence: accountsreceivable@bloomboard.com

5401 Walnut Street Suite 200 Pittsburgh, PA 15232

Prepared By

Michelle Licata

Email

michelle.licata@bloomboard.com

 Order Number
 00005186

 Created Date
 5/9/2024

 Expiration Date
 6/30/2024

 Contract Start Date
 7/1/2024

 Contract End Date
 6/30/2027

Account Name

Hernando County School District

Opportunity ID

Opp#-008658

Bill To Name

Hernando County School District

Bill To

919 North Broad Street Brooksville, Florida 34601

United States

Product	Product Code	Line Item Description	Quantity	Subtotal	Total Price
Full Bachelor's Degree Program (120 credits)		5 @ \$9,950 (X 3 years)	5.00	\$149,250.00	\$149,250.00
Teacher Apprenticeship-based Bachelor's Degree Program	DPB-BB-00001	15 @ \$7750 (x 2 years)	15,00	\$232,500.00	\$232,500.00

Grand Total

\$381,750.00

Terms and Conditions

This Sales Order incorporates and is subject to the Terms and Conditions

(https://bloomboard.com/terms/program-terms-and-conditions/) and any attached Scope of Work or Proposal document, collectively the "Agreement", and constitutes a binding contract entered into by and between BloomBoard, Inc. a Delaware corporation with its principal place of business at 5401 Walnut St. Suite #200 Pittsburgh, PA 15232 ("BBI") and the entity listed below as the Client ("Client").

The Parties agree that, for Cohort 4, Client elects to be invoiced for the total fees due under this Agreement in three annual installments in the following amounts. Client shall pay the installments within the time period set forth on the respective invoices.

January 2025 Invoice (Year 1): 20 participants = \$166,000 (5 participants at \$9,950 each + 15 participants at \$7,750 each)

January 2026 Invoice (Year 2): 20 participants = \$166,000 (5 participants at \$9,950 each + 15 participants at \$7,750 each)

January 2027 Invoice (Year 3): 5 participants at \$9,950 each = \$49,750

Additionally, Client acknowledges that, per the attached sales orders, the following fees will be invoiced in the 2024-2025 school year.

Sales Order 5055: \$112,500 due July 2024 (Year 2 of Cohort 1) Sales Order 5168: \$97,500* due January 2025 (Year 2 of Cohort 2)

*Original year 2 invoice amount of \$105,000 reduced by \$7,500 to account for the delayed start of one participant. BloomBoard will invoice for Year 2 of that participant in July 2025.

Acceptance of Terms

CLIENT		вы	DocuSigned by:
Signature:	Lind K Producto	Signature:	Sanford kenyon
Name:	Linda K. Prescott	Name: _	Sanford Kenyon
Title: _	Board Chair	Title:	Chief Executive Officer
Date: _	6/25/24	Date:	6/4/2024
Email addre	ess of person responsible for Invoices:		

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 8:19 pm, Jun 13, 2024

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

A. I	em Currently Budge	ted -									
	Account Name	_									
	Account Number	_									
			Fund	Function		Object		Cost Center		Project	Sub Project
	Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$		\$		\$	\$		\$		\$		
	Account Name										
	A A No b										
	Account Number	_	Fund	Function		Object		Cost Center		Project	Sub Project
	Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$					\$		\$		\$		

B. Item Currently Not Budg	geted -**					
Funding Source	Funded in 25-	26 Budget from V	acancies-General	Fund		
Account Name	General Fund					
Account Number	1100	5100	1210/2XXX	XXXX	XXXXX	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>s</u>	\$ 365,650	-				
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>s</u>	\$	_				

C. History		
Check one: Prior Year Budget: New for Current Year:	Prior Year Approved Budget: Prior Year Actual Spent:	\$500,000 \$438,000

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 23. 25-3049

6/24/2025

Title and Board Action Requested

Approve the Renewal and Purchase of Canvas-Instructure District License for Grades 3-12 and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$158,255.00

Executive Summary

The Supervisor of Instructional Technology, on behalf of the Superintendent of Schools, hereby requests the Board to approve the renewal of Canvass-LMS from Instructure District License for grades 3-12. This investment aims to maintain a dedicated Learning Management System (LMS) for all content areas within our district.

Canvas LMS is a web-based learning management system designed to enhance educational experiences by providing a versatile platform for managing course materials, assignments, and communication. While Canvas facilitates online learning, it does not mean students are on computers all day. Instead, Canvas supports a blended learning approach, where digital tools complement traditional teaching methods. Canvas LMS is designed to support diverse teaching strategies, ensuring that learning can happen both online and offline, enhancing overall educational outcomes.

The ongoing implementation of Canvas-LMS ensures that students benefit from seamless access to learning resources, maintaining instructional continuity regardless of their location. They will have the capability to submit various types of assignments and receive timely feedback from teachers, thereby enhancing the teaching and learning experience.

Furthermore, teachers will maintain access to advanced tools such as "SpeedGrader" for efficient grading and feedback, grade "passback" to Skyward, and robust analytics tools to pinpoint areas of concern. By centralizing curriculum and resources, Canvas-LMS integrates publisher online offerings and other district-adopted instructional technology applications, including Nearpod, Seesaw, Savvas, McGraw Hill, and Microsoft 365, simplifying student access to educational materials. The implementation of Canvas-LMS also strengthens the K -20 education continuum. As the preferred learning management system in higher education, it creates a familiar and consistent learning environment for students transitioning from K-12.

Beyond classroom use, Canvas-LMS is utilized by various departments to facilitate professional learning and ensure compliance with employee requirements throughout the district. Moreover, it enhances educational transparency by allowing assignments but also the actual submissions and teacher feedback, enabling them to monitor their children's academic progress effectively.

The proposed one-year District License comes at a cost of \$158,255.00, with Hernando eSchool contributing \$37,915.00 for eSchool-specific features and Title II contributing \$8,800.00 for staff Training Portal. After adjustments, the total cost funded through Technology Millage will be \$111,540.00. Technology Millage depends on the continued collection of this revenue stream. In the event of changes or discontinuation of the

6/24/2025

Millage, alternative funding avenues will be explored.

This continued investment in Canvas-LMS represents a comprehensive solution to enhance teaching and learning outcomes across our district, fostering a more streamlined and effective educational experience for all stakeholders. A comprehensive Implementation Report is included with this renewal proposal.

My Contact

Jesse Diaz Supervisor of Instructional Technology 352-797-7000 ext. 150 diaz j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

USAGE REPORT

Canvas-LMS (2024-2025)

Abstract

This report provides an overview of the first year of Canvas-Learning Management System (LMS) implementation for grades 3-12 in the Hernando County School District during the 2024-2025 school year. It includes detailed usage data, teacher feedback, and the support provided to ensure effective integration. The report highlights significant accomplishments, such as high levels of teacher and student engagement, and identifies areas for improvement. It also outlines recommendations for continued professional development and support to enhance the platform's usage in the upcoming school year.

Jesse Díaz

Supervisor of Instructional Technology

Implementation Report for Canvas-LMS (2024-2025 School Year)

1. Report Summary

 This report provides an overview of the first year of Canvas-LMS implementation for grades 3-12 in the Hernando County School District. It includes usage data, teacher input, and support provided. The report aims to support the renewal request for the 2025-2026 school year, highlighting significant accomplishments and areas for improvement.

2. Introduction

- **Background**: The 2024-2025 school year marked the first year of Canvas-LMS implementation for grades 3-12 in our district. The platform was adopted to enhance instructional delivery, improve academic transparency, and support our 1:1 program.
- Objectives: The primary objectives were to integrate Canvas-LMS into daily instructional practices, increase parental engagement, and provide robust support for teachers and staff.
- **Scope**: This report covers usage data, teacher feedback, and support provided during the implementation year.

3. Usage Data

Instructional Use

- Teachers and students actively used Canvas-LMS for assignments, assessments, and communication. Key metrics include the number of courses created, assignments submitted, and student engagement levels. Many teachers have begun to use the platform to enhance teaching and learning, organizing materials, lesson plans, and making these available remotely.
- During the first year of Canvas LMS implementation in our school district (August 2024 to May 2025), there was significant engagement from students and parent observers. A total of 391,161 assignments were submitted, while 3,550,444 assignments were viewed. Additionally, 3,162,349 files and 472,078 grade reports were accessed. In terms of assessments, students submitted 249,069 quizzes and viewed 360,139. Discussion participation included 18,860 student contributions, with 285,861 views overall. Lastly, 83,311 announcements were read, reflecting consistent interaction with course communications. This data highlights a strong adoption of Canvas LMS as a central platform for teaching and learning.

• District Departments' Use

Professional Learning (District)

- Created courses for mentors to submit documentation, a Reading40 book study for instructional staff, and courses for the Aspiring Leaders Academy and GCP Level II Principal's course.
- Plans for 2025-2026: Create courses for new teachers, move parts of the Rise
 Induction program to Canvas, refine the mentoring course, and develop on-demand
 professional learning courses for recertification points.

District Media

- Created a page for training school site-based media specialists on the library management system and posted policies and procedures for media centers.
- Plans for 2025-2026: Increase interactive elements in trainings, add engaging videos, and include accountability and evaluation elements.

Instructional Technology (District)

- Developed sandbox courses to highlight best practices, supported deployment of Canvas Cartridges for specialized courses, contributed to digital lesson plan templates, collaborated with Curriculum and Instruction (ELA) on the creation and distribution of the district writing assessment for grades 4–10, and designed curriculum guides and subject-specific templates.
- Plans for 2025-2026: Continue working with all departments and stakeholders to develop supportive courses. We plan to collaborate with the ESOL department to create activities and strategies for teachers, including strategies and accommodations to include in lesson plans. We will assist Human Resources in building onboarding courses for new hires and continue supporting curriculum departments with pacing guides, curriculum shells, and resources. Additionally, we will help individual schools with specific projects such as lesson plans in Canvas, teacher/student use, and course development.

• Parental Use (Academic Transparency)

- In January 2025, parent observer accounts were activated, and instructions were provided via *ParentSquare* to engage parents in their students' learning experiences. Metrics include the number of parent logins and interactions with the platform.
- From January to April 2025, 171 HCSD parents registered for a Canvas Observer Role, as reported in the latest provisioning data. This role enhances their engagement in their students' daily academic activities.

4. Teacher Input

Survey Methodology

- o A voluntary survey was administered to gather teacher feedback on Canvas-LMS. The survey included questions on usability, impact on teaching practices, and overall satisfaction.
- Participation breakdown of teachers who responded to the survey:

Elementary: 27%

Middle: 27%

High School: 46%

Survey Results

- Key findings from teachers who responded to the survey:
 - 91% of teachers reported actively or occasionally using Canvas in their classrooms.
 - 83% of teachers who used Canvas found it to be helpful for managing learning and communicating with students.
 - 94% of teachers who used Canvas recommended its continued use for the 2025-26 school year.
 - **10%** of teachers who used Canvas utilized its 24/7 support hotline.
 - 72% of teachers who used Canvas attended professional learning sessions.
 - 95% of teachers who attended professional learning expressed satisfaction with the training and support provided for using Canvas.

Quotes:

- "Canvas has been key in staying up to date with my grading and following district policy! Before using Canvas, grading everything in a timely manner was literally impossible. Now, I can grade quickly and keep parents updated in a timely fashion!" - High School Teacher
- "Canvas has made my life so much easier this year!" Middle School Teacher
- "Canvas is a great tool to have for those students who miss school. They can check Skyward for the missing assignment and then head over to Canvas to retrieve and complete the assignment. I have been using Canvas since Day 1." – High School Teacher
- "Excellent resource!" Elementary School Teacher
- "PLEASE KEEP THIS PROGRAM!!!!<3 It was such a game changer this year." High School Teacher

Analysis

The survey results from Hernando County School District teachers reveal a highly positive reception of the Canvas Learning Management System (LMS) among teachers across all educational levels. With a substantial participation rate from elementary (27%), middle (27%), and high school teachers (46%), the feedback provides a comprehensive overview of Canvas's impact on teaching practices and overall satisfaction.

Key Findings:

- Usage and Adoption: An impressive 91% of teachers reported actively or occasionally using Canvas in their classrooms, indicating widespread adoption and integration into daily teaching activities.
- Effectiveness: 83% of teachers found Canvas helpful for managing learning and communicating with students, highlighting its effectiveness in enhancing educational processes and fostering better teacher-student interactions.
- Recommendation for Continued Use: A remarkable 94% of teachers recommended the continued use of Canvas for the 2025-26 school year, underscoring strong support for its sustained implementation.
- Support and Training: Although only 10% of teachers utilized the 24/7 support hotline, a significant 72% attended professional learning sessions. Among those who attended, 95% expressed satisfaction with the training and support provided, demonstrating the importance of professional development in maximizing the benefits of Canvas.
- Teacher Testimonials: Qualitative feedback further emphasizes the positive impact of Canvas. Teachers praised its role in streamlining grading processes, facilitating communication with parents, and providing a reliable platform for students to access and complete assignments. The enthusiastic endorsements from teachers across different school levels reflect Canvas's versatility and effectiveness in meeting diverse educational needs.
- Overall, the survey results indicate that Canvas LMS has been a valuable tool during its first year of implementation in Hernando County Schools, contributing to improved teaching practices, enhanced communication, and greater satisfaction among educators. The strong recommendation for its continued use suggests that Canvas is well-positioned to remain an integral part of the district's educational framework.

5. Support and Professional Learning

Professional Learning Opportunities

- From August to December, the focus was on secondary (grades 6-12) professional learning, followed by elementary (grades 3-5) starting in January 2025. Numerous training sessions and workshops were conducted to help teachers and staff effectively use Canvas-LMS. Log data shows more than 36 professional learning opportunities were provided through a variety of venues including summer training, school in-service, Teachers in Action Conference, and voluntary evening Canvas Academy Zoom sessions.
- Thanks to Title II funds, the Training Services Portal was added, providing staff with many self-guided professional learning opportunities.

• One-on-One Support

- Instructional technology specialists provided personalized support, addressing individual needs and challenges. Logs indicate that between August 28, 2024, and April 4, 2025, over 73 one-on-one support sessions were held including troubleshooting, modeling, or assisting with course development.
- Premium 24-hour chat/telephone support was purchased to ensure teachers always had access to help when needed.

Curriculum Integrations

o In August, the TIS department began connecting all curriculum integrations, including Renaissance, Microsoft, McGraw Hill, Savvas, and Penda. These integrations allow teachers to streamline curriculum access for students.

Grade-Passback Feature

 One of the most-liked features for teachers has been the grade-passback ability, allowing assignments graded in Canvas to automatically populate in Skyward, the district's Student Information System (SIS).

6. Accomplishments and Challenges

Major Accomplishments

- Successful integration of Canvas-LMS into daily instructional practices.
- o High levels of teacher and student engagement with the platform.
- Positive feedback from parents regarding academic transparency.

Challenges Faced

- o Initial delay for curriculum integrations.
- Initial learning curve for some users.
- Need for ongoing professional development to maximize platform usage.

7. Recommendations

- Continue providing professional development opportunities to ensure all users are proficient with Canvas-LMS.
- Continue to include Canvas' 24-7 support hotline to enhance technical support to teachers and students addressing any evening or weekend issues promptly.
- Explore additional features of Canvas-LMS to further improve instructional delivery and communication as well as district and school information management.

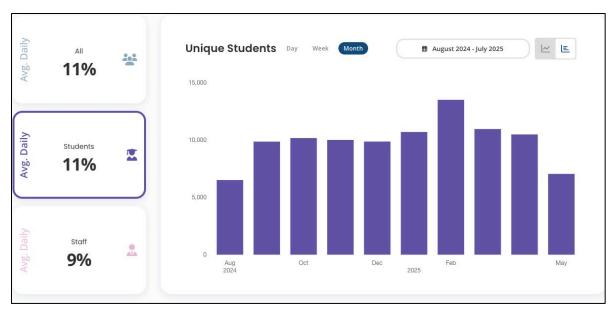
8. Conclusion

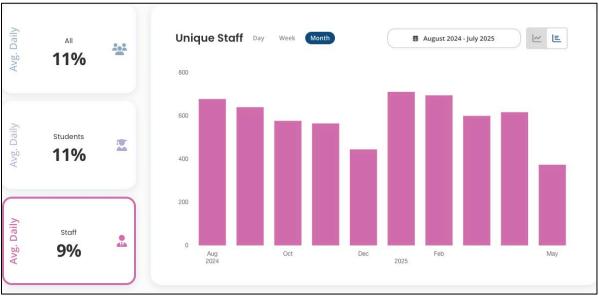
• The first year of Canvas-LMS implementation has been largely successful, with significant accomplishments and positive feedback from teachers, as well as encouraging engagement from students and parents. Continued support and development will ensure even greater success in the coming years.

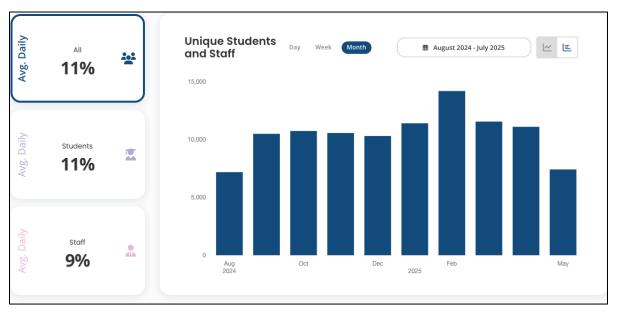
9. Appendices

ClassLink Analytics for Canvas LMS Usage

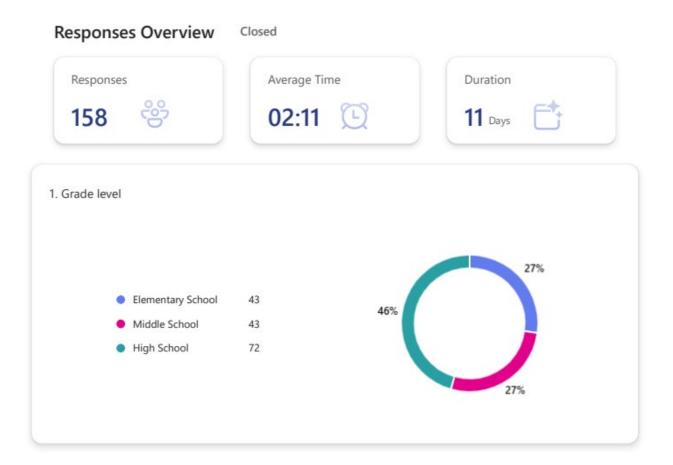
	i-Ready	Арр	39,741d 16h 43m	108d 21h 10m
	Skyward Student	Арр	8,820d 23h 14m	24d 4h 1m
e4	Canvas (SSO)	Арр	6,681d 9h 49m	18d 7h 20m
	Renaissance	Арр	3,391d 6h 33m	9d 7h
	Penda Learning	Арр	2,221d 14h 7m	6d 2h 5m
	ConnectEd	Арр	2,017d 9h 40m	5d 12h 40m
	PowerUp (Lexia)	Арр	2,003d 1h 16m	5d 11h 43m
	Outlook	Арр	1,933d 19h 10m	5d 7h 10m
	Nearpod SSO	Арр	1,824d 19h 12m	5d



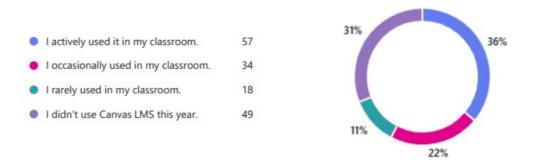




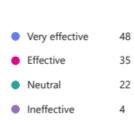
Survey Questionnaire Results Overview

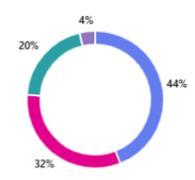


2. How would you rate your overall experience with Canvas this school year?

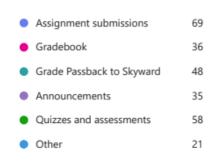


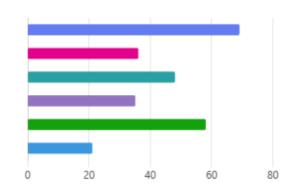
3. How effective is Canvas in helping you manage learning in your classes and communicate with student s?





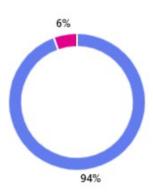
4. What features of Canvas do you find most useful (Select all that apply)





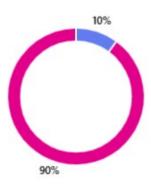
5. Would you recommend continuing the use of Canvas for the next school year?



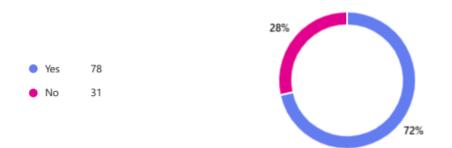


6. Have you utilized Canvas' 24-7 support hotline?





7. Have you attended professional learning for Canvas?



8. How satisfied are you with the training and support provided for using Canvas?



HCSD Canvas-Instructure Teacher Survey %
* Required
1. Grade level *
○ Elementary School
○ Middle School
○ High School
2. How would you rate your overall experience with Canvas this school year? *
I actively used it in my classroom.
O I occasionally used in my classroom.
○ I rarely used in my classroom.
I didn't use Canvas LMS this year.
 How effective is Canvas in helping you manage learning in your classes and communicate with students? *
○ Very effective
○ Effective
O Neutral
○ Ineffective

—	
4. What features of Canvas do you find most useful (Select all that apply)	
Assignment submissions	
Gradebook	
Grade Passback to Skyward	
Announcements	
Quizzes and assessments	
Other	
5. Would you recommend continuing the use of Canvas for the next school year? *	
○ Yes	
○ No	
6. Have you utilized Canvas' 24-7 support hotline? *	
○ Yes	
○ No	
7. Have you attended professional learning for Canvas? *	
○ Yes	
○ No	
8. How satisfied are you with the training and support provided for using Canvas? *	
○ Very satisfied	
○ Satisfied	
○ Neutral	
Dissatisfied	
	l
Please share any additional feedback or suggestions for improving the use of Canvas in our	
district.	

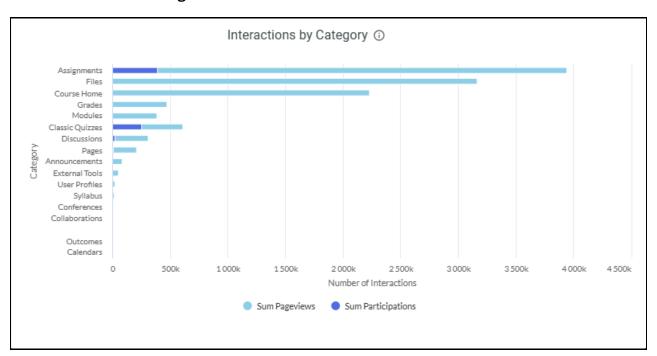
Instructional Technology Specialists' Support Logs

Completion time	Cito	Support	Notes
Completion time	Site	Category	Notes
8/28/24 15:01:37	NCTHS	Staff Support	Canvas
8/28/24 15:02:02	NCTHS	Staff Support	Canvas

	8/30/24 8:29:16	WWHS	Staff Support	Canvas Support
	9/3/24 11:23:07	11:23:07 HHS Staff		Canvas 1:1 support
	9/4/24 12:44:54	WWHS	Staff Support	Canvas
	9/6/24 8:53:38	NCTHS	Staff Support	Canvas Support
	9/6/24 14:17:38	CK8	Staff Support	Canvas LMS Support
í	9/9/24 12:33:49	DSPMS	Staff Support	Newline/Canvas
	9/11/24 12:09:50	NCTHS	Staff Support	Canvas support
	9/17/24 12:16:01	NCTHS	Staff Support	Canvas Support
	9/19/24 10:46:45	HHS	Staff Support	Canvas Support
í	9/19/24 14:10:17	HHS	Staff Support	Canvas Support
	9/20/24 15:12:22	NCTHS	Staff Support	Canvas
ĺ	9/20/24 15:13:13	WWHS	Staff Support	Canvas
	9/23/24 9:38:30	HHS	Staff Support	Canvas-Follow up support
í	9/24/24 9:50:00	WWHS	Staff Support	canvas, Skyward, Newline,
	10/4/24 11:25:02	NCTHS	Staff Support	Nearpod/Canvas
í	10/4/24 11:25:20	WWK8	Staff Support	Canvas
	10/4/24 11:26:49	WHMS	Staff Support	Canvas
í	10/4/24 14:54:02	CK8	Staff Support	Teams/Canvas
	10/24/24			Canvas/Forms integration
	10:16:26	HHS	Staff Support	support
	10/24/24			
ı	10:17:45	NCTHS	Staff Support	Canvas Support
	11/4/24 14:23:23	WWHS	Staff Support	Canvas Support
			Modeling/Co-	
	11/8/24 11:06:11	WWHS	teaching	Canvas in the ELA classroom
	11/14/24 9:51:22	HHS	Staff Support	Canvas support
	12/3/24 12:42:21	SHES	Staff Support	Using Canvas for DWAP
	12/15/24			Canvas, Canva, Email settings,
	18:14:24	NCTHS	Staff Support	Skyward, Parent Square
	12/16/24	CHC	CI- (C	Constant
	12:19:05	CHS	Staff Support	Canvas LMS
	12/16/24 12:19:25	CHS	Staff Support	Canvas LMS
ı	12/16/24	CITO	Juli Jupport	CUITYUJ LIVIJ
	12:20:40	CK8	Staff Support	Canvas LMS
	12/16/24			
	12:24:16	CK8	Staff Support	Canvas LMS
	12/16/24		0. 55 0	
	12:35:08	CHS	Staff Support	Canvas LMS- Student issue
	12/16/24 12:36:20	CK8	Staff Support	Canvas LMS
	12.30.20	CNO	Starr Support	
	1/6/25 15:01:10	WWK8	Staff Support	Canvas/Newline for the new teachers
	1/7/25 13:54:00	NCTHS	Staff Support	Canvas, Newline, Teams
	1/10/25 8:29:32	WWHS	Staff Support	Canvas
	1/10/25 8:29:51	WWHS	Staff Support	Canvas

1/10/25 8:32:53	HHS	Staff Support	Canvas OJT
1/10/25 8:33:15	CHS	Staff Support	canvas OJT
1/22/25 9:08:16	HHS	Staff Support	Canvas
1/22/25 14:37:09	WWHS	Staff Support	Canvas
1/29/25 12:23:37	NCTHS	Staff Support	Canvas
1/29/25 12:23:59	NCTHS	Staff Support	Canvas, Al
1/29/25 13:20:50	SHES	Staff Support	Canvas District Writing, fourth and fifth grades w/Vanessa
			Canvas DWA training-
1/30/25 10:44:53	MES	Staff Support	Supporting Vanessa
2/5/25 11:34:47	NCTHS	Staff Support	Canvas/Newline
2/5/25 11:36:34	NCTHS	Staff Support	Canvas- Files
2/12/25 12:50:28	WWHS	Staff Support	Canvas
2/13/25 9:07:58	HHS	Staff Support	Canvas
2/13/25 10:01:51	CK8	Staff Support	Canvas LMS
2/13/25 10:04:04	DES	Staff Support	Canvas DWA
2/13/25 10:04:15	DES	Staff Support	Canvas DWA
2/13/25 10:04:29	CES	Staff Support	Canvas DWA
2/18/25 11:06:39	CHS	Staff Support	Canvas/OJT
2/18/25 11:07:10	WWK8	Staff Support	Canvas
2/19/25 13:58:04	SHES	Staff Support	Canvas Support for DWA
2/21/25 11:23:10	NCTHS	Staff Support	Canvas
3/4/25 10:33:20	CK8	Staff Support	Canvas LMS
3/4/25 10:36:13	DES	Staff Support	Canvas DWA
3/4/25 10:36:25	DES	Staff Support	Canvas DWA
3/4/25 10:36:37	DES	Staff Support	Canvas DWA
3/4/25 10:41:22	CHS	Staff Support	Canvas
3/5/25 8:29:49	NCTHS	Staff Support	Canvas
3/5/25 8:33:40	HHS	Staff Support	Canvas
3/6/25 10:22:13	NCTHS	Staff Support	Canvas
3/6/25 12:38:21	NCTHS	Staff Support	Canvas/MS Forms
3/10/25 14:33:26	SHES	Staff Support	Canvas/Canva support
3/10/25 14:34:11	District Office	Staff Support	Canvas Cartridge with eDynamic Learning
3/12/25 14:45:45	CES	Staff Support	Canvas LMS Essay creation
3/12/25 14:47:01	CHS	Staff Support	Canvas LMS
3/25/25 13:11:06	NCTHS	Staff Support	Canvas Support
4/4/25 15:31:39	MES	Staff Support	Canvas
4/4/25 15:32:00	HHS	Staff Support	Canvas

Canvas LMS Instructional Usage Data





Order Form

Order: Q-390493-3

Date: 2025-04-17

Order Valid Through: 2025-06-30

Instructure, Inc. 6330 South 3000 East, Suite 700 Salt Lake City, UT 84121 United States

Order Form for Hernando Co School District

Bill to Information

Entity Name: Hernando Co School District

Address: 919 N. Broad Street

City: Brooksville

State/Province: Florida Zip/Postal Code: 34601 Country: United States

Billing Contact

Name:

Email:

Phone:

Ship to Information

Entity Name: Hernando Co School District

Address: 919 N. Broad Street

City: Brooksville

State/Province: Florida Zip/Postal Code: 34601 Country: United States

Shipping Contact

Name: Jesse Diaz

Email: diaz_j@hcsb.k12.fl.us

Phone: +1 352 797 7001

Billing Information

Billing Frequency: Annual Upfront

Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30

days prior to the annual start date.

Payment Terms: Net 30

Year 1	Year 1							
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S4	Pace Plans Subscription	2025-07-01	2026-06-30	Recurring	Per Each	1	USD 15,975.00	USD 15,975.00
S3	Custom Development - Recurring (SOW Required)	2025-07-01	2026-06-30	Recurring	Per Each	1	USD 21,940.00	USD 21,940.00
S2	24x7 Tier 1 Support (Faculty Only)	2025-07-01	2026-06-30	Recurring	30% of Subscription (Minimums Apply)	1	USD 25,740.00	USD 25,740.00
S1	Canvas LMS Cloud Subscription	2025-07-01	2026-06-30	Recurring	User	20,000	USD 85,800.00	USD 85,800.00

Billing Summary							
Segment	Recurring	Non-Recurring	Total				
Year 1	USD 149,455.00	USD 0.00	USD 149,455.00				
Total	USD 149,455.00	USD 0.00	USD 149,455.00				

Products	Description	Qty
Pace Plans Subscription	Notwithstanding anything contained in the Master Terms and Conditions to the contrary, Pace Plans is provided AS IS without any warranties or service commitment of any kind.	1.00
24x7 Tier 1 Support (Faculty Only)	24x7 Tier 1 support (faculty only) per year (30% of subscription - min \$4,500 USD)	1.00
Canvas LMS Cloud Subscription	Canvas LMS - K-12 Subscription (by user)	20,000.00

Quote Special Terms

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

User Clause: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

User Typical Use Clause: In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Non-Recurring Expiration: Unless otherwise stated in an applicable Statement of Work or this Order Form, Non-Recurring Products and 3rd Party Products must be completed within 12 months beginning on the later of the last date of signature or the Initial Start Date specified in this Order Form.

Product Special Terms

Instructure's support terms are available as follows: https://www.instructure.com/canvas/support-terms

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here: https://www.instructure.com/policies/mastertermsconditions

Data Processing Addendum: The data processing addendum between the parties is available at: https://www.instructure.com/policies/data-processing-addendum

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

Product Supplement Terms: Product Specific Supplements which can be found here: https://www.instructure.com/policies/product-supplements, govern the use of the applicable product and/or feature offerings listed in this Order Form and/or utilized by Customer, and are incorporated into the Master Terms and Conditions.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?	Check here if your company is exempt from US state sales tax:
Please Enter (Yes or No):	
If Yes, please enter PO Number:	Please email all US state sales tax exemption certifications to ar@instructure.com

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Hernando Co School District	Instructure, Inc. (USA/CAN)
Signature: Name: Title: Date:	Signature: Name: Austin Holden Title: Sr Manager, Deal Desk Date: 06/12/2025

Order Form

Order: Q-441594-1

Date: 2025-05-01

Order Valid Through: 2025-06-30

Instructure, Inc. 6330 South 3000 East, Suite 700 Salt Lake City, UT 84121 United States

Order Form for Hernando Co School District

Bill to Information

Entity Name: Hernando Co SD - Hernando ESchool

Address: 1070 Varsity Drive

City: Brooksville

State/Province: Florida Zip/Postal Code: 34601 Country: United States

Billing Contact

Name:

Email:

Phone:

Ship to Information

Entity Name: Hernando Co School District

Address: 919 N. Broad Street

City: Brooksville

State/Province: Florida Zip/Postal Code: 34601 Country: United States

Shipping Contact

Name: Zana Wiseman

Email: wiseman_z@hcsb.k12.fl.us

Phone:

Billing Information

Billing Frequency: Annual Upfront

Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30

days prior to the annual start date.

Payment Terms: Net 30

Year 1	Year 1							
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S1	Training Portal Premium - Core + Advanced On-Demand Content + Live Webinars	2025-07-01	2026-06-30	Recurring	Per Each	20,000	USD 8,800.00	USD 8,800.00

Billing Summary					
Segment	Recurring	Non-Recurring	Total		
Year 1	USD 8,800.00	USD 0.00	USD 8,800.00		
Total	USD 8,800.00	USD 0.00	USD 8,800.00		

Products	Description	Qty
Training Portal Premium - Core + Advanced On- Demand Content + Live Webinars	Unlimited access to core and advanced on-demand training content for teachers and admins and unlimited access to instructor-led online training through the Training Portal.	20,000.00

Quote Special Terms

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of **10**% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Non-Recurring Expiration: Unless otherwise stated in an applicable Statement of Work or this Order Form, Non-Recurring Products and 3rd Party Products must be completed within 12 months beginning on the later of the last date of signature or the Initial Start Date specified in this Order Form.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here: https://www.instructure.com/policies/mastertermsconditions

Data Processing Addendum: The data processing addendum between the parties is available at: https://www.instructure.com/policies/data-processing-addendum

Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

Product Supplement Terms: Product Specific Supplements which can be found here: https://www.instructure.com/policies/product-supplements, govern the use of the applicable product and/or feature offerings listed in this Order Form and/or utilized by Customer, and are incorporated into the Master Terms and Conditions.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?	Check here if your company is exempt from US state sales tax:
Please Enter (Yes or No):	
If Yes, please enter PO Number:	Please email all US state sales tax exemption certifications to ar@instructure.com

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Hernando Co School District	Instructure, Inc. (USA/CAN)
Signature: Name: Title: Date:	Signature: Name: Austin Holden Title: Sr Manager, Deal Desk 06/12/2025

STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the intentional acts, willful misconduct, or fraud of the Indemnifying Party.
- 2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes, and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable, Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening in accordance with the Contractor's company policies at their own cost before coming onto School Board property.

- 5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice. Notwithstanding the foregoing, in accordance with the agreement, no refunds shall be given for any prepaid fees, unless otherwise required by the terms of this Agreement
- 6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.
- 7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida, (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.
- 8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination. The School Board warrants that this appropriation and allotment of funds is beyond the control of the School Board. No refunds shall be made for any pre-paid fees in the event of termination pursuant to this Section 8, unless otherwise required by the terms of this Agreement
- 9. If and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

- 12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of Chapter 218, Florida Statutes.
- 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.
 - 14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.
 - 15. <u>E-Verify</u>. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
 - Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c). Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the

confidentiality of such information.

- 17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
 - a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
 - b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
 - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
 - d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman a@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any

termination or expiration of the contract.

- 18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.
- 20. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.
- 21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: Instructure, Inc.

Printed Name: Austin Holden

Title: Sr Manager, Deal Desk

Date: 05/30/2025

Standard Addendum to Agreements Revised April 2025 Page 5 of 5



Federal Terms & Conditions

Approved as to Content & Form Caroline Mocker, Esq. Staff Counsel, HCSD 2:34 pm, 05/12/2025

Provisions for Non-Federal Entity Contracts Under Federal Awards (Appendix II to 2 CFR Part 200)

All purchases made by a non-Federal entity under a Federal award must contain provisions covering the following, as applicable. These provisions are required and apply under certain conditions when federal funds are expended to make purchases by the Hernando County School District.

1. EQUAL EMPLOYMENT OPPORTUNITY:

Except as otherwise provided under 41 CFR, Part 60, this section applies to federally assisted construction contracts. If applicable, the Contractor agrees to comply with the provisions of 41 CFR, Part 60-1.4(b) during the performance of this contract. The provisions may be found in Attachment A to these Federal Terms and Conditions.

2. DAVIS-BACON ACT:

(34 CFR 80.36(i)(5)): All vendors, contractors and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a–7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation). (Applies to construction contracts in excess of \$2,000 awarded by the district and subgrantees when required by Federal grant program legislation).

3. COPELAND "ANTI-KICKBACK" ACT:

(34 CFR 80.36(i)(4)): All vendors, contractors and subcontractors must comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to all contracts and subgrants for construction or repair).

4. CONTRACT WORK HOURS & SAFETY STANDARDS ACT:

(34 CFR 80.36(i)(6)): All vendors, contractors and subcontractors must comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR part 5). (Applies to all construction contracts awarded by the district and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts, which involve the employment of mechanics or laborers).

5. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:

If the Federal award meets the definition of "funding agreement", the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401 "Right to Inventions Made by Nonprofit Organization and Small Business Firms Under Government Grants, Contracts and Cooperative Agreement s", and any implementing regulations issued by awarding agency.

6. CLEAN AIR ACT

(34 CFR 80.36(i)(12)): All vendors, contractors and subcontractors must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 7401-7671q.), section 508 of the Clean Water Act (33 U.S.C. 1251-1387), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).(Applies to contracts, subcontracts, and subgrants of amounts in excess of \$100,000).

7. BYRD ANTI-LOBBYING AMENDMENT:

Contractors that apply or solicitation for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.



8. RECOVERED MATERIALS:

Section 6002 (EPA) 40 CFR Part 247: For contracts using Federal funding, Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR, Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to procure items containing the highest percentage of recovered materials as designated by the Environmental Protection Agency (EPA) under 40 CFR, Part 247 whenever the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

9. FEDERAL DEBARMENT CERTIFICATION:

Certification regarding debarment, suspension, ineligibility and voluntary exclusion, as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, 85, defined at 34 CFR Part 85, Section 85.105 and 85.110-(ED80-0013).

- A. The prospective lower tier (\$25,000) participant certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall provide an explanation.

10. ADMINISTRATIVE, CONTRACTURAL OR LEGAL REMEDES:

If the vendor/contractor fails to perform to the district's satisfaction any material requirement of the contract or is in violation of a material provision of the contract, the district shall provide written notice to the contractor requesting that the breach or noncompliance be remedied within a set time frame outlined. Nonperformance by a vendor /contractor is any failure to follow the terms, conditions, and/or specifications as outlined in the contract.

11. HATCH ACT:

(5U.S.C. 1501-1508 AND 7324-7328: The vendor/contractor will comply with the provisions of the Hatch Act, which limits the political activities of employees whose principle employment activities are funded in whole or in part with federal funds.

12. CONTRACT TERMINATION FOR CONVENIENCE:

The Superintendent (or designee) reserves the right to terminate a vendor's contract in whole or in part when it is determined in its sole discretion that it is in the district's best interest to do so. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor shall not be entitled to recover any cancellation charges or lost profits. Notwithstanding the foregoing, in accordance with the agreement, no refunds shall be given for any prepaid fees, unless otherwise required under the terms of this Agreement.

13. CONTRACT TERMINATION FOR CAUSE:

The Superintendent (or designee) reserves the right to terminate a vendor's contract for just cause, without penalty. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor may request reconsideration of this decision in writing at any time during the 30 day grace period. The request must be addressed to the Director of Finance & Purchasing who will initiate an internal review of the matter. If the vendor's input is required as part of the reconsideration process, the vendor will be notified when and where to appear. Requests for reconsideration received after the (30) day grace period will be denied. Upon termination of a contract, the Board reserves the right to rescind and re-award a contract to the next low bidder, if determined to be in the best interest of the district to do so.



Provisions for Non-Federal Entity Contracts Under Federal Awards (Federal Program Requirements - USDA)

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the United States Department of Agriculture ("USDA"), as applicable, when federal funds are expended to make purchases by the Hernando County School District.

14. RECORDS RETENTION:

(34 CFR 80.36(i)(11)): All vendors, contractors and subcontractors must retain all records pertaining to this contract for three years after the District makes final payments and all other pending matters are closed.

15. CIVIL RIGHTS:

The Vendor shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; 7 C.F.R. Parts 15, 15a, and 15b; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement—Nutrition Programs and Activities, and any additions or amendments.

16. BUY AMERICAN:

(7 CFR PART 210.21 (D)) - Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), the District is required to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards the District must comply with when purchasing commercial food products served in the school meals programs.

17. ENERGY POLICY AND CONSERVATION ACT:

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

18. DISCOUNTS, REBATES, AND CREDITS:

The vendor shall disclose all discounts, rebates, allowances, and incentives received by the company from its suppliers. All goods, services, or monies received as the result of any equipment or USDA Food rebates shall be credited to the District's nonprofit food service account.



Provisions for Non-Federal Entity Contracts Under Federal Awards (Federal Program Requirements - FEMA)

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the Federal Emergency Management Agency ("FEMA") as applicable, when federal funds are expended to make purchases by the Hernando County School District.

19. ACCESS TO RECORDS:

The following access to records requirements apply to this contract:

- a. The Contractor agrees to provide the District, the State of Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

20. DHS SEAL, LOGO, AND FLAGS:

The Contractor shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA preapproval.

21. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:

This is an acknowledgment that FEMA financial assistance will be used to fund the contract only. The Contractor will comply with all applicable federal laws, regulations, executive orders, FEMA policies, procedures, and directives.

22. NO OBLIGATION BY FEDERAL GOVERNMENT:

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

23. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS:

The Contractor acknowledges the 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

Federal Funding Provision	s and conditions as specifically stated, where appli is apply to all contracts where Federal funds are under awarded must not take exception to any part of	ised as a	source for the purchase of goods and
Company Name (Print):	Instructure, Inc	Date:	06/02/2025
Authorized Signature:	Jh.		
Printed Name:	Austin Holden		
Title:	Sr Manager, Deal Desk		

By signing of this document, the vendor/contractor understands and certifies that they are in compliance with and/or will

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Instructure, Inc		
Vendor FEIN: 26-3505687		
Vendor's Authorized Representative Name an	nd Title: Aus	tin Holden - Sr Manager, Deal Desk
Address: 6330 S 3000 E Suite 700		
City: Cottonwood Heights State	: Utah	_{ZIP:} 84121
Phone Number: (800) 203-6755		
Email Address: info@instructure.com		

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are
 pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not
 applied toward the liquidation of the debt, the length and nature of the labor or services are not
 respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true. By:
AUTHORIZED SIGNATURE
Print Name and Title: Austin Holden - Sr Manager, Deal Desk Date: 06/02/2025

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in <u>Rule 60A-1.020</u>, <u>F.A.C.</u>

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Austin Holden

Title: Sr Manager, Deal Desk

Signature: Date: 06/02/2025

Approved as to Content & Form

Caroline Mocker, Esq. Staff Counsel, HCSD 8:49 am, 04/25/2025

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

Account Name		Additional Mill	Adm Tech Svc	Tech Rentals Voted	Millage Tech		
Account Number		1120E	8200	3690	9220	00107	
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
0.00	\$	111,540.00	\$ 0.00	\$ 111,540.00	\$ 111,540.00	\$ 0.00	
Account Name		Basic Ed	Tech Rentals	Hernando eSchool	FL Virtual Sch	nool	
Account Number		1100E Fund	5100 Function	3690 Object	7004 Cost Center	00300 Project	Sub Project
		Budget	Expenditures /	Current	Present	Remaining	

Funding Source	To be included in	the 2025-2026 Fisca	al Year Budget			
Account Name	Title II PD					
Account Number	4210E	6400	3690	9008	90600	
	Fund 3 8,800.00	Function	Object	Cost Center	Project	Sub Projec
		Function	Object	Cost Center	Project	Sub Projec
Amount <u>s</u>		Function	Object	Cost Center	Project	Sub Projec
Amount §		Function	Object	Cost Center	Project	Sub Projec

His	tory
	His

Check one:
Prior Year Budget: New for Current Year:

> Prior Year Approved Budget: \$120,740.00 Prior Year Actual Spent: \$120,740.00

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 24. 25-3067

6/24/2025

Title and Board Action Requested

Approve the Renewal of a Nearpod District License for Grades K-12 and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$78,420.00

Executive Summary

The Supervisor of Instructional Technology, on behalf of the Superintendent of Schools, hereby requests the Board approval for the renewal of a Nearpod District License for grades K-12. This license will enhance instruction across all subjects. Students will continue using Nearpod for 3D field trips, interactive activities, and receiving immediate teacher feedback. Teachers will have access to a library of pre-created lessons aligned with Florida standards and benchmarks or can create their own using interactive tools. The license will be valid for one year. Nearpod is the supplier and publisher of this proprietary and copyrighted material.

The cost for the District License is \$78,420.00. It is being paid out of Technology Millage and is subject to collection of that source of revenue and if Millage should change or be discontinued, we would seek alternative funding.

My Contact

Jesse Diaz Supervisor of Instructional Technology 352-797-7000 ext. 70150 diaz_j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Nearpod 2024-2025 Usage Data Report

Hernando County School District
Academic Services Division
April 9, 2025

What is Nearpod?

- Nearpod is a robust platform that offers teachers multiple ways to teach. Through our multiple, interactive modalities, teachers can seamlessly instruct in the classroom, online, to small groups, and more!
- Nearpod offers real-time insights into student understanding through interactive lessons, interactive videos, gamification & activities.
- Nearpod helps educators make any lesson interactive, whether in the classroom or virtual. A teacher can create interactive presentations that can contain Quizzes, Polls, Videos, Collaborate Boards, and more. They can access thousands of premade K-12 standards-aligned lessons or upload your existing lessons and make them interactive using Nearpod in the classroom. Nearpod makes teaching easier with the interactive tools, resources, and content teachers need, all in one place.

LET'S KEEP GROWING!

AUGUST 2024 - APRIL 2025

TOP SUBJECTS
ELA
SCIENCE
SOCIAL STUDIES
MATH

92,910
ACTIVITIES ON NEARPOD

TOTAL STUDENT JOINS

179.4 K

28

NEARPOD
CERTIFIED
EDUCATORS

56%
LESSONS
LAUNCHED LIVE

TOP FEATURES

Multiple Choice Draw It Open - Ended Question Video





Active Educators | Total: 921

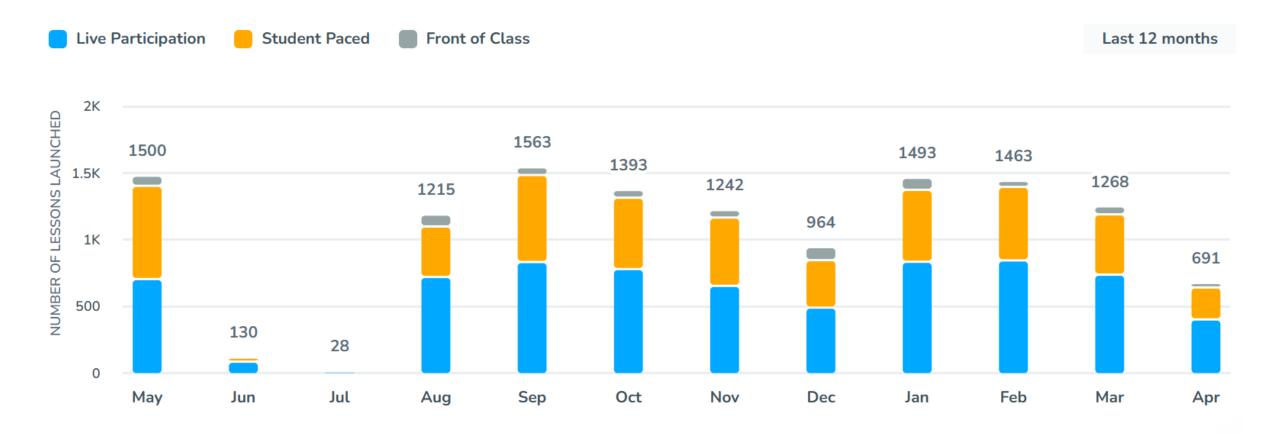


Lessons Launched

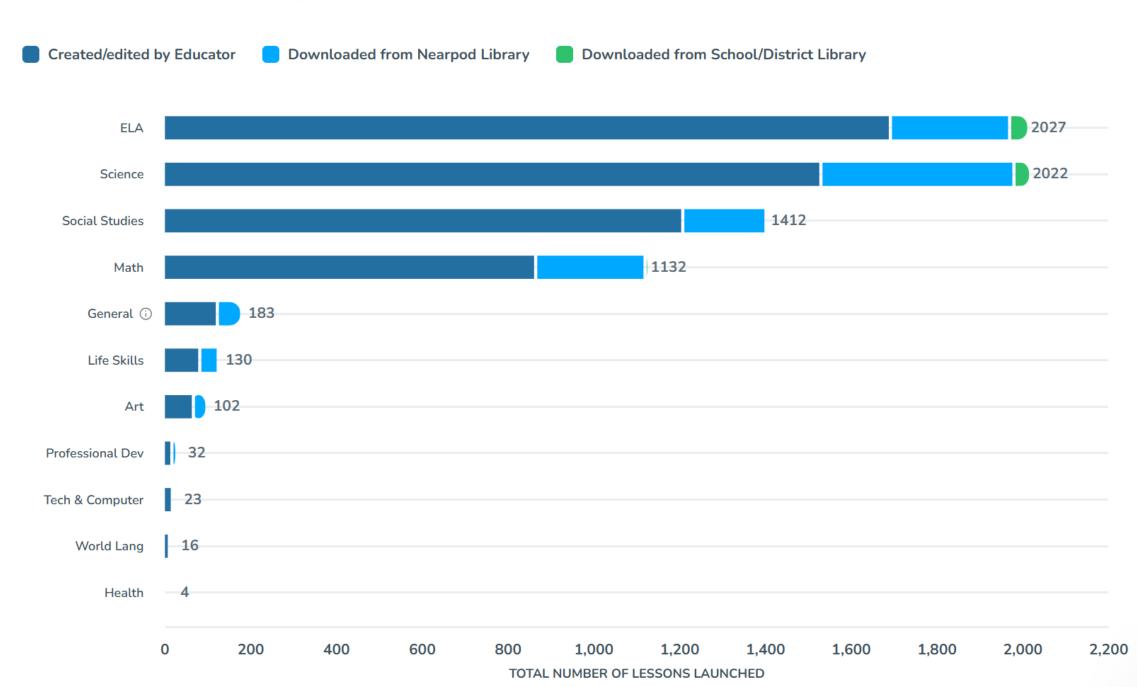
 The following data charts represent Lessons launched over the last 12 months.

 The majority of educators are using Live Participation, which means they control the pace of the lesson; students respond to questions on their devices.

Lessons Launched Total: 12,950



Lessons Launched by Subject



What interactive activities keep learners engaged during a lesson?

• Interactive activities keep students engaged by providing a creative and collaborative learning experience. With our growing options of Drag & Drop, Draw It, Time to Climb, Matching Pairs, Collaborate Board, Quiz, Poll, and Open-Ended Questions, teachers have multiple options to meet the specific needs of the diverse learners in their classrooms.

 The following chart demonstrates how your teachers are leveraging a variety of Nearpod's interactive features to keep students engaged and on pace!

Activities Used | Total: 92,910



2911 Peach Street, Wisconsin Rapids, WI 54494-1905 PO Box 8036, Wisconsin Rapids, WI 54495 Phone: (800) 338-4204 I Fax: (877) 280-7642 Federal I.D. 39-1559474 www.renaissance.com **Quote** # Q-149120 v6

Hernando County School District - 72204

Primary Contact

Jesse Diaz Email - diaz_j@hcsb.k12.fl.us 919 N Broad St Brooksville, FL 34601-2397 Billing Contact
Jesse Diaz
Email - diaz_j@hcsb.k12.fl.us
919 N Broad St
Brooksville, FL 34601-2397

Quote Summa	ry
School Count: 23	
Renaissance Products & Services Total	\$78,420.00
Estimated Sales Tax	\$0.00
Shipping Cost	\$0.00
Grand Total	USD \$78,420.00

This quote includes: Nearpod and Services.

By signing below, Customer:

- Acknowledges that the Person signing this Quote is authorized to do so on behalf of Customer.
- Agrees Customer's access to and use of the Products and Services referenced in the Quote (and any other quote issued to Customer during the Subscription Period) are subject to compliance with the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf, incorporated herein by reference.
- Acknowledges and agrees that the applicable Data Protection Addendum and Privacy Notices located at https://docs.renaissance.com/R62068 are incorporated into this Agreement. Additional information about Renaissance's privacy and security is available at https://www.renaissance.com/privacy/.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an Invoice for this Quote promptly after the date the Order is processed at Renaissance. If Customer requires a purchase order, Customer agrees to provide the purchase order to Renaissance as an attachment to this signed quote. Customer agrees to pay the invoice within 30 days after the Invoice Date.

Customer indicates that no Purchase Order is required, and that Billing Contact information is correct.

Renaissance Learning, Inc.	Hernando County School District	
Ted Loll	Ву:	
Name: Ted Wolf	Name:	
Title: Chief Financial Officer	Title:	
Date: 15-Apr-2025	Date:	

Email: electronicorders@renaissance.com

If changes are necessary, or additional information is required, please contact your account executive John Lundberg at (407) 414-7866. Thank you.

2911 Peach Street, Wisconsin Rapids, WI 54494-1905 PO Box 8036, Wisconsin Rapids, WI 54495 Phone: (800) 338-4204 I Fax: (877) 280-7642 Federal I.D. 39-1559474 **Quote** # Q-149120 v6

www.renaissance.com

approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves - only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom - transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Vendor's proposed Purchase Order terms rejected to the extent inconsistent with School Board's purchasing instructions. Purchase subject to terms of School Board Standard Addendum. http://www.hernandoschools.org/departments/purchasing/vendor-information

Approved as to Content & Form Caroline Mocker, Esq. Staff Counsel, HCSD 1:33 pm, 06/04/2025

2911 Peach Street, Wisconsin Rapids, WI 54494-1905 PO Box 8036, Wisconsin Rapids, WI 54495

Phone: (800) 338-4204 | Fax: (877) 280-7642

Federal I.D. 39-1559474

Q-149120 v6

www.renaissance.com

approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves - only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom - transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Approved as to Content & Form Caroline Mocker, Esq. Staff Counsel, HCSD 1:33 pm, 06/04/2025

Renaissance 2911 Peach Street, Wisconsin Rapids, WI 54494-1905 PO Box 8036, Wisconsin Rapids, WI 54495 Phone: (800) 338-4204 | Fax: (877) 280-7642

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· 数据产品对 · 2014	Quote Details sville Elementary School		
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
		Quote Year 1 Subtotal	\$3,688.66
	Brooksville Ele	mentary School Total	\$3,688.66
CONTRACTOR OF THE CONTRACTOR OF CONTRACTOR O	entral High School		
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
		Quote Year 1 Subtotal	\$3,688.66
	Cen	tral High School Total	\$3,688.66
	Challenger K8		
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
		Quote Year 1 Subtotal	\$3,688.66
		Challenger K8 Total	\$3,688.66
Chocac	hatti Elementary School		
Products & Services	Quantity	Unit Price	Total
Nearpod	L		
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00

2911 Peach Street, Wisconsin Rapids, WI 54494-1905 PO Box 8036, Wisconsin Rapids, WI 54495 Phone: (800) 338-4204 | Fax: (877) 280-7642 Federal I.D. 39-1559474 www.renaissance.com **Quote** # Q-149120 v6

Nearpod Math Program (Standards View) 1142 \$0.00 \$0.00 Quote Year 1 Subtotal \$3,688.66 **Chocachatti Elementary School Total** \$3,688.66 **Deltona Elementary School** Products & Services Quantity Unit Price Total Nearpod Ouote Year 1 01-Jul-2025 - 30-Jun-2026 Nearpod Premium Plus 1142 \$3,688.66 \$3.23 Nearpod Social Studies Program 1142 \$0.00 \$0.00 Nearpod Math Program (Standards View) 1142 \$0.00 \$0.00 Quote Year 1 Subtotal \$3,688.66 **Deltona Elementary School Total** \$3,688.66 **Dolores S. Parrott Middle School** Quantity Unit Price Total Products & Services Nearpod Quote Year 1 01-Jul-2025 - 30-Jun-2026 Nearpod Premium Plus 1142 \$3,688.66 \$3.23 Nearpod Social Studies Program 1142 \$0.00 \$0.00 Nearpod Math Program (Standards View) 1142 \$0.00 \$0.00 **Quote Year 1 Subtotal** \$3,688.66 **Dolores S. Parrott Middle School Total** \$3,688.66 **Eastside Elementary School** Unit Price Total **Products & Services** Quantity Nearpod Quote Year 1 01-Jul-2025 - 30-Jun-2026 Nearpod Premium Plus 1142 \$3.23 \$3,688.66 Nearpod Social Studies Program 1142 \$0.00 \$0.00 Nearpod Math Program (Standards View) 1142 \$0.00 \$0.00 Quote Year 1 Subtotal \$3,688.66 **Eastside Elementary School Total** \$3,688.66 **Endeavor Academy** Products & Services Quantity Unit Price Total Nearpod Quote Year 1 01-Jul-2025 - 30-Jun-2026 Nearpod Premium Plus 1142 \$3.23 \$3,688.66

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Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.0
	(Quote Year 1 Subtotal	\$3,688.6
	Enc	leavor Academy Total	\$3,688.6
	Explorer K 8		1000000000000000000000000000000000000
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.6
Nearpod Social Studies Program	1142	\$0.00	\$0.0
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.0
		Quote Year 1 Subtotal	\$3,688.60
		Explorer K 8 Total	\$3,688.6
Fox	Chapel Middle School	The property of	
Products & Services	Quantity	Unit Price	Total
learpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.6
Nearpod Social Studies Program	1142	\$0.00	\$0.0
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.0
		Quote Year 1 Subtotal	\$3,688.60
	Fox Chape	el Middle School Total	\$3,688.60
John D	Floyd Elementary School		
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.60
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
		Quote Year 1 Subtotal	\$3,688.60
	John D Floyd Ele	mentary School Total	\$3,688.66
Mot	on Elementary School		
Products & Services	Quantity	Unit Price	Total

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Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)			
——————————————————————————————————————	1142	\$0.00	\$0.00
		Quote Year 1 Subtotal	\$3,688.66
Nature 0	ioast Technical High School	mentary School Total	\$3,688.66
Products & Services	Quantity	Unit Price	Total
	Quartity	Office Fride	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
	Q	uote Year 1 Subtotal	\$3,688.66
		cal High School Total	\$3,688.66
Pine G	rove Elementary School		
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	
			\$0.00
		uote Year 1 Subtotal mentary School Total	\$3,688.66
P	owell Middle School	mentary School Total	\$3,688.66
Products & Services	Quantity	Unit Price	Total
	(4.11.11)	Grint / Floo	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
	Q	uote Year 1 Subtotal	\$3,688.66
	Powell	Middle School Total	\$3,688.66
Spring	Hill Elementary School		
Products & Services	Quantity	Unit Price	Total
Nearpod	AND THE RESIDENCE OF THE PARTY		

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Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.6
Nearpod Social Studies Program	1142	\$0.00	\$0.0
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.0
		Quote Year 1 Subtotal	
		ementary School Total	\$3,688.60 \$3,688.60
Spi	ringstead High School		
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142		
Nearpod Math Program (Standards View)		\$0.00	\$0.00
	1142	\$0.00	\$0.00
		Quote Year 1 Subtotal	\$3,688.66
Sunce	Springst Dast Elementary School	ead High School Total	\$3,688.66
Products & Services	Quantity	Unit Price	Total
	Quartity	Offit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
	Ç	Quote Year 1 Subtotal	\$3,688.66
	Suncoast Ele	mentary School Total	\$3,688.66
A CONTRACTOR OF THE PARTY OF TH	ki Wachee High School		
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	
Nearpod Math Program (Standards View)	1142		\$0.00
		\$0.00	\$0.00
		uote Year 1 Subtotal ee High School Total	\$3,688.66
West H	ernando Middle School	ce mgn senoor rotal	\$3,688.66
Products & Services	Quantity	Unit Price	- otal
	quantity	Office 1100	otai

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Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
		Quote Year 1 Subtotal O Middle School Total	\$3,688.66 \$3,688.66
Wests	side Elementary School	madis Solisor Total	φ3,000.00
Products & Services	Quantity	Unit Price	Total
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	1142	\$3.23	\$3,688.66
Nearpod Social Studies Program	1142	\$0.00	\$0.00
Nearpod Math Program (Standards View)	1142	\$0.00	\$0.00
		uote Year 1 Subtotal	
		nentary School Total	\$3,688.66 \$3,688.66
d Hills Holls	Vinding Waters K8	Tomally Comoon Total	φ 3,088.00
Products & Services	Quantity	Unit Price	Fotal
Nearpod			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
Nearpod Premium Plus	18	\$3.23	\$58.14
Nearpod Social Studies Program	18	\$0.00	\$0.00
Nearpod Math Program (Standards View)	18	\$0.00	\$0.00
	OI	uote Year 1 Subtotal	\$58.14
	CONTRACTOR OF THE PARTY OF THE	ding Waters K8 Total	\$58.14
Hernand	o County School District		400124
Products & Services	Quantity	Unit Price T	otal
Remote Training Services			
Quote Year 1 01-Jul-2025 – 30-Jun-2026			
60-minute Remote Session	2	\$450.00	\$900.00
	Ou	iote Year 1 Subtotal	\$900.00
		School District Total	\$900.00

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Quote # Q-149120 v6

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STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, 2. it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a forty-five (45) day notice. If the School Board exercises its right to terminate for convenience, any such termination will not result in any refund or credit for products and services already delivered, or for the remaining balance of any unused subscription period.
- 6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.
- 7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.
- 8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.
- 9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.
 - 12. Notwithstanding any provision to the contrary in the agreement, all payments due

from the School Board for non-construction services hereunder shall be governed by the provisions

Standard Addendum to Agreements Revised April 2025 Page **3** of **6** of Chapter 218, Florida Statutes.

- 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.
- 14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.
- 15. <u>E-Verify</u>. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
- Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

- 17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
 - a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
 - b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
 - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
 - d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman a@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

- 18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.
- 20. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.
- 21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: Renaissance Learning, Inc.

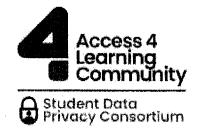
Printed Name: Ted Wolf

Title: CFO

Date: 5/15/2025

Approved as to Content & Form Caroline Mocker, Esq. Staff Counsel, HCSD 10:02 am, 05/14/2025





STANDARD STUDENT DATA PRIVACY AGREEMENT

(Florida National Data Privacy Agreement (NDPA) Standard VERSION 2)

Hernando County School Board

And

Renaissance Learning, Inc.

Version 2

Authored by Members of the Student Data Privacy Consortium (SDPC) &

Mark Williams, Fagen, Friedman & Fulfrost LLP

Approved as to Content & Form Caroline Mocker, Esq. Staff Counsel, HCSD 11:08 am. 05/16/2025

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This document may only be used by A4L Community members and may not be altered in any substantive manner.

This Student Data Privacy Agreement ("DPA") is entered into on the date of full execution (the "Effective Date") and is entered into by and between:

	[Hernando County School Board],
	located at [919 N. Broad Street, Brooksville, FL 34601] (the "LEA")
and	
	[Renaissance Learning, Inc.],
	located at [2911 Peach Street, Wisconsin Rapids, WI 54494] (the "Provider").

PREAMBLE

WHEREAS, the Provider is providing educational or digital Services, as defined in Exhibit "A", to LEA, which Services may include: (a) cloud-based Services for the digital storage, management, and retrieval of pupil records; and/or (b) digital educational software that authorizes Provider to access, store, and use pupil records; and

WHEREAS, the Provider and LEA have entered into a Service Agreement (as defined herein), to provide certain Services to the LEA as set forth in the Service Agreement, and this DPA (collectively the "Agreement"),

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. 1232g (34 C.F.R. Part 99); the Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h; and the Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6506 (16 C.F.R. Part 312),

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

General Offer of Privacy Terms.

The Provider has signed Exhibit "E" to the SDPC Standard Clauses, otherwise known as "General Offer of Privacy Terms" enabling other LEAs to enter into the same terms of this DPA with Provider.

Special Provisions. (Check if Required)

If checked, the Supplemental State Terms attached hereto as Exhibit "G" are hereby incorporated by reference into this DPA in their entirety.

If the Parties desire to change any terms, use the 'Vendor-Specific' Agreement or 'District-Modified' Agreement.

The des i	ignated representative for the LEA for this	DPA is:		
Name:	Ray Pinder	Title:	Sup	erintendent
Address:	919 N. Broad Street, Brooksvi	ille, FL	3460	01
Phone:	(352) 797-7001	Email: p	oind	er_r@hcsb.k12.fl.us
The des i	ignated representative for the Provider fo	r this DPA	is:	
Name:	Scott Johnson	Title:	Direc	ctor Security Ops & Compliance
Address:	2911 Peach Street, Wiscon	isin Ra	pid	s, WI 54494
Phone:	800-338-4204	Email: İ	nfo	security@renaissance.com
IN WITN	ESS WHEREOF, LEA and Provider execu	te this DP	A as	of the Effective Date.
LEA: [Hernando County School Board]	
Signed B	By:	Date:		05/22/25
Printed N	Name: Ray Pinder	Title/Posi	tion:	Superintendent
PROVID	ER: [Renaissance Learning, Inc.]	·
Signed B	By: <u>44</u>	Date:		16/05/25
Printed N	Name: Scott Johnson	Title/Posi	tion:	Director Security Ops & Compliance
Each Par	rty is responsible to promptly notify the other	Party of cl	nange	es to the notice information.
Notices	to Provider	Notice	s to l	
2	Renaissance Learning, Inc.	1.] 2.j		Hernando County School Board
	Legal 2911 Peach Street, Wisconsin Rapids, WI 54494	() 김	200 00000	rintendent Broad Street, Brooksville, FL 34601
2	contracts@renalssance.com	j	pinde	r_r@hcsb.k12.fl.us
With a c	copy to (if provided):	With a	сору	to (if provided):
[Provider Legal Counsel	1	OF 12 CO. S. CO. S.	ct Counsel
l [Provider Legal Counsel Postal Address Provider Legal Counsel Email Address	-:) }]	A CARL STREET	N. Broad Street, Brooksville, FL 34601] <pre>cler_c@hcsb.k12.fl.us</pre>
Security	y Notices to Provider (Required per Section 5,3) Securi	ty No	tices to LEA (Required per Section 5.3)
Í	Scott Johnson		Josep	h G. Amato
[F	Director Security Ops & Compilance 2911 Peach Street, Wisconsin Rapids, WI 54494]	10.000	or of Technology and Information Services Broad Street, Brooksville, FL 34601
[infosecurity@renaissance.com)) 	■PROFESSION	J1@hcsb.k12.fl.us
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STANDARD CLAUSES

ARTICLE I: PURPOSE AND SCOPE

1.1 Purpose of DPA.

The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal and state privacy laws, rules, and regulations, all as may be amended from time to time. In performing the Services, the Provider shall be considered a School Official with a legitimate educational interest, and performing Services otherwise provided by the LEA. With respect to its use and maintenance of Student Data, Provider shall be under the direct control and supervision of the LEA as set forth in this DPA and the Service Agreement.

1.2 Description of Products and Services.

A description of all products and services covered by the Agreement, and information specific to this DPA, are listed in Exhibit "A". If a Provider needs to update any information on Exhibit "A" (such as updating with new provided services), they may do so by completing the Addendum template provided by the A4L Community and sending a copy to the LEA.

Provider may add or delete products or services subject to this DPA under the following circumstances:

- 1. Deleted products or services: The products or services have been discontinued and are no longer available from the Provider.
- 2. Added products or services: The added products or services are either:
 - a. a direct replacement, or substantially equivalent to the original products or services listed in the DPA, or
 - b. the added products or services result in enriched new or enhanced capabilities, new modules, technology advancements and or service categories relating to the listed products or services that Provider did not have at the time the DPA was signed.

If an added product or service requires additional Data Elements, Provider must complete the relevant portion of the Addendum template to update Exhibit "B".

Provider may not make any change to Exhibit "A" via an Addendum, except adding or deleting products or services. LEA is under no obligation to acquire added products or services, and has no ability under the DPA to prevent deletion of products or services. Subject to the limitations in this section, an Addendum is automatically incorporated into this DPA when LEA is notified by Provider, in accordance with the notification provisions of this DPA, of the Addendum's existence and contents.

1.3 Student Data to Be Provided.

In order to perform the services, the Provider shall process Student Data as identified by the Provider in the Schedule of Data, attached hereto as Exhibit "B". Student Data may be provided by the LEA or created by students, as set forth fully in the definition of Student Data in Exhibit "C". If a Provider needs to update any information on Exhibit "B", they may do so by completing the Addendum template provided by the A4L Community and sending a copy to the LEA.

Provider may delete data elements from Exhibit "B" if they are no longer used by the Provider.

Provider must add data elements to Exhibit "B", when a material change has occurred, regardless of whether the added data elements are either one of the following:

- 1. used to better deliver the original products or services listed in the DPA, or
- 2. used to deliver added products or services that result in new or enhanced capabilities, new modules, technology advancements and or service categories relating to the listed products or services that Provider did not have at the time the DPA was signed. Such new products or services must be designated in the Addendum template as changes to Exhibit "A".

The Provider must notify the LEA, in accordance with the notification provisions of this DPA, of the existence and contents of an Addendum modifying Exhibit "B". The LEA will have thirty (30) days from receipt to object to the Addendum. If no written objection is received it will become incorporated into the DPA between the parties.

1.4 DPA Definitions.

Capitalized terms used in this DPA shall have the meanings set forth in Exhibit "C". With respect to the treatment of Student Data, in the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to, the Service Agreement.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

2.1 Student Data Property of LEA.

As between LEA and Provider, all Student Data processed by the Provider, or created by students (as set forth fully in the definition of Student Data in Exhibit "C"), pursuant to the Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data processed by the Provider, including any modifications or additions or any portion thereof from any source, are also subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA.

2.2 Parent, Legal Guardian and Student Access.

The LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student (as defined in FERPA) may review Student Data and request deletion or modification, and request delivery of a copy of the Student Data. In support of this, the Provider shall establish reasonable procedures by which the LEA may access, and correct if necessary, Education Records and/or Student Data, and make a copy of the data available to the LEA or (at the LEA's direction) to the parent, legal guardian or eligible student directly. If the LEA is not able to review or update the Student Data itself, Provider shall respond in a reasonably timely manner (and no later than thirty (30) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent, legal guardian or student, whichever is sooner) to the LEA's request for Student Data held by the Provider to view or correct as necessary.

In the event that a parent or legal guardian of a student or eligible student contacts the Provider to correct, delete, review or request delivery of a copy of any of the Student Data collected by or generated through the Services, the Provider shall refer that person to the LEA, who will follow the necessary and proper procedures regarding

the requested information. In the event that any person other than those listed contacts the Provider about any Student Data, the Provider shall refer that person to the LEA, except as provided in Section 4.4.

- 2.2.1 This NDPA does not impede the ability of students to download, export, or otherwise save or maintain their own Student Generated Content directly from Provider or for Provider to provide a mechanism for such download, export, transfer or saving to students, or the student's parent or legal guardian. Nor does it impede the ability of Providers to offer LEAs features to allow such ability.
- 2.2.2 In the event that Student Generated Content is transferred to the control of the student, parent or legal guardian, the copy of such Student Generated Content that is in the control of such person is no longer considered Student Data.

2.3 Subprocessors.

Provider shall enter into a Subprocessor Agreement with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA. Every Subprocessor Agreement must provide that the Subprocessor will not Sell the Student Data. The terms of a Subprocessor Agreement shall not be materially modified by the Subprocessor unless notice is provided to the Provider.

ARTICLE III: DUTIES OF LEA

3.1 Provide Data in Compliance with Applicable Laws.

LEA shall use the Services and provide Student Data in compliance with all applicable federal and state privacy laws, rules, and regulations, all as may be amended from time to time.

3.2 Annual Notification of Rights.

If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a School Official and what constitutes a legitimate educational interest in its annual notification of rights.

3.3 Reasonable Precautions.

LEA shall employ administrative, physical, and technical safeguards designed to protect usernames, passwords, and any other means of gaining access to the Services and/or hosted Student Data from unauthorized access, disclosure, or acquisition by an unauthorized person.

3.4 Unauthorized Access Notification and Assistance.

LEA shall notify Provider within seventy-two (72) hours of any confirmed Data Breach to the Services, LEA's account or any Student Data that poses a privacy or security risk. If requested by Provider, LEA will provide reasonable assistance to Provider in any efforts by Provider to investigate and respond to such Data Breach.

ARTICLE IV: DUTIES OF PROVIDER

4.1 Privacy and Security Compliance.

The Provider shall comply with all laws and regulations applicable to Provider's protection of Student Data privacy and security, and at the direction of the LEA shall cooperate with any state or federal government initiated audit of the LEA's use of the Services.

4.2 Authorized Use.

The Student Data processed pursuant to the Services shall be used by the Provider for no purpose other than performing the Services outlined in Exhibit "A", or as instructed by the LEA.

4.3 Provider Employee Obligation.

Provider shall require all of Provider's employees who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee with access to Student Data pursuant to the Service Agreement.

4.4 No Disclosure.

Provider acknowledges and agrees that it shall not sell or disclose any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data.

4.4.1 Exceptions to No Disclosure.

- 4.4.1.1 This prohibition against disclosure will not apply to Student Data where disclosure is directed or permitted by the LEA or this DPA.
- 4.4.1.2 The provision to not sell Student Data shall not apply to a Change of Control.
- 4.4.1.3 This prohibition against disclosure shall not apply to Student Data disclosed pursuant to a judicial order or lawfully issued subpoena or warrant.
- 4.4.1.4 This prohibition against disclosure shall not apply to Student Data disclosed to Subprocessors performing Services on behalf of the Provider pursuant to this DPA.
- 4.4.1.5 Should law enforcement or other government entities ("Requesting Party(ies)") provide a judicial order or lawfully issued subpoena or warrant to the Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party.
- 4.4.1.6 Notification under 4.4.1.5 is not required if the judicial order or lawfully issued subpoena or warrant states not to inform the LEA of the request.
- 4.4.1.7 Should the LEA be presented with a judicial order or lawfully issued subpoena or warrant to disclose Student Generated Content or other Student Data, the Provider shall cooperate with the LEA in delivering such data.

- 4.4.1.8 This prohibition against disclosure shall not apply to LEA-authorized users of the Services, which may include parents and legal guardians.
- 4.4.1.9 This prohibition against disclosure shall not apply to protect the safety of users or others, if and only if, an LEA employee who has specifically been authorized to declare a health or safety emergency has done so and all requirements under 34 CFR §§ 99.31(a)(10) and 99.36 have been fulfilled by the LEA.
- 4.4.1.10 This prohibition against disclosure shall not apply to protect the integrity or security of the Service, where such disclosure is made to a Subprocessor engaged by Provider for the specific purpose of investigating a potential Data Breach as set forth in 5.4.

4.5 De-Identified Data

Provider agrees not to attempt to re-identify De-Identified Student Data without the written direction of the LEA. De-Identified Student Data may be used by the Provider for those purposes allowed under applicable laws, for the purposes allowed for the processing of Student Data under this DPA, as well as the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; (2) research, development, and improvement of the Provider's educational sites, Services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Student Data shall survive termination of this DPA or any request by LEA to return or dispose of Student Data. Except for Subprocessors, Provider agrees not to transfer De-Identified Student Data to any third party unless the transfer is expressly directed or permitted by the LEA or this DPA. Such Subprocessors must be subject to equivalent terms of the DPA including this one. Prior to publishing any document that names the LEA, the Provider shall obtain the LEA's written approval of the manner in which De-Identified Student Data is presented. If Provider chooses to create De-Identified Data, its process must comply with either NIST de-identification standards or US Department of Education guidance on de-identification.

4.6 Disposition of Data.

Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree.

If the Provider has a standard retention and destruction schedule, that schedule shall apply to Student Data as long as this DPA is active. The Provider's practice relating to retention and disposition of Student Data shall be provided to the LEA upon request.

At the termination of this DPA, the Provider shall, unless directed otherwise by the LEA, dispose of, or delete Student Data obtained by the Provider under the Agreement within sixty (60) days of termination (unless otherwise required by law). If the Agreement has lapsed or is not terminated, the Student Data shall be deleted when directed or permitted by the LEA, according to Provider's standard destruction schedule, or as otherwise required by law. The LEA may provide the Provider with special instructions for the disposition of the Student Data, by transmitting to Provider Exhibit "D", attached hereto. The duty of the Provider to dispose of or delete Student Data shall not extend to De-Identified Data or to Student-Generated Content that has been transferred or kept pursuant to Section 2.2.2.

4.7 Advertising Limits.

Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA; or (c) for any commercial purpose other than to provide the Service to the LEA, or as authorized by the LEA or the parent/guardian. Targeted Advertising is strictly prohibited. However, this section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to account holders that are not considered Targeted Advertising (this exception does not apply where the Provider is relying on the LEA to provide consent on behalf of the parent under COPPA); or (iii) to notify account holders about new education product updates, features, or Services that are not considered Targeted Advertising or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.

Before making product recommendations under section (ii) above, Provider must disclose the existence of those recommendations to LEA in writing, in sufficient detail that LEA can fulfill any obligations under applicable law (e.g. PPRA).

ARTICLE V: DATA SECURITY AND BREACH PROVISIONS

5.1 Data Storage.

If Student Data is stored outside the United States, Provider will provide a list of Countries where data is stored, in Exhibit "B".

5.2 Security Audits.

Provider will conduct a security audit or assessment no less than once per year, and upon a Data Breach. Upon 10 days' notice and execution of confidentiality agreement, Provider will provide the LEA with a copy of the audit report, subject to reasonable and appropriate redaction.

5.3 Data Security.

The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security of Student Data. The Provider shall implement an adequate Cybersecurity Framework that incorporates one or more of the nationally or internationally recognized standards set forth in Exhibit "F". Additionally, Provider may choose to further detail its security programs and measures in Exhibit "F". Provider shall provide, in the Preamble to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.

5.4 Data Breach.

In the event that Provider confirms a Data Breach, the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the Data Breach, unless notification within these time limits would disrupt investigation of the Data Breach by law enforcement. In such an event, notification shall be made within a reasonable time after the Data Breach. Provider shall follow the following process:

- (1) The Data Breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - (a) The name and contact information of the Provider subject to this section,
 - (b) the date of the notice,
 - (c) the date of the Data Breach, the estimated date of the Data Breach, or the date range within which the Data Breach occurred,
 - (d) Whether the notification was delayed as a result of a law enforcement investigation, if legally permissible to share that information,
 - (e) A general description of the Data Breach, if that information is possible to determine at the time the notice is provided,
 - (f) A description of the Student Data reasonably believed to have been the subject of the Data Breach; and
 - (g) Identification of impacted individuals.
- (2) Provider agrees to adhere to all applicable federal and state laws with respect to a Data Breach related to the Student Data, including any required responsibilities and procedures for notification and mitigation of any such Data Breach.
- (3) Provider further acknowledges and agrees to have a written Data Breach response plan that is consistent with applicable industry standards and federal and state law for responding to a Data Breach, involving Student Data and agrees to provide LEA, upon reasonable written request, with a summary of said written Data Breach response plan.
- (4) LEA shall provide notice and facts surrounding the Data Breach to the affected students, parents, or guardians.
- (5) In the event of a Data Breach originating from LEA's use of the Service or otherwise a result of LEA's actions or inactions, Provider shall reasonably cooperate with LEA to the extent necessary to expeditiously secure Student Data and may request costs incurred as a result of such Data Breach.

CONTRACT TERMS

Term and Termination. In the event that either Party seeks to terminate this DPA, they may do so by written notice if the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any Service Agreement or contract if the other party breaches any terms of this DPA. This DPA shall stay in effect for as long as the Provider retains the Student Data, as set forth in section Article IV, Section 4.6. In the case of a "Change of Control" the LEA has the authority to terminate the DPA if it reasonably believes that the successor cannot uphold the terms and conditions herein or having a contract with the successor would violate the LEA's policies or state or federal law.

Data Disposition on Service Agreement Termination. If the Service Agreement is terminated, the Provider shall dispose of all of LEA's Student Data pursuant to Article IV, Section 4.6 of the Standard Clauses.

Notices. All notices or other communication required or permitted to be given hereunder must be made in writing and may be given via e-mail transmission, or first-class mail, or mutually agreed upon method sent to the designated representatives documented in the Preamble.

Priority of Agreements. This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. With respect to the treatment of Student Data only, in the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit "H", the SDPC Standard Clauses, and/or the Supplemental State Terms in Exhibit "G", Exhibit "H" will control, followed by Exhibit "G". Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

Entire Agreement. This DPA and the Service Agreement ("the Agreement") constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties.

Severability. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

Governing Law; Venue and Jurisdiction. This DPA will be governed by and construed in accordance with the laws of the state of the LEA, without regard to conflicts of law principles. Each party consents and submits to the sole and exclusive jurisdiction to the state and federal courts for the county of the LEA for any dispute arising out of or relating to this DPA or the transactions contemplated hereby.

Successors Bound. This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a Change of Control. In the event of a Change of Control, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of such Change of Control. Such notice shall include

a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement.

Authority. Each signatory confirms they are authorized to bind their institution to this DPA in its entirety.

Waiver. No delay or omission by either party to exercise any right here under shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT A: PRODUCTS AND SERVICES

This DPA covers access to and use of [Renaissance Learning, Inc.]'s existing Services that collect, process, or transmit Student Data, as identified below:

As a global leader in assessment, reading, and math solutions for pre-K-12 schools and districts, Renaissance is committed to providing educators with insights and resources to accelerate growth and help all students build a strong foundation for success. Renaissance solutions reach more than 40 percent of US schools and more than half a million students in other regions across the world. Our portfolio includes solutions for assessment (Star Assessments, Star Phonics, mylGDIs for Preschool, FastBridge, DnA, Renaissance Fundamentals, and SchoolCity); practice (Accelerated Reader, myON, Nearpod, Flocabulary, Freckle, and Lalilo); and data-driven insights (eduCLIMBER and Schoolzilla).

Exhibit B

Renaissance

See Every Student.

Categories of Data Collected by Product

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- Fastbridge
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- Renaissance Fundamentals
- SchoolCity
- StarPhonics
- Star Assessments
- Star Early Literacy

Categories of Data collected by Data & Connection Products:

- EduCLIMBER
 - eSchoolData
- Renaissance Analytics
- Schoolzilla

Categories of Data collected by Practice & Instruction Products:

- Accelerated Reader
- Accelerated Math
 - Flocabulary
- Freckle
 - -Lalilo
- myON
- Nearpod

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Categories of Data collected by Assessment Products:

Star Early Literacy	Required	Required	Required			Required (US) Optional (UK)				
Star Assessment	Required	Bequired	Required	Optional	Optional (Star CBM-US Only)	Required (US) Optional (UK)	Optional (Star CBM-US Only)	Optional (Star CBM-US Only)		
StarPhonics	Required	Required	Required		Optional					
SchoolCity	Required	Required	Required	Optional	Optional			Optional		
Renaissance Fundamentals	Required	Required	Required							等 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
mylGDls		Required	Required		Required					Optional
Fastbridge	Required	Required	Required		Optional					
DnA	Required	Required	Required	Optional	Optional			Optional	Optional -	Optional
Data Elements	IP addresses of users; Use of cookies, etc.	Other application technology metadata	Metadata on user interaction with application	Standardized test scores	Observation data	Testing environment	Voice Recordings	Other assessment data	Student school (daily) attendance data	Student class attendance data
Data Category	Application	Technology Metadata	Application Use Statistics			Assessment			Attendance	

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Star Early Literacy Required Optional Optional Optional Optional Optional Assessment Optional Optional Optional Optional Optional Optional Star StarPhonics Optional Optional Optional Optional Optional Optional SchoolCity Required Optional Optional Optional Optional Optional Renaissance Fundamentals Required Required Optional Optional Optional Optional mylGDls Required Required Optional Optional Optional Fastbridge Optional Optional Optional Optional Optional Optional Required Required Optional Optional Optional Optional Optional Optional Optional DnA communications Ethnicity or race Living situations (native, preferred language spoken Data Elements behavioral data services (IEP or Place of Birth (emails, blog Date of Birth (homeless/ Specialized foster care) Conduct or information or primary captured Language that are entries) Online Gender Communication Data Category Demographics

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Star Assessment	Required							Optional			Required	Required	Required
StarPhonics	Required							Optional			Required	Required	Required
SchoolCity	Required			Optional		Optional		Required (For Parent Portal)		Required (For Parent Portal)	Required	Required	Required
Renaissance Fundamentals	Required	Optional	Optional			Optional						Required	Required
mylGDls	Optional	Required										Required	Required
Fastbridge	Required												
DnA	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required	Optional
Data Elements	Student grade level	Homeroom	Guidance counselor	Specific curriculum programs	Year of graduation	Other enrollment information	Address	Email	Phone	First and/or Last	Student scheduled courses	Teacher names	Teacher emails
Data Category				Enrollment				Parent/ Guardian	Information			ampailoc	

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Star Early Literacy	Optional	Optional		Optional	Optional				Optional	Required
Star Assessment	Optional	Optional		Optional	Optional- US Only: Star Math; Star Reading: Star Reading K12				Optional	Required
StarPhonics	Optional	Optional		Optional	Optional				Required	Required
SchoolCity	Optional	Optional		Optional	Optional		Required for SSO		Required	Required
Renaissance Fundamentals	Optional	Optional		Optional					Required	
mylGDIs	Optional	Optional		Optional					Required	
Fastbridge	Optional	Optional		Optional					Optional	Required
DnA	Optional	Optional	Optional	Optional		Optional	Optional		Required	Optional
Data Elements	English language learner information	Low income status- SES Free and Reduced	Medical alerts/ health data	Student disability information	Student technology needs: assistive technology & accommodation	Address	Email	Phone	Local (School district) ID number	Student App username
Data Category			Special	Indicator		Chitch	٥		Student	ומפנותוופוא

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Data Category	Student Identifiers		Student in App Performance	Student Survey Responses	Student Work		Transcript	Transmortation

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See Every Student.

Categories of Data collected by Actionable Insights Products:

Data Category	Data Elements	EduCLIMBER	eSchoolData	Renaíssance Analytics	Schoolzilla
Application Technology	IP addresses of users; Use of cookies, etc.	Required	Required	PeninbaR	Required
Metadata	Other application technology metadata	Required	Required	Required	Required
Application Use Statistics	Metadata on user interaction with application	Required	Required	Required	Required
	Standardized test scores	Optional	Optional		Optional
	Observation data	Optional	Optional		Optional
Assessment	Testing environment				
	Voice Recordings	· · · · · · · · · · · · · · · · · · ·			
	Other assessment data	Optional	Optional		Optional
Attendance	Student school (daily) attendance data	Optional	Required		Optional
Atterinarioe	Student class attendance data	Optional	Required		Optional
	Online communications				
Communication	that are captured (emails, blog entries)		Optional		
Demographics	Conduct or behavioral data	Optional	Required		Optional
	Date of Birth	Required	Required	Optional	Optional
	Place of Birth		Required		Optional

Aenaissance See Every Student.

Demographics processing conditions of the process of the p	Data Category	Data Elements	EduCLIMBER	eSchoolData	Renaissance Analytics	Schoolzilla
Ethnicity or race Required Apptional Required Optional Specialized education services (IEP or 504) Optional Required Optional Living situations Optional Required Optional Living situations Optional Required Optional Information primary language information information Optional Required Required Student school Required Required Required Student grade level Required Required Horneroom Required Required Student grade level Required Required Horneroom Optional Required Specific curriculum Optional Required Address Optional Required Address Optional Required Address Optional Required Phone Optional Required Phone Optional Required		Gender	Required	Required	Optional	Optional
Specialized education services (IEP or 504) Optional Required Optional Living situations (homeless/foster care) Optional Required Optional Language information (native, preferred or primary language spoken by student) Optional Required Required Other indicator information student school enrollment Required Required Required Student school enrollment Required Required Homeroom enrollment Optional Required Specific curriculum programs Optional Required Vear of graduation other enrollment information Optional Required Address Optional Required Phone Optional Required First and/or Last Optional Required		Ethnicity or race	Required	Required	Optional	Optional
Living situations Optional Required Optional Language information (native, preferred or primary language information primary language spoken by student) Optional Required Spoken by student) Optional Required Other indicator information information information Required Required Student school enrollment Required Required Homeroom Required Required Guidance counselor Optional Required Specific curriculum programs Optional Required Vear of graduation Optional Required Other enrollment information Optional Required Address Optional Required First and/or Last Optional Required		Specialized education services (IEP or 504)	Optional	Required	Optional	Optional
Language information (native, preferred or primary language spoken by student) Optional Required optional spoken by student) other information information information information information Optional Required Required Required Student school enrollment Required Required Required Student grade level Required Required Required Student grade level Required Required Required Required Specific curriculum Optional Optional Required Required Required Specific curriculum Optional Optional Required Required Sequired S	Demographics	Living situations (homeless/foster care)	Optional	Required	Optional	Optional
Other indicator Optional Optional information Student school Required Student school Required Required student grade level Required Required Homeroom Required Required Specific curriculum Optional Required Vear of graduation Optional Required Other enrollment Required Optional Information Optional Required Address Optional Required Phone Optional Required First and/or Last Optional Required		Language information (native, preferred or primary language	Optional	Required	Optional	Optional
Student school enrollmentRequiredRequiredRequiredStudent grade levelRequiredRequiredHomeroomRequiredRequiredGuidance counselorOptionalRequiredSpecific curriculum programsOptionalRequiredYear of graduationOptionalRequiredOther enrollment informationRequiredAddressAddressOptionalRequiredPhoneOptionalRequiredFirst and/or LastOptionalRequiredFirst and/or LastOptionalRequired		Other indicator information	Optional	Optional		Optional
Student grade level Required Required Homeroom Required Required Guidance counselor Optional Required Specific curriculum Optional Required year of graduation Optional Required Other enrollment information Required Optional Address Optional Required Email Optional Required Phone Optional Required First and/or Last Optional Required		Student school enrollment	Required	Required	Reguired	Required
Homeroom Required Required Guidance counselor Optional Required Specific curriculum Optional Required Programs Year of graduation Address Other enrollment information Required Address Optional Required Email Optional Required Phone Optional Required First and/or Last Optional Required		Student grade level	Required	Required	Required	Required
Guidance counselorOptionalRequiredSpecific curriculum programsOptionalRequiredYear of graduation informationOptionalRequiredAddressOptionalRequiredEmail PhoneOptionalRequiredPhoneOptionalRequiredFirst and/or LastOptionalRequired		Homeroom	Required	Required		Optional
Specific curriculum programsOptional Other enrollment informationOptional OptionalRequired RequiredAddress EmailOptional OptionalRequired RequiredOptional OptionalFirst and/or LastOptional OptionalRequired	Enrolment	Guidance counselor	Optional	Required		Optional
Year of graduation Optional Required Other enrollment Required Information Required Address Optional Required Email Optional Required Phone Optional Required First and/or Last Optional Required		Specific curriculum programs	Optional	Optional		Optional
Other enrollmentRequiredinformationRequiredAddressOptionalEmailOptionalPhoneOptionalFirst and/or LastOptionalRequiredRequired		Year of graduation	Optional	Required		Optional
AddressOptionalRequiredEmailOptionalOptionalPhoneOptionalRequiredFirst and/or LastOptionalRequired		Other enrollment information		Required		Optional
EmailOptionalRequiredOptionalPhoneOptionalRequiredFirst and/or LastOptionalRequired		Address	Optional	Required	を おい こう かん こう は は と でき は と と でき は と と と と と と と と と と と と と と と と と と	Optional
Phone Optional Required First and/or Last Optional Required	Parent/ Guardian	Email	Optional	Required	Optional	Optional
Optional Required	Information	Phone	Optional	Required		Optional
		First and/or Last	Optional	Required		Optional

Renaissance See Every Student.

Schoolzilla	Optional	Optional	Optional	Optional	Optional		Optional			Optional	Optional	Optional	Required	Optional		Required
Renaissance Analytics	Required	Required	Required	Optional	Optional		Optional						Optional		Required	Required
eSchoolData	Required	Required	Required		Required	Optional	Required			Required	Optional	Optional	Required	Required	Required	Required
EduCLIMBER	Required	Reguired	Optional	Optional	Optional		Optional			Optional	Optional	Optional	Required	Required	Required	Required
Data Elements	Student scheduled courses	Teacher names	Teacher emails	English language learner information	Low income status- SES Free and Reduced	Medical alerts/ health data	Student disability information	Student technology needs: assistive technology &	accommodations	Address	Email	Phone	Local (School district) ID number	Student App username	Student app passwords encrypted only for SSO	First and/or Last
Data Category		Schedule				Special Indicator					Student Contact				Student Identifiers	

Renaissance

See Every Student.

Schoolzilla Optional Optional Optional Optional Analytics **eSchoolData** Required Optional Optional Optional Required Required Optional EduCLIMBER Required Optional Optional Optional Optional Optional Optional Optional Other student work data Student course grades/ Student course grades Student responses to Other transcript data Other transportation Data Elements school administered Student course data performance scores Student generated content; writing, questionnaires performance Assessment pictures, etc. surveys or data Data Category Student In App Student Survey Transportation Performance Student Work Responses Transcript

Penaissance

See Every Student.

Categories of Data collected by Practice & Instruction Products:

Nearpod	Required	Optional	Optional			Optional				
myON	Required	Required	Required			Optional Optional				Optional
Lalilo	Required	Required	Required			Optional				
Freckle	Required	Required	Required	Optional		Optional				
Flocabulary	Required	Optional	Optional							
Accelerated Math	Required	Required	Required							
Accelerated Reader	Required	Required	Required							
Data Elements	IP addresses of users; Use of cookies, etc.	Other application technology metadata	Metadata on user interaction with application	Standardized test scores	Testing environment	Voice Recordings Other assessment data	Student school (daily) attendance data	Student class attendance data	Online communications	that are captured (emails, blog entries)
Data Category	Application	Metadata	Application Use Statistics		Assessment	Fig. 1	Attendance			Communication

Renaissance See Every Student.

Nearpod									Optional		
myON									Required	Required	
Lalilo							Optional		Required	Required	Required
Freckle							Required		Required	Required	
Flocabulary									Required	Required	
Accelerated Math	Optional		Optional	Optional	Optional	Optional	Optional		Required	Required	
Accelerated Reader	Optional (US) Required (UK)		Optional	Optional	Optional	Optional	Optional		Required	Required	
Data Elements Conduct or behavioral data	Date of Birth	Place of Birth	Gender	Ethnicity or race	Specialized education services (IEP or 504)	Living situations (homeless/foster care)	Language information (native, preferred or primary language spoken by student)	Other indicator information	Student school enrollment	Student grade level	Homeroom Guidance counselor
Data Category	Data Category Demographics Enrollment										

Renaissance See Every Student.

Nearpod			Required	Required					
MyON			Required	Required					
Lalilo	Optional	Required	Required	Required					
Freckle			Required	Required					
Flocabulary			Required	Required					
Accelerated Math	Optional	Required	Required	Required	Optional	Optional		Optional	
Accelerated Reader	Optional	Required	Required	Required	Optional	Optional		Optional	
Data Elements Specific curriculum programs Year of graduation Other enrollment	Address Email Phone First and/or last	Student scheduled courses	Teachernames	Teacher emails	English language learner information	Low income status- SES Free and Reduced	Medical alerts/ health data	Student disability information	Student technology needs: assistive technology & accommodations
Data Category Enrollment	Parent/ Guardian Information	Single Si						III	

Renaissance

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Nearpod	Optional	Optional	Optional		Optional			Optional
myon		Required	Required	Required	Required	Required	Optional	Optional
Lalilo		Optional	Required	Required	Required	Required		
Freckle		Optional			Required	Required	Required	Optional
Flocabulary	Optional		Required		Required			Optional
Accelerated Math		Optional	Required	Required	Required	Required	Required	
Accelerated Reader		Optional	Required	Required	Required	Required	Required	
Data Elements	Address Email	Local (School district) ID number	Student App username	Student app passwords encrypted only for SSO	First and/or Last	Assessment performance	Student responses to school administered surveys or questionnaires	Student generated content: writing, pictures, etc. Other student work data
Data Category	Student Contact Information	Student Identifiers			Student In App Performance	Student Survey Responses	Student Work	

Renaissance See Every Student.

Laiilo myON Nearpod											
Flocabulary Freckle											
Accelerated Accelerated Reader Math											
Data Elements	Student course grades	Student course data	Student course	grades/	performance	scores	Other transcript	data	Other	transportation	data
Data Category			Transcript							Transportation transportation	

EXHIBIT C: DEFINITIONS

Change of Control: Any merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of Provider or of the portion of Provider that performs the Services in the Service Agreement.

Contextual Advertising: Contextual advertising is the delivery of advertisements based upon a current visit to a Web page or a single search query, without the collection and retention of data about the consumer's online activities over time.

De-Identified Data: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific student, including, but not limited to, any information that, alone or in combination is linkable to a specific student.

Data Breach: An unauthorized release, access to, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider in violation of applicable state or federal law.

Educational Records: Educational Records shall have the meaning set forth under FERPA 20 U.S. C. 12 32 g(a)(5)(A). For additional context see also the 'Student Data' definition.

LEA: For the purpose of this DPA, the LEA is the educational entity that is a Party to this Agreement. An LEA can be a state agency, an educational service agency, a charter school or school system or a private school or school system, in addition to the federal definition of Local Education Agency (LEA).

Metadata: Means information that provides meaning and context to other data being collected including, but not limited to date and time records and purpose of creation. Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information or Student Data.

Originating LEA: An educational entity otherwise meeting the definition of LEA that originally executes the DPA in its entirety (including the marked checkbox enabling Exhibit "E") with the Provider.

School Official: For the purposes of this DPA and pursuant to FERPA 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Educational Records; and (3) Is subject to FERPA 34 CFR § 99.33(a) governing the use and re-disclosure of Personally Identifiable Information from Educational Records.

Service Agreement: Refers to the quote, corresponding contract, purchase order or terms of service and/or terms of use.

Student Data: Student Data includes any data, whether gathered, created or inferred by Provider or provided by LEA or its users, students, or students' parents/guardians, for a school purpose, that is descriptive of the student including, but not limited to, information in the student's Educational Record, persistent unique identifiers, or any other information or identification number that would provide information about a specific student. Student Data includes Metadata that has not been stripped of all direct and indirect identifiers. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in Exhibit "B" is confirmed

to be collected or processed by the Provider pursuant to the Services. Student Data shall not include properly De-Identified Data or anonymous usage data regarding a student's or LEA's use of Provider's Services.

Student Generated Content: The term "Student Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content. "Student Generated Content" does not include student responses to a standardized assessment where student possession and control would jeopardize the validity and reliability of that assessment.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to or storage of Student Data, including security, storage, analytics, and other processing activities necessary to perform a Provider business purpose.

Subprocessor Agreement: An agreement between Provider and a third party Subprocessor. A Subprocessor Agreement includes either a written agreement or an acceptance of terms and conditions (e.g., click through agreements).

Subscribing LEA: An educational entity otherwise meeting the definition of LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms by executing Exhibit "E".

Targeted Advertising: Targeted Advertising means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the Provider Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include Contextual Advertising.

EXHIBIT D: SPECIAL INSTRUCTIONS FOR DISPOSITION OF DATA

After this DPA takes effect, if the LEA has special requirements for the disposition of Student Data that are not expressed in 4.6 Disposition of Data, the LEA may fill in this form and deliver it to the Provider.

The Provider and the LEA must not fill in this form at the initiation of the DPA.

The Provider shall act on Exhibit "D" from the designate or Exhibit "E" for Subscribing LEA).	ed representative of the LEA or their de	esignee (Preamble				
Hemando County School Board ("LEA") instructs Provide to the terms of the DPA between LEA and Provider. The ter	·	Provider pursuant				
Disposition Disposition is partial. The scope of Student attachment to this Directive: Insert categories of Student Data here Disposition is complete. Disposition extensions.		elow or found in an				
Nature of Disposition Disposition shall be by destruction or dele	etion of Student Data.					
site as follows:	Disposition shall be by a transfer of Student Data. The Student Data shall be transferred to the following site as follows:					
Insert of attach special instructions 3. Timing of Disposition Student Data shall be disposed of by the following of the composition of the following of the						
On Provider's standard destruction sched By Insert Date	lule					
disposed of all copies of Student Data that	dentified the data, as defined elsewhere in at were not De-Identified in accordance wi accordance with the notification requireme	th this Schedule and				
5. Other:						
Signature(s)	Notice of Verified Disposition of Dat	a				
Authorized Representative of Date LEA	Authorized Representative of Provider	Date				

EXHIBIT E: GENERAL OFFERS OF TERMS

Page 1 of 2	: OFFER	OF TERMS
-------------	---------	----------

Provider and the Subscribing LEA (named below) agree Offer") that they are bound by the same Hernando County School Board	terms as	s General Offer of Privacy Terms the DPA between Prov ating LEA") dated	
Provider and Subscribing LEA agree that the information specific to the Subscribing LEA filled in be extend only to the terms set forth in this DPA and shall other terms entered into between Provider and Origina schedule of Services, relating to Subscribing LEA's us between Provider and Subscribing LEA.	elow for the Su not necessarily ting LEA. Any o	ubscribing LEA. This General y bind Provider or Subscribing commercial terms, such as pric	Offer shall LEA to any ce, term, or
If Provider makes changes to Exhibit "A" or Exhibit "B Provider must complete the Addendum template provid and all Subscribing LEAs in accordance with the notifical and contents. With regard to a Subscribing LEA, an Addendum from receipt to object. If no written objection is received parties.	ed by the A4L (ition provisions dendum is auto m modifies Exh	Community and notify the Origi s of this DPA, of the Addendum' omatically incorporated into this hibit "B", the LEA will have thirt	nating LEA s existence DPA when y (30) days
The Provider may withdraw the General Offer (for futu the event of: (1) a material change in the applicable p and products listed in the Service Agreement. ndpa requests@A4L.org.	rivacy statutes	s; or (2) a material change in th	ne Services
Subscribing LEAs shall send the signed Exhibit contracts@renalssance.com	"E" to Prov	vider at the following emai	I address:
The below signatory confirms they are authorized to bit	nd their instituti	tion to this DPA as in its entirety	/ .
RESOURCE NAME(S):	oa - Millet ituataktaan kembatinga fe	ちょうしか - July 1 Haber Green Mythews of こうかいきまからのごなな過失率の数値最高で	CTT crosssiprocessada
[Accelerated Reader, DnA, eduCLIMBER, FastBi [Preschool, myON, Nearpod, Renaissance Funda [Assessements, Star Phonics [mentals, Sch]
PROVIDER: [Renaissance Learning, Inc.		1	
Signed By:	Date:	16/05/25	
Printed Name: Scott Johnson	Title/Position:	Director Security Ops & Compliance	

Originating LEA:	Hernando County School Board	
Resource Name		
Provider Name:	Renaissance Learning, Inc.	

Page 2 of 2: Insert Name of Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Originating LEA and the Provider. **PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER.** Please note, by signing this Exhibit you are also agreeing to any language that may be included in Exhibits to the Originating DPA beyond this Exhibit "E". The below signatory confirms they are authorized to bind their institution to this DPA as in its entirety.

Subscribing LEA: Insert Name of	Subscribing LEA	
Signed By:	Date:	
Printed Name:	Title/Position:	
School District Name:		
Designated Representative of	LEA:	
Name:	Title:	
Address:		
Telephone:	Email:	

Notices to Subscribing LEA: The Provider and Subscribing LEA are each responsible to promptly notify the other Party of changes to the notice information.

Security Notices to Subscribing LEA

[LEA Security Name] [LEA Security Role] [LEA Security Postal Address] [LEA Security Email Address]	
[LEA Name] [LEA Role] [919 N. Broad Street, Brooksville, FL 34801] [LEA Email Address]	With a copy to (if provided): LEA Legal Counsel LEA Legal Counsel Postal Address LEA Legal Email Address

EXHIBIT F: ADEQUATE CYBERSECURITY FRAMEWORKS

Provider must mark one or more frameworks with which it complies.

The Provider may change which framework it complies with without invalidating or changing the DPA, but must notify the LEA of such change in accordance with the notification requirements of the DPA.

FRA	MEWORK(S)
	Global Education Security Standard - https://sdpc.a4l.org/gess/
	NIST Cybersecurity Framework (CSF)
Х	NIST SP 800-53 Security and Privacy Controls for Information systems and organizations
	NIST SP 800-171 Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations
	ISO 27000 series, Standards for implementing organization security and management practices
	CIS Center for Internet Security Critical Security Controls
	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

This space is provided for optional security programs and measures as noted in section 5.3:

EXHIBIT G: Supplemental SDPC State Terms for Florida

Providers/Operators are to comply with section 1002.22, Florida Statutes.

Providers/Operators are to comply with the Florida Student Online Personal Information Protection Act, Florida Statute 1006.1494. This Act (effective 7/1/2023 and initiated from SB 662 in 2023) establishes new and different terms than those outlined in the National Student Data Privacy Agreement contained herein. Providers/Operators are subject to all ofthe Act's privacy terms, including, but not limited to the following:

1. An operator may not knowingly do any of the following:

- a. Engage in targeted advertising on the operator's site, service, or application, or targeted advertising on any other site, service, or application if the targeting of the advertising is based on any information, including covered information and persistent unique identifiers, which the operator has acquired because of the use of that operator's site, service or application for K-12 school purposes.
- b. Use covered information, including persistent unique identifiers, created, or gathered by the operator's site service, or application to amass a profile of a student, except in furtherance of k-12 school purposes.
- c. Share, sell, or rent a student's information, including covered information

2. An operator shall do all the following:

- a. Collect no more covered information that is reasonably necessary to operate an Internet website, online service, online application, or mobile application.
- b. Implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information which are designed to protect it from unauthorized access destruction, use, modification, or disclosure.
- c. Unless a parent or guardian expressly consents to the operator retaining a student's covered information, delete the covered information at the conclusion of the course, or corresponding program and no later than 90 days after a student is no longer enrolled in a school within the district, upon notice by the school district.

Hernando CO NDPAV2 Standard

Final Audit Report

2025-05-16

Created:

2025-05-16

Ву:

Jan Pineau (jan.pineau@nearpod.com)

Status:

Signed

Transaction ID:

CBJCHBCAABAAikZ-tno1-fuTEUT-t1lc3vqVmlvGC_Mk

"Hernando CO NDPAV2 Standard" History

- Document created by Jan Pineau (jan.pineau@nearpod.com) 2025-05-16 7:34:38 PM GMT
- Document emailed to Scott Johnson (scott.johnson@renaissance.com) for signature 2025-05-16 7:34:48 PM GMT
- Email viewed by Scott Johnson (scott.johnson@renaissance.com) 2025-05-16 9:05:50 PM GMT
- Document e-signed by Scott Johnson (scott.johnson@renaissance.com)
 Signature Date: 2025-05-16 9:07:22 PM GMT Time Source: server
- Agreement completed. 2025-05-16 9:07:22 PM GMT

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Renaissance Learning, Inc.
Vendor FEIN: 39-1559474
Vendor's Authorized Representative Name and Title: Ted Wolf, CFO
Address: 2911 Peach Street
City: Wisconsin Rapids State: WI ZIP: 54494
Phone Number: 800-334-4204
Email Address: contracts@renaissance.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are
 pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not
 applied toward the liquidation of the debt, the length and nature of the labor or services are not
 respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true. By:	
AUTHORIZED SIGNATURE	
Print Name and Title: Ted Wolf, CFO Date: 5/13/2025	

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in <u>Rule 60A-1.020</u>, <u>F.A.C.</u>

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Ted Wolf

Title: CFC

Signature: Date: 5/13/2025

Approved as to Content & Form

Caroline Mocker, Esq. Staff Counsel, HCSD

Staff Counsel, HCSI 9:00 am, 05/16/2025

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

A. It	em Currently Budge	ted -									
	Account Name	_									
	Account Number	_			_						
			Fund	Function		Object		Cost Center		Project	Sub Project
	Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$		\$		\$	\$		\$		\$		
	Account Name										
	Account Number										
	Account Number	-	Fund	Function		Object	_	Cost Center		Project	Sub Project
	Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$		\$		\$	\$		\$		\$		

Funding Source	To be included in the 2025-2026 Fiscal Year Budget							
Account Name	Add'l Millage Nov 2	20 Instructional Rel	ated Technology Te	ech Rentals Academ	ic Svcs Voted Mi	II Technology		
Account Number	1120E	6500	3690	9410	00107			
Amount <u>\$</u>	Fund 78,420.00	Function	Object	Cost Center	Project	Sub Project		
	70 400 00	Function	Object			Sub Project		
Amount <u>\$</u>	70 400 00	Function	Object			Sub Projec		

C. History	
Check one:	
Prior Year Budget:	◉
New for Current Year:	0

Prior Year Approved Budget: \$76,332.00Prior Year Actual Spent: \$76,332.00

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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 25. 25-3074

6/24/2025

Title and Board Action Requested

Approve the extension to the piggyback of Marion County School Board, RFP No. 3529 RC, Banking Services, awarded to Regions Bank, for the Visa Purchasing Card Program.

Executive Summary

The Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby requests the Board approve the extension to the piggyback of Marion County School Board, RFP No. 3529 RC: Bank Services, awarded to Regions Bank, for the Visa Purchasing Card Program. Under this contract, Regions Bank provides all credit card services related to the District's purchasing card program. There are no fees associated with this program. Regions Bank offers Hernando County School District a tiered rebate on every dollar spent. It is estimated the District could receive \$70,000.00 annually in rebates.

HCSB Bid No. 19-946-02 PB EXT has been assigned for internal tracking purposes.

My Contact

Christopher Reckner
Director of Purchasing and Warehousing
Phone: (352) 797-7060

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board	Approval Meeti	ng:	Jun	e 24 ,	2025			
Bid No. 19-946-	02 PB EXT		Bid ⁻	Γitle:	Banking	g Servic	es	
Recommend approve	al of this agenda item u	nder the	specific catego	ry belo	w:			
□ Lowest Bid(s) □ Request for Proposal(s) □ Revised Award □ Renewal of Contract □ Bid Termination □ Revisions/Amendments to Bid ☑ Piggyback Cooperative			□ Low Bid(s) Meeting Specification □ Sole Source ☑ Contract Extension			on	□Rejection/Cancellation □Re-Award (Partial/Who	
Bid Contract Perio	d: 07/01/2025 t	hrough	12/31/2025		I/A – One	e Time Pu	ırchase	
Contract Type:	☐ Estimated Dollar Amount	☐ Firm Dollar A			rm, Fixed Prices		Fixed Hourly Rates, Fees Percentages	
Renewal Options:	No. of Terms Remaining		☐ Length of Each Term (mo	nth)	☐ Len _ē	gth of erm (year)	⊠ None	
for Visa Purchasing (Extension of the piggy Card Program awarded ed for internal tracking	to Regior	ns Bank, offerin					
Bidders Electronically Downloaded From Bidne Website: na	Bids Received: et	No Bids:	Late Bi	ds:	Rejecte	d Bids:	N/A – Bids Not Required: Piggyback	
Submitted/								
Requested By:	Christopher Reckner Director of Purchasing & Wa		rehousing		Schoo	ol(s): Dis	trict Wide	

Recommended award by vendor: Regions Bank

T/C CODE: 1902

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

Account Number	Fund	Function	Object	Cost Center	Project	Sub Proje
Original Approved + Budget -	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request =	Remaining Balance Available	
		\$	\$	\$	\$	
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Proje
Original Approved + Budget -	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request =	Remaining Balance Available	
		\$	_ \$	\$	\$	
				\$		
em Currently Not Budgeted	general f					
em Currently Not Budgeted	GENERAL F Estimated Ro	FUND ebate Revenue Ea 3495	arnings 0000	9215	47700	
em Currently Not Budgeter Funding Source Account Name	GENERAL F Estimated Ro 1100 Fund	FUND ebate Revenue Ea	arnings			Sub Proje
em Currently Not Budgeted Funding Source Account Name Account Number	GENERAL F Estimated Ro 1100 Fund	FUND ebate Revenue Ea 3495	arnings 0000	9215	47700	
em Currently Not Budgeted Funding Source Account Name Account Number Amount \$ 7	GENERAL F Estimated Ro 1100 Fund	FUND ebate Revenue Ea 3495	arnings 0000	9215	47700	
em Currently Not Budgeted Funding Source Account Name Account Number Amount \$ 7	GENERAL F Estimated Ro 1100 Fund	FUND ebate Revenue Ea 3495	arnings 0000	9215	47700	

** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**

0

0

Prior Year Approved Budget:

Prior Year Actual Spent:

C. History

Check one:

Prior Year Budget:

New for Current Year:



Hernando School District

School Board Regular Meeting

Agenda Item # 26. 25-3078

6/24/2025

Title and Board Action Requested

Approve the Closeout/Final Acceptance to the contract with Waller Construction, Inc. for Tennis Courts at Hernando High School and authorize final payment in the amount of \$24,697.88.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the Closeout/Final Acceptance to the contract with Waller Construction, Inc. for Tennis Courts at Hernando High School and authorize final payment in the amount of \$24,697.88.

The original contract sum was \$503,716.00, of which \$469,259.65 has been paid to date, leaving a balance of \$34,456.35. Change Order 01 returns to the School Board \$9,758.47. The final payment due to the contractor, therefore, is \$24,697.88.

My Contact

Brian Ragan Director of Facilities & Construction ragan_b@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



AIA Document G704 – 2017

Certificate of Substantial Completion

PROJECT: (name and address) Hernando High School Tennis Courts

Hernando High School 111 Emie Chatman Run Brooksville, FL 34601

OWNER: (name and address) Hemando County School District 8016 Mobley Road

CONTRACT INFORMATION: Contract For: **Tennis Court Improvements**

Date: 05-28-2024

ARCHITECT: (name and address) Paul A. Manuel, P.E. Coastal Design Consultants, Inc.

7026 Little Road New Port Richey, FL 34654 **CERTIFICATE INFORMATION:**

Certificate Number:

Date:

03/18/2025

CONTRACTOR: (name and address) Walter Construction, Inc. 1065 South Florida Avenue Lakeland, FL 33803

Brooksville, FL 34601

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. (Identify the Work, or portion thereof, that is substantially complete.)

ARCHITECT (Signature)

BY: Paul Manuel

(Printed name, title, and license number if required)

Date Of Substantial

03/14/2025

Completion

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: (Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.)

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

CONTRACTOR (Signature)

BY: Jackie Staton Project Manager

(Printed name and title)

3/25/2025

Date

BY: Richard Oakley

RicHARD Dakley PM 3 26/2025
(Printed name and title)

Date

FLORIDA DEPARTMENT OF EDUCATION Office of Educational Facilities

tive and the second	3.6	CERTIFICATE OF FINAL INSPECTIC	
	cational Facilities		OEF USE ONLY
	nes Street, Ro		
(850) 245-049	Fiorida 32399-	0400	
	-9236 or (850)	245-9304	
		one copy of the completed form for all projects	OT .
with construction cost	e exceeding \$3	00,000. Mark the appropriate term within the	:
	ice this form	in sufficient quantity for your use. Section	
1013.37(2)(c), F.S.		and the second s	
RE:			OFE Assessed Drobat Mumbo
UEC WI	44120	County School District	OEF Assigned Project Number
TIES IV		1 111 1 - 1	School District o Florida College)
	HER	WANDO High School	School Name □ Campus)
B 1.8			Ø8chool □ College) Code Number
Tennis Court	- Igas		Description of Project
SECTION A: BOARD'S AC	CEPTANCE		
Upon the recommendation	of our Project (a	Architect is Engineer) as certified in Section B below,	in accordance with Chapter 1013, F.S., THE
1	-	ojact on	
Name (Type or Print)	to the second	A. D. Company of the State of t	
Signature:	In Sunamband	Date:	property ()
SECTION B: (a ARCHITEC		The state of the s	
AS DOOLECT IS ADOMITE	CT/ - EMOINEE	2) I have henerted this project and in my considered	professional opinion, the work required by the
contract for this project has	been completed in	a accordance with approved contract documents; Chapter	1013, Florida Statutes; Rule 6A-2.0010, FAC;
Signature:		Date:	5 22 2025
Firm Name: Coasta	resign	imsultants Inc	
Address: 7024 1	ittle Rd	New Port-Richey	FL 34654
Addioss.	Street/P.O. Box		State Zip
SECTION C: XBuilding Office	del o Other (Spec	fy) Certification	
i have inspected the project	and in my conside	ared opinion, it is complete and in accordance with applica	ble statutes, rules, and codes.
	HATTI OAZ	UTA BUIZEY EO 11/25	
Name (Type or Print)	The second	get light stripes	
Signature:	4	Dat	6: 05-23.2025
100	Building Office	old beCertified Inspector	ATTENDED TO THE POSSESS OF THE POSSE
BECTION D: FACILITY INFO	RMATION.	TO ASSESSED TO THE REAL PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE PROPERTY AND THE	
1. TYPE OF PROJECT:		2. CORRECTED "SPACE INVENTORY REPORT" (Is	
a Addition	n Remodeling	THE OEF: D Yes D No ANA	If "No," explain:
 Renovation SOURCE OF FUNDS: 	b — man	A TO COMPANY DANGED OF LIVE OF	402 OFF 53
	m Stole	4. ADJUSTED FINAL CONTRACT AMOUNT: \$	493,957,63
Local	o State	5. PROJECT GROSS SQUARE FOOTAGE:	42,436 SF 89 FT
rs Federal	0	6. COST PER GROSS SQUARE FOOT: \$	11.59
		7. COST PER STUDENT STATION: \$	17.

OEF 209 Rule 6A-2.0010, FAC

Page 1 of 2 Effective November 2012

CERTIFICATE OF FINAL INSPECTION (CFI) 8. BUILDING CONTRACT DATE: 5 29 24 COMPLETION DATE: 3 14 2.5 9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts). C.O. No. 1 8 9,758,47 10. Date of Occupancy; 11. Additional information: Deductive cott was crediting back monies not used in the contingency allowence.

OEF 209

Rule 6A-2.0010, FAC

901

Page 2 of 2

Effective November 2012



Change Order

PROJECT: (Name and address) Hernando High School Tennis Courts Hernando High School

OWNER: (Name and address) Hernando County School District 8016 Mobley Road Brooksville, FL

CONTRACT INFORMATION:

Contract For: Date: 05-28-2024

ARCHITECT: (Name and address) Paul A. Manuel, P.E. Coastal Design Consultants, Inc. 7026 Little Road New Port Richey, FL 34654

CHANGE ORDER INFORMATION: Change Order Number: 001

Date: 5/13/2025

CONTRACTOR: (Name and address) Jackie Staton Waller Construction Inc. 1065 South Florida Ave Lakeland, FL. 33803

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.) Credit for funds remaining in the Contingency.

The original Contract Sum was The net change by previously authorized Change Orders The Contract Sum prior to this Change Order was The Contract Sum will be decreased by this Change Order in the amount of The new Contract Sum including this Change Order will be

503,716.00 0.00 503.716.00

62) days. Sixty-two The Contract Time will be increased by The new date of Substantial Completion will be May 15, 2025

NOTE:

This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Signature)

(Printed name, title, and license number if required)

Jackie Staton-Proj Mgr

(Printed name and title)

5/13/2025

Date

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TO: Hernando County School District

8016 Mobley Road Brooksville, FL 34601

PROJECT: Hernando High School Tennis Courts 111 Ernie Catman Run

APPLICATION NO:

NINE (9)

Brooksville, FL 34601

APPLICATION DATE: PERIOD TO:

April 21, 2025. March 31, 2025.

FROM: Waller Construction, Inc.

1065 South Florida Avenue Lakeland, FL 33803

HCSD P.O.#: WCI PROJECT #: 2042400272 24-0038-CM

CONTRACT FOR: General Construction

CONTRACT DATE: May 29, 2024.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$503,716.00
2. Net change by Change orders	(\$9,758.47)
2a. Pending Change Orders	\$0.00
2b. Pending RFP	\$0.00
2c. Signed Proposals	
3. CONTRACT SUM TO DATE (Line 1+-2)	\$493,957.53
4. TOTAL COMPLETED & STORED TO DATE	\$493,957.53

5. RETAINAGE:

(Column G on G703)

a. 5% of Completed Work \$0.00	
b% of Stored Material \$0.00 (Column F on G703)	
Total Retainage (Line 5a+5b or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$493,957.53
(Line 4 less Line 5 Total)	

7. LESS PREVIOUS PAYMENT REQUEST

\$469,259.65

8. CURRENT PAYMENT DUE 9. BALANCE TO FINISH, PLUS RETAINAGE

(Line 3 less Line 6)

\$24.697.88

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in		
previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	(\$9,758.47)
Total pending this month	\$0.00	\$0.00
TOTALS	\$0.00	(\$9,758.47)
NET CHANGES BY CHG ORDERS	(\$9,758.47)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment as been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

WALLER CONSTRUCTION, INC. CONTRACTOR:

Jacqueline Staton - Project Manager

April 21, 2025. Date:

FLORIDA State of

POLK County of

Subscribed and sworn to before the this 21st day of April. 202 Notary Signature:

Notary Public:

Notary Public State of Florida Brenda Poe My Commission HH 347490 Expires 1/8/2027

ARCHITECT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies that to the best of his knowledge,

information and belief the Work has progressed as indicated, the

quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$24.697.88

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to Conform to the amount certified.)

BY:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any right of the Owner or Contractor under this Contract.

AIA DOCUMENT G702*APPLICATION AND CERTIFICATE FOR PAYMENT*MAY 1992

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER:

NINE (9)

APPLICATION DATE:

April 21, 2025. March 31, 2025.

PERIOD TO: PROJECT NO:

24-0038-CM

-	Didn'tt I off Contracts where variable retail							= 1 1111 1111	
Α	В	С	D	E	F	G	Н	I	J
ITEM	DESCRIPTION OF	SCHEDULED	FROM PREVIOUS APPLICATION		MATERIALS PRESENTLY STORED (NOT IN	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	
NO.	WORK	VALUE	(D+E)	THIS PERIOD	D OR E)	(D+E+F)	(G/C)	(C-G)	RETAINAGE
1	General Conditions, Supv, PM	\$35,523.00	\$35,523.00	\$0.00	\$0.00	\$35,523.00	100%	\$0.00	\$0.00
2	Bond	\$8,700.00	\$8,700.00	\$0.00	\$0.00	\$8,700.00	100%	\$0.00	\$0.00
3	Project Signage	\$850.00	\$850.00	\$0.00	\$0.00	\$850.00	100%	\$0.00	\$0.00
4	Demolition / Silt Fencing	\$48,500.00	\$48,500.00	\$0.00	\$0.00	\$48,500.00	100%	\$0.00	\$0.00
5	Survey & Asbuilt	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100%	\$0.00	\$0.00
6	Sitework & Underground Piping	\$76,800.00	\$76,800.00	\$0.00	\$0.00	\$76,800.00	100%	\$0.00	\$0.00
7	Asphalt Work	\$47,200.00	\$47,200.00	\$0.00	\$0.00	\$47,200.00	100%	\$0.00	\$0.00
8	Concrete Work	\$36,750.00	\$36,750.00	\$0.00	\$0.00	\$36,750.00	100%	\$0.00	\$0.00
9	Fencing / Gates	\$55,893.00	\$55,893.00	\$0.00	\$0.00	\$55,893.00	100%	\$0.00	\$0.00
10	Basketball Equip & Surfacing	\$139,750.00	\$139,750.00	\$0.00	\$0.00	\$139,750.00	100%	\$0.00	\$0.00
11	Arborist Fee	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100%	\$0.00	\$0.00
12	Contingency	\$50,000.00	\$40,241.53	\$9,758.47	\$0.00	\$50,000.00	100%	\$0.00	\$0.00
	CONTRACT TOTAL	\$503,716.00	\$493,957.53	\$9,758.47	\$0.00	\$503,716.00	100%	\$0.00	\$0.00
	CHANGE ORDER								
13	DCO#1 Credit Bal of Contingency	(\$9,758.47)	\$0.00	(\$9,758.47)	\$0.00	(\$9,758.47)	100%	\$0.00	\$0.00
	GRAND TOTAL	\$493,957.53	\$493,957.53	\$0.00	\$0.00	\$493,957.53	100%	\$0.00	\$0.00

ACKNOWLEDGMENT OF RECEIPT OF PAYMENT WAIVER OF CLAIM AND CERTIFICATE

THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

Partial Waiver of Lien	X Final Waiver of Lien
KNOW ALL MEN BY THESE PRE	SENCE, That Waller Construction, Inc.
and in consideration of \$24,69	7.88 Twenty-four Thousand Six Hundred Ninety-
seven Dollars & 88/100 Dollars and	other goods and valuable considerations, lawful
money of the United States of America	ca, to me in hand paid, the receipt whereof is hereby
acknowledged does hereby waive, rel	lease, remise and relinquish any and all right to make
any claim or demand whatsoever aga	inst the School Board of Hernando County, Florida
for work done or material furnished i	n the project named herein. All Laborers, and / or
material suppliers and others who fur	rnished Labor, Equipment, and / or materials for the
following mentioned property, pursua	ant to any order of this company, firm, corporation,
or other entity, have been paid on the	following described property:
	h School Tennis Courts
111 Ernie Cha	<u> </u>
Brooksville, F	<u>L 34601</u>
<u> </u>	of his knowledge, information and belief, the work crials supplied, are in accordance with the Contract
Dated this 31st day of	March , 2025 at
Waller Construction, Inc.	
	By: <u>Jackie Staton</u> <u>Jackie Staton</u>
	Title: Project Manager
Sworn to and subscribed to before me	e this
My Commission Expires	
	Notary Public
Personally Known (X) or Produced l	Identification ()
Type of Identification Produced:	
HCSB - #12 (This form may be rep	

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

A. Item Currently Budgeted -						
Account Name	Hernando Hiç	gh Tennis Court	Project Close -C	Out		
Account Number	3720E	7400	6700	0051	M2230	
	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved + Budget -	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present = Request =	Remaining Balance Available	
\$ 503,716.00	9,758.47	_{\$} 469,259.65	_{\$} 34,456.35	\$ 24,697.88	\$ 0.00	-
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved + Budget -	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request =	Remaining Balance Available	
\$		\$	\$	\$	\$	_
Funding Source Account Name Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$						
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$						
C. History						
Check one: Prior Year Budget: New for Current Year:						
Prior	Year Approved Budget:					

** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**

Prior Year Actual Spent:



Hernando School District

School Board Regular Meeting

Agenda Item # 27. 25-3081

6/24/2025

Title and Board Action Requested

Approve the piggyback of The Interlocal Purchasing System (TIPS), Region 8 Education Services Center (ESC), RFP No. 230402: Food Management Tool (including Software) awarded to EMS LINQ, LLC., an authorize the issuance of a Purchase Order in the amount of \$87,400.17.

Executive Summary

The Director of Food and Nutrition Services, on behalf of the Superintendent of Schools, hereby requests Board approval for the piggyback of The Interlocal Purchasing System (TIPS), Region 8 Education Service Center (ESC), RFP No. 23402: Food Management Tool (including Software) awarded to EMS LINQ, LLC. This software operates point-of-sale systems (POS), digital menu boards, LINQ family portal, menu planning, nutrient analysis, inventory, production records, temperature capture, ordering and student management. This piggyback contract contract period is from 6/24/2025 through 5/31/2026. The total renewal cost for this purchase is \$87,400.17, which is a decrease from last year due to the new piggyback agreement. The renewal period of this software is 07/01/2025 through 06/30/2025.

HCSB Bid No. 25-204-42 PB has been assigned for internal tracking purposes.

My Contact

Holly Longo Director of Food and Nutrition Services 352-797-7028 x71409

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: Bid No. 25-204-42 PB			June 24,	2025	
			Bid Title: Food Service Management Tool (including Software)		
Recommend approv	al of this agenda item u	nder the spec	ific category belo	w:	
□ Lowest Bid(s) □ Request for Proposal(s) □ Revised Award □ Renewal of Contract □ Contract Termination □ Amendments to Contract □ Reversed Auction □ Piggyback Cooperative			ow Bid(s) Meeting Spole/Single Source ktension of Contract esponsive/Responsi		☐ Rejection/Cancellation☐ Re-Award (Partial/Whole)☐ Emergency
Bid Contract Perio	od: 06/24/2025 t	:hrough 05/3	1/2026	□ N/A – 0	ne Time Purchase
Contract Type:	☐ Estimated Dollar Amount	☐ Firm, Fixe Dollar Amou		Prices Hou	Firm, Fixed Unit Prices, orly Rates, Fees and/or centages
Renewal Options:	No. of Terms <u>Remaining</u> 1		ength of n Term (month)	∠ Length of Each Term (y 1	
No. 230402: Food Ser		ncluding Softw	vare), awarded to	EMS LINQ, LLC fo	on Service Center (ESC), RFP or the Point-of-Sale Software ng purposes.
Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	N/A – Bids Not Required:
Submitted By:	Christopher Reckner Director of Purchasir			ool(s): District	Wide
Requested By:	Holly Longo Director of Food and	Nutrition	Dep	artment(s): Fo	ood and Nutrition
Recommended aw	vard: (See attached)				

(25-204-42 PB (06-24-25)

T/C CODE: 2542

Awarded Vendor:

EMS LINQ, LLC Jessica Cline (888) 464-5467 jcline@linq.com

(25-204-42 PB (06-24-25)

EMS LINQ, LLC

Empowering the Business of K-12

2801 Via Fortuna, Suite 400

Austin, TX 78746

Phone: (888) 464-5467 Fax: (737) 358-9282 Email: jcline@linq.com

 Quote #:
 Q-149114-1

 Start Date:
 7/1/2025

 Expires On:
 8/25/2025

Customer Contact Bill To

Hernando County Public Schools 919 N Broad St Brooksville, Florida 34601

SALESPERSON	EMAIL	SERVICE PERIOD	PAYMENT METHOD
Jessica Cline	jcline@linq.com	12 months	Net 30

Terms & Conditions

Year 1

(July 1, 2025 - June 30, 2026)

This grouping of products represents your first invoice. It includes your first year subscription products as well as any one-time fees.

QTY	PRODUCT	DESCRIPTION	NET PRICE	NET TOTAL
31.00	Nutrition Front of House - Annual Subscription		\$1,025.00	\$31,775.00
62.00	Point of Service Included in Bundle		Included	\$0.00
39.00	Point of Service Add on Large		\$150.00	\$5,850.00
29.00	Student Management, Eligibility & Reporting		Included	\$0.00
31.00	Nutrition Back of House Plus - Annual Subscription		\$675.00	\$20,925.00
1.00	Menu Planning		Included	\$0.00
22.00	Production Records		Included	\$0.00
53.00	Temperature Probe		\$220.00	\$11,660.00
22.00	Inventory		Included	\$0.00
1.00	Purchasing		Included	\$0.00
1.00	TITAN Sandbox (TSNDBX100)	TITAN Sandbox (TSNDBX100), Access to a sandbox of the TITAN Platform Annual Subscription Fee, Each (Quantity 1)	\$1,116.42	\$1,116.42
45.00	Nutrition Digital Menu Boards Telementry		\$337.75	\$15,198.75



QTY	PRODUCT	DESCRIPTION	NET PRICE	NET TOTAL
1.00	Nutrition - General Ledger		\$875.00	\$875.00
			Subtotal:	\$87,400.17

Tax:	\$0.00
Shipping:	
Grand Total:	\$87,400.17

- The Order Form term will renew for subsequent 12 month terms (each a "Renewal Term"), unless either party gives the other written notice of non-renewal at least 90 days before the end of the current term.
- For subsequent years within the term bound by the Start Date and End Date detailed on this quote, LINQ is entitled to increase the fees specified in the Order Form to the then-current subscription fees for the LINQ Products, as set forth in the LINQ price list in effect as of such date.
- Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that LINQ receives your purchase order.
- In the event that this quote includes promotional pricing, such promotional pricing may not be valid for the entire period stated on this quote.
- All invoices shall be paid within thirty (30) days of the date of invoice.
- All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and shall not impact the terms or conditions reflected in this quote and the applicable LINQ Master Subscription Agreement.
- This quote is subject to and incorporates the terms and conditions of the LINQ Master Subscription Agreement found at https://www.linq.com/legal-msa
- Ground shipping or most reasonable shipping costs will be added to the invoice after shipment for all Hardware orders.
- You will be required to pay LINQ for travel expenses (lodging, meals, transportation, and other related expenses)
 incurred in the performance of Professional and Support Services.

Customer:
Signature:

Name:

Business Title: Authority Level:

Date:

Additional Comments



Complete Section A or B; and C

$\underline{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}\\ \text{(For Donations, use Section B)}$

A. Item Currently Budg	eted -						
Account Name	_						
Account Number	_						
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved	+	Budget Amendments	Expenditures / - Encumbrances	Current = Available	Present - Request	Remaining Balance	
Budget	-	Amendments	To Date	Budget	- Request	Available	
\$	\$_		\$	\$	\$	\$	
Account Name							
Account Name	-						•
Account Number	-	Fund	Function	Object	Cost Center	Project	Sub Project
Original		Budget	' Expenditures /	Current	Present	Remaining	
Approved	+	Amendments	 Encumbrances 	= Available	- Request	= Balance	
Budget	-		To Date	Budget		Available	
\$. \$		\$	\$	\$		
B. Item Currently Not B	Budgeted		rition Services				
Funding Source	Budgeted -	Food and Nut		als			
Funding Source Account Name	Budgeted - -	Food and Nut	rition Services nd Related Renta 7600	als 3690	9002	00100	
Funding Source Account Name Account Number	-	Food and Nut Technology a 4110E Fund	nd Related Renta		9002 Cost Center	00100 Project	Sub Project
Funding Source Account Name Account Number	-	Food and Nut Technology a 4110E	nd Related Renta 7600	3690			Sub Project
Funding Source Account Name Account Number	-	Food and Nut Technology a 4110E Fund	nd Related Renta 7600	3690			Sub Project
Funding Source Account Name Account Number Amoun	-	Food and Nut Technology a 4110E Fund	nd Related Renta 7600	3690			Sub Project
Funding Source Account Name Account Number Amount Funding Source	-	Food and Nut Technology a 4110E Fund 7,400.17	nd Related Renta 7600	3690			Sub Project
Funding Source Account Name Account Number Amount Funding Source Account Name	-	Food and Nut Technology a 4110E Fund	nd Related Renta 7600	3690			Sub Project Sub Project
Funding Source Account Name Account Number Amount Funding Source Account Name	- - nt <u>\$ 87</u> -	Food and Nut Technology a 4110E Fund 7,400.17	nd Related Renta 7600 Function	3690 Object	Cost Center	Project	
Funding Source Account Name Account Number Amount Funding Source Account Name Account Number	- - nt <u>\$ 87</u> -	Food and Nut Technology a 4110E Fund 7,400.17	nd Related Renta 7600 Function	3690 Object	Cost Center	Project	
Funding Source Account Name Account Number Amount Funding Source Account Name Account Number	- - nt <u>\$ 87</u> -	Food and Nut Technology a 4110E Fund 7,400.17	nd Related Renta 7600 Function	3690 Object	Cost Center	Project	
Funding Source Account Name Account Number Amount Funding Source Account Name Account Number	- - nt <u>\$ 87</u> -	Food and Nut Technology a 4110E Fund 7,400.17	nd Related Renta 7600 Function	3690 Object	Cost Center	Project	
Funding Source Account Name Account Number Amount Funding Source Account Name Account Number Amount C. History Check one:	nt <u>\$</u> 87	Food and Nut Technology a 4110E Fund 7,400.17	nd Related Renta 7600 Function	3690 Object	Cost Center	Project	
Funding Source Account Name Account Number Amount Funding Source Account Name Account Number Amount Amount C. History	nt <u>\$</u> 87	Food and Nut Technology a 4110E Fund 7,400.17	7600 Function Function	3690 Object Object	Cost Center	Project	
Funding Source Account Name Account Number Amount Funding Source Account Name Account Number Amount C. History Check one: Prior Year Budget:		Food and Nut Technology a 4110E Fund 7,400.17	nd Related Renta 7600 Function	3690 Object Object	Cost Center	Project	

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 28. 25-3086

6/24/2025

Title and Board Action Requested

Approve the extension of Contract No. 21-645-17 RN EXT: Printing/Specialty Papers & Envelopes for Central Printing Services, awarded to Mac Papers, LLC, and authorize the purchase of goods for an estimated spending of \$50,000.00 for the extension period.

Executive Summary

The Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby requests that the Board approve the extension of Contract No. 21-645-17 RN EXT: Printing/Specialty Papers & Envelopes for Central Printing Services for the purchase of specialty paper items for the Print Shop and authorize the estimated spending of \$50,000 for the extension period.

This contract extension is authorized under Florida Statute 287.057 (12).

My Contact

Genele Firlik

Manager of Warehouse, Property Control, Printing & Records

Phone: (352) 797-7061

Christopher Reckner

Director of Purchasing & Warehousing

Phone: (352) 797-7060

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

The cost for this agenda item is \$50,000.00; see attached budget sheet. The cost for the previous fiscal year was \$38,915.08.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board	chool Board Approval Meeting:					June 24, 2025			
Bid No. 21-645-	17 RN EXT			Bid Title: Printing/Specialty Papers & Envelopes for Central Printing Services					
Recommend approv	al of this agenda item ui	nder the sp	ecific categ	ory belov	v:				
☐ Lowest Bid(s) ☐ Revised Award ☐ Bid Termination ☐ Piggyback Cooperat	☐ Request for Proposal(s ☐ Renewal of Contract ☐ Revisions/Amendment ive		low Bid(s) Sole Source Contract Ex	2	pecificatio	n	☐ Rejection/Cancellation☐ Re-Award (Partial/Whole☐ Emergency		
Bid Contract Perio	d: 08/25/2025 t	hrough 02	/24/2026		□ N/ <i>i</i>	A – One	Time Purchase		
Contract Type:	☐ Estimated Dollar Amount	☐ Firm, Fi		⊠ Fir Unit F	m, Fixed Prices		Fixed Unit Prices, Rates, Fees and/or ages		
Renewal Options:	No. of Terms Remaining		Length of ach Term (m	onth)	☐ Leng	gth of erm (year)	⊠ None		
Rationale/Reason	: Six (6) month extension	n of contra	ct, authoriz	ed by Flo	orida Statı	ute 287.0	57 (12).		
Bidders Electronically Downloaded From Bidne Direct Website: n/a	Bids Received: et	No Bids:	Late I	Bids:	Rejecte	d Bids:	N/A – Bids Not Required: Renewal		
Submitted By:	Christopher Reckner Director of Purchasin	g & Warel	nousing	Scho	ol(s): Dis	trict Wid	de		
Requested By:	Genele Firlik Manager of Warehou Property Control, Prin		cords	Depa	artment(s): Schoo	ol Distribution Center		
Recommended aw	ard, description of ite			attachec	l)				

T/C CODE: 2117

MAC Papers, LLC (V-12315)

	Minimum Mfr. Brand Name & Quantity per							
Item No.	Order	Item Description	No of Product Bid	Case	Cost/M			
1.	1000	CERTIFICATE BOND	068550-8.5 x 11, 24#	5000	\$55.66			
1.	1000	8.5" x 11", 24# White	Captial Bond, Lt. Cockle	3000	,555.00			
2.	1000	ACCENT OPAQUE DIGITAL 11" X 17" 80# White, International – 068613 Accent Opaque cover	068613-17 x 11, 80# Accent Opaque Cover	1000	\$102.46			
3.	1000	CLASSIC LINEN COVER, 8.5 x 11, 80#, Avon White	060900-8.5 x 11, 80# CL. Linen Avon White	2000	\$133.16			
4.	500	CLASSIC LINEN COVER, 18 x 12, 80#, Avon White	064775-18 x 12, 80#, CL Linen Avon White	500	\$404.80			
5.	2000	CLASSIC LINEN COVER, 11 x 17, 80#, Monterey Sand	044410-35 x 23, 80#, Classic Linen Monterey Sand	2000	\$411.13			
6.	500	VELVET COVER, 11 x 17, White, 100#, MacGregor Plus or Equal	N64743-17 x 11, 100# Blazer Digital Satin Cover	500	\$102.46			
7.	750	GLOSS COVER, 11 x 17, White, 80#, Blazer Digital or Equal	N64740-17 x 11, 80# Blazer Digital Gloss Cover	750	\$93.61			
8.	1500	GLOSS TEXT, 11 x 17, White, 80#, Blazer Digital or Equal	N64730-11 x 17, 80# Blazer Digital Gloss Text	1500	\$55.66			
9.	2000	ROYAL SUNDANCE COVER, 8.5 x 11, 80#, Thyme (250 Sheets Per Ream)	069087-8.5 x 11, 80# Royal Sundance Fiber Thyme	2000	\$113.85			
10.	500	ROYAL SUNDANCE COVER 044517 – 500/carton, 23" x 35" 80# Thyme	044517-35 x 23, 80# Royal Sundance Thyme	500	\$936.10			
11.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, White, 67 #	063096-11 x 17, 67# Springhill Vellum Bristol, White	1000	\$70.84			
12.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Yellow, 67 #	063166-11 x 17, 67# Springhill Vellum Bristol, Yellow	1000	\$73.37			
13.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Blue, 67 #	063099-11 x 17, 67# Springhill Vellum Bristol, Blue	1000	\$73.37			
14.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Pink, 67 #	063102-11 x 17, 67# Springhill Vellum Bristol, Pink	1000	\$73.37			
15.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Green, 67 #	063098-11 x 17, 67# Springhill Vellum Bristol, Green	1000	\$73.37			
16.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Bright Orange, 67 #	064038-11 x 17, 65# Neenah, Astrobright Cosmic Orange	1000	\$126.50			
17.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Tan 67#	065240-11 x 17, 67# Exact VB Tan	1000	\$74.65			

21-645-17 RN EXT (06-24-25)

		Section I: Bond Offset and Cov	ver Stock - <i>CONTINUE</i>	D	
Item No.	Minimum Order	Item Description	Mfr. Brand Name & No of Product Bid	Quantity per Case	Cost/M
18.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Bright Purple 65#	06440911 x 17,65# Astrobright cover Planetary Purple	1000	\$126.50
19.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Bright Blue 65#	06442111 x 17,65# Astrobright cover Lunar Blue	1000	\$126.50
20.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Sunburst/Bright Yellow 65#	06446911 x 17,65# Astrobright cover Sunburst yellow	1000	\$126.50
21.	n/a	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Bright Aqua 65#	N/A	N/A	NO BID
22.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Bright Pink 65#	N6445811 x 17, 65 Astrobright cover Pulsar Pink	1000	\$126.50
23.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Bright Green 65#	06443811 x 17, 65# Astrobright cover Terra Green	1000	\$126.50
24.	2000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Eclipse Black 80#	046744-23 x 35 80# Astrobright cover Eclipse Black	500	\$1,265.00
25.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Goldenrod 67#	063097, 11 X 17, 67# Springhill Goldenrod	1000	\$73.37
26.	1000	PAPER, VELLUM BRISTOL, COVER, 11 x 17, Cream/Manila 67#	063101-11 x 17,67# Springhill VB Cream	1000	\$73.37
27.	500	PAPER, VELLUM BRISTOL, COVER, 23 x 35, Lavender 67#	07228023 x 35,67# Exact VB Orchid	500	\$442.75

NO BID

21-645-17 RN EXT (06-24-25)

		Section II: Parchments	and Astrobrights		
Item No.	Minimum Order	Item Description	Mfr. Brand Name & No of Product Bid	Quantity per Case	Cost/M
28.	2000	ASTROPARCHE PARCHMENT, 8.5 x 11, 65# Cover <u>Blue</u> , Wausau or Equal	067930-8.5 x 11, 65# Astroparche cover Blue	2000	\$88.55
29.	2000	ASTROPARCHE PARCHMENT, 8.5 x 11, 65# Cover Natural, Wausau or Equal	067910-8.5 x 11, 65# Astroparche cover Natural	2000	\$88.55
30.	2000	ASTROPARCHE PARCHMENT, 8.5 x 11, 65# Cover Aged, Wausau or Equal	067980-8.5 x 11, 65# Astroparche cover Aged	2000	\$88.55
31.	2000	ASTROPARCHE PARCHMENT, 8.5 X 11, 65# Cover Ancient Gold, Wausau or Equal	067990-8.5 x 11, 65# Astroparche cover Ancient Gold	2000	\$88.55
32.	2000	ASTROPARCHE PARCHMENT, 8.5 X 11, 65# Cover <u>Gray</u> , Wausau or Equal	067940-8.5 x 11,65# Astroparche cover Gray	2000	\$88.55
33.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Re -Entry Red	046350-23 x 35, 65# Astrobright cover Re-Entry Red	500	\$506.00
34.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Celestial Blue	046345-23 x 35, 65# Astrobright cover Celestial Blue	500	\$506.00
35.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Vulcan Green		500	\$506.00
36.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Terra Green		500	\$506.00
37.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Planetary Purple		500	\$506.00
38.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Venus Violet		500	\$506.00
39.	n/a	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Neptune Blue		n/a	NO BID
40.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Orbit Orange		500	\$506.00

	Section II: Parchments and Astrobrights - CONTINUED								
Item No.	Minimum Order	Item Description	Mfr. Brand Name & No of Product Bid	Quantity per Case	Cost/M				
41.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Solar Yellow		500	\$506.00				
42.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Pulsar Pink		500	\$506.00				
43.	500	ASTROBRIGHTS COVER SMOOTH, 23 X 35, 65# Galaxy Gold	046300-23 x 35, 65# Astrobright cover Galaxy Gold	500	\$506.00				
44.	500	ASTROPARCHE PARCHMENT TEXT, 23 X 35, 60# Text Ancient Gold, Wausau or Equal	034300-23 x 35, 60# Astroparche text Ancient Gold	1500	\$351.67				
45.	750	EARTHCHOICE COVER SMOOTH, Cream, Tag 046145 – 23 x 35, 65#, Qty per Case 500	04614523 x 35, 65# Earthchoice cover Cream	750	\$379.50				

NO BID

		Section III: Gum Labels, Lir	nens and Envelopes		
Item No.	Minimum Order	Item Description	Mfr. Brand Name & No of Product Bid	Quantity per Case	Cost/M
46.	100	PRESSURE-SENSITIVE OFFSET, 8- 1/2 x 11, White, 60 #, Fasson or Equal	092455-8.5 x 11 Starboard tack Uncoated label	1000	\$270.20
47.	100	PRESSURE-SENSITIVE OFFSET, 8-1/2 x 11, Fluorescent Pink, 60 #, Fasson or Equal	092486-8.5 x 11 Starboard tack Fluorescent Pink	1000	\$364.35
48.	1000	PRESSURE-SENSITIVE OFFSET, 8-1/2 x 11, Fluorescent Green, 60 #, Fasson or Equal	092478, 8.5 x 11 Starboard Tack Fluorescent Green	1000	\$364.35
49.	100	PRESSURE-SENSITIVE OFFSET, 8-1/2 x 11, Fluorescent Yellow, 60 #, Fasson or Equal	092496-8.5 x 11 Starboard tack Solar Yellow	1000	\$364.35
50.	100	PRESSURE-SENSITIVE OFFSET, 8-1/2 x 11, Fluorescent Orange, 60 #, Fasson or Equal	092480-8.5 x 11 Starboard tack Fluorescent Orange	1000	\$364.35
51.	1000	CLASSIC LINEN TEXT ENVELOPES, A-2, 70# Avon White	080480-A-2 Classic Linen Avon white	1000	\$171.00
52.	1000	CLASSIC SMOOTH TEXT ENVELOPES, A-2, 70# Avon White	088110-A-2 Classic Crest Avon White	1000	\$171.00
53.	1000	CLASSIC LINEN TEXT ENVELOPES, A-2, 24# Monterey Sand	088700-A-2,70# Classic Linen Monterey Sand	1000	\$177.10
54.	500	CATALOG ENVELOPES, 9" x 12", White Side Seal, Self- Adhere	087268-9 x 12, 28# Mac-a-Peel Catalog	500	\$171.00
55.	500	CATALOG ENVELOPES, 10" x 13", White Side Seal, Self- Adhere	08727810 x 13, 28# Mac-A-Peel Catalog envelope	500	\$197.50
56.	2500	ENVELOPES, Plain Size # 10, White, 500/box, Signet Brand or Equal	083440#10, 24# Mac regular envelope	2500	\$31.00
57.	1000	ANNOUNCEMENT ENVELOPES, A-6, 28#, White, ENV FSC Mix 50% (PCW 10), Waverly Hall or Equal	087426A-6, 70# White Waverly Hall envelope	1000	\$96.15
58.	1000	WINDOW ENVELOPES, Left #10 – 083450, 2,500/carton, #10 Digimac only	#0, 24# Digimac Window envelopes	2500	\$85.00

NO BID

	Section IV: Carbonless Paper Stock							
Item No.	Minimum Order	Item Description	Mfr. Brand Name & No of Product Bid	Quantity per Case	Cost/M			
59.	5000	CARBONLESS PRECOLLATED REVERSE 8.5 x 11 2-Part W/Y Glatfelter Excel One Only	051306-8.5 x 11 2-part reverse	5000	\$39.20			
60.	5000	CARBONLESS PRECOLLATED REVERSE 8.5 x 14 2-Part W/Y Glatfelter Excel One Only	051349-8.5 x 14 2-part reverse	5000	\$51.74			
61.	5000	CARBONLESS PRECOLLATED REVERSE 8.5 x 14 3-Part W/Y/P Glatfelter Excel One Only	051351-8.5 x 14 3-part Reverse	5000	\$57.68			
62.	5000	CARBONLESS PRECOLLATED REVERSE 8.5 x 11 3-Part W/Y/P Glatfelter Excel One Only	051314-8.5 x 11 3-part Reverse	5000	\$47.60			
63.	5000	CARBONLESS PRECOLLATED FORWARD 8.5 x 11 3-Part W/Y/P Glatfelter Excel One Only	051316-8.5 x 11 3-part Forward	5000	\$47.60			
64.	5000	CARBONLESS PRECOLLATED REVERSE 8.5 x 14 4-Part W/Y/P/Gold Glatfelter Excel One Only	051356-8.5 x 14 4-part reverse	5000	\$62.72			
65.	5000	CARBONLESS PRECOLLATED REVERSE 8.5 x 11 4-Part W/Y/P/Gold Glatfelter Excel One Only	051325-8.5 x 11 4-part reverse	5000	\$50.40			
66.	5000	CARBONLESS PRECOLLATED FORWARD 8.5 x 11 4-Part W/Y/P/Gold Glatfelter Excel One Only	051357-8.5 x 11, 4-part forward	5000	\$50.40			
67.	5000	CARBONLESS PRECOLLATED REVERSE 8.5 x 11 5-Part W/Y/P/Gold Glatfelter Excel One Only	051366-8.5 x 11 5-part reverse	5000	\$63.84			
68.	n/a	CARBONLESS PRECOLLATED REVERSE 8.5 x 11 5-Part W/Y/P/Gold Glatfelter Excelerator Only	n/a		NO BID			
69.	5000	CARBONLESS PRECOLLATED 3-PART FORWARD 050823 - 8.5" X 14" Glatfelter Glatfelter Excel One only.	051352-8.5 x 14 3-part forward	5000	\$57.68			
70.	5000	CARBONLESS PRECOLLATED 4-PART FORWARD – 050862 8.5" x 11" Glatfelter Glatfelter Excel One Only.	051326-8.5 x 11 4-part forward	5000	\$62.72			
71.	1 Case	NCR GLUE 109890 – HAR fan apart (for carbonless padding)	109890-HAR fan apart glue gallons	4 Gallon/Case	\$679.84/Case			

NO BID

	Section V: Miscellaneous Stock								
Item No.	Minimum Order	Item Description	Mfr. Brand Name & No of Product Bid	Quantity per Case	Cost/M				
72.	4000	COLOR COPY PAPER 8.5 X 11 28# Smooth Photo White, Hammermill or Equal	066221-8.5 x 11, 28# Hammermill Color Copy	4000	\$36.30				
73.	2000	COLOR COPY PAPER 11 X 17 32# Smooth Photo White, Hammermill or Equal	066230-11 x 17, 32# Hammermill Color copy	2000	\$72.60				
74.	4000	COLOR COPY PAPER 8.5 x 11, 32# Smooth, Photo White, Hammermill or Equal	066233-8.5 x 11, 32# Hammermill	4000	\$49.10				
75.	5000	BOND BRIGHT WHITE 8.5 X 11, 24# Cockle, Capital or Equal	068550-8.5x 11, 24# Capital Bond	5000	\$58.00				
76.	2000	CLASSIC LINEN COVER 8.5 X 11, 80# Avon White	060900-8.5 x 11, 80# Cl Linen Avon	2000	\$139.00				
77.	5000	ROYAL FIBER WRITING 8.5 X 11, 24# Smooth Gray	064575-8.5 x 11, 24# Royal Fiber Gray	5000	\$45.00				
78.	5000	ROYAL FIBER WRITING, 8.5 x 11, 24#, Monterey Sand	060760-8.5 x 11, 24# Cl. Linen Monterey Sand	5000	\$46.20				
79.	n/a	ROYAL FIBER WRITING, 8.5 x 11, 24#, Thyme	N/A	n/a	NO BID				
80.	250	KAN'T KOPY, VOID BLUE, 8.5 x 11, 60#, 100 Sheets Per Pack	102000-8.5 x 11, 24# Kant Kopy	2500	\$119.00				

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

Account Name	eted -										
Account Number	_	Fund		Function		Object		Cost Center		Project	Sub Project
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
}	\$		\$		\$		\$		\$		
Account Name	_										
Account Number	_	Fund		Function		Object		Cost Center		Project	Sub Project
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
;	\$		\$		\$		\$		\$		

B. Item Currently Not Budgeted	d -**					
Funding Source	General Fund	l				
Account Name	Included in the	e 2025-2026 Bu	idget Request			
Account Number	1100	7700	5100	9525	40100	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$ 5	50,000.00					
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	T unu	Tunction	Object	Cost Center	rioject	Sub i Toject

С	. History		
	Check one: Prior Year Budget: New for Current Year:	Ø	
		Prior Year Approved Budget:	\$ 50.

 Prior Year Approved Budget:
 \$ 50,000.00

 Prior Year Actual Spent:
 \$ 38,915.08

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 29. 25-3091

6/24/2025

Title and Board Action Requested

Award Bid No. 25-910-37, Painting Services, to multiple vendors, and authorize the purchase of services for an estimated annual spending amount of \$300,000.00.

Executive Summary

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board to award Bid No. 25-910-37: Painting Services to Almost New Painting, Dave & John's Painting and POD, LLC., and authorize the purchase of services on an as needed basis for an estimated annual spending of \$300,000.00.

My Contact

Director of Maintenance Joseph Rychcik 8008 Mobley Road Brooksville, Florida 34601

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board	Approval Meet	ing:	June	24, 2025		
Bid No. 25-910-	37		Bid Ti	tle: Painting	Services	
Recommend approve	al of this agenda item ι	ınder the sp	ecific category	below:		
☐ Lowest Bid(s) ☐ Revised Award ☐ Contract Termination ☐ Reversed Auction	☐ Request for Proposal(s☐ Renewal of Contract☐ Amendments to Contrac☐ Piggyback☐ Requestry	act [Sole/Single Sou Extension of Co			□Rejection/Cancellation □Re-Award (Partial/Whole □Emergency
Bid Contract Perio	d: 06/24/2025	through 06	/23/2027	□ N/A	A – One Ti	me Purchase
Contract Type:	☐ Estimated Dollar Amount	☐ Firm, Fi Dollar Am		☐ Firm, Fixed Unit Prices		ixed Unit Prices, tes, Fees and/or es
Renewal Options:	No. of Terms Remaining 3		Length of ach Term (mont	⊠ Len _{ <u>h)</u> <u>Each Te</u> 1	erm (year)	□ None
Rationale/Reason	:					
Bidders Electronically Downloaded From Bidnet Direct Website: 4	Bids Received: 11	No Bids:	Late Bids 0	: Rejecte 0	d Bids:	N/A – Bids Not Required:
Submitted By:	Christopher Reckner Director of Purchasi		housing	School(s): Dis	strict Wide	2
Requested By:	Joseph Rychcik Director of Mainten	ance		Department(s): Mainte	nance Department
Recommended aw	ard: (See attached)					

T/C CODE: 2537

This tabulation establishes a contract with experienced, qualified and licensed contractors to provide complete painting services for district-wide facilities. Pricing is all inclusive of labor, supervision, technical expertise, equipment, tools, paint, materials, supplies, trade accessories, fuel, transportation, travel time, insurance, profit and other cost or fees of any kind, necessary to complete the required work project. No additional costs/expenses/fees shall be permitted, except as stated in the bid documents.

Almost New Painting

tem No.	Description	Unit of Measure	Firm Net All Inclusive Unit Price
1	Interior Surfaces Prime, Two (2) Coats of Paint Priming may include solvents base, latex surface conditioners, block fillers, sealer, and epoxies	Sq. Ft.	\$0.83
2	Exterior Surfaces Pressure Wash, Seal, And Two (2) Coats of Paint	Sq. Ft.	\$0.85
3	Waterproofing Exterior Surfaces Pressure Wash, Removal and Replacement of Control Joints, Seal, Two (2) Coats of Water Proofing, One (1) Coat Finish Paint	Sq. Ft.	\$1.44
4	Roofs & Canopies Prepping and Painting of Metal Roofs & Canopies	Sq. Ft.	\$1.62
5	Surface Preparation May include scraping, sanding, covering surrounding area, patching, filling small holes, applying caulk, repairing hair line cracks, etc.	Sq. Ft.	\$0.92
6	Door & Jambs Sand, Clean, Prime & Paint	Per Door	\$232.01
7	Door Jambs ONLY Sand, Clean, Prime & Paint	Per Door	\$82.15
8	Metal Doors Door & Jambs Strip to Original Surface, Fill, Prime & Paint	Per Door	\$598.66
9	Wood Doors Sand, Prep & Paint	Per Door	\$163.66
10	Door & Jambs Prep & Stain	Per Door	\$187.57
11	Door & Jambs Strip to Original Surface, Fill, & One (1) Coat Sanding Sealer and One (1) Coat Polyurethane	Per Door	\$266.17
12	Pressure Washing Exterior of Building and/or Sidewalk	Sq. Ft	\$0.16
13	Sandblasting May include block walls, wood, metal beams, roofs, concrete, walkway covers, stucco, and other related surfaces	Sq. Ft	\$2.20
14.	Additional Coat Cost of additional coat of paint/polyurethan beyond two (2)	Sq. Ft	\$5.47

SECTION 2 – Other Services (other than listed above)							
Item No.	Description	Unit of Measure	Firm Net All Inclusive Unit Price				
15	Labor Rates (Straight Time) Monday-Friday, 7:00 am to 5:00 pm	Hour	\$52.12				
16	Labor Rates (Over Time) Before 7:00 am, After 5:00 pm; Weekend and Holidays	Hour	\$78.19				
OF OTION	O. Barranta de Madella		<u>, </u>				

SECTION 3 – Percentage Mark-Up

Item No.	Description	Percentage (%) Mark-Up (+)
17	Material & Supplies Percentage (%) Mark-Up (+) On Materials & Supplies. This is allowed when the contractor must purchase materials outside the normal scope of needed supplies & material to complete the project. Materials are to be billed at net cost and include a percentage (%) markup, (maximum 10%). A copy of the itemized materials invoice from the supplier is to be included with the quote to the District. No mark-up on sales tax or freight allowed.	10 %

Additional Requested Pricing

Additional fees for projects beyond 10' feet height: Price Range: \$.08 to \$4.40 sq. ft. (not to exceed)

Additional fees for projects requiring additional preparation: Price Range: \$.08 to \$100 sq. ft. (not to exceed)

Warranty: One (1) Year Labor/Workmanship

Equipment Rental: Billed at actual cost – no mark up.

Contact Information:

Jodi Holcolm (813) 505-8988

mail@almostnewservices.com

Dave & John's Painting, Inc.

Item No.	Description	Unit of Measure	Firm Net All Inclusive Unit Price
1	Interior Surfaces Prime, Two (2) Coats of Paint Priming may include solvents base, latex surface conditioners, block fillers, sealer, and epoxies	Sq. Ft.	\$0.75
2	Exterior Surfaces Pressure Wash, Seal, And Two (2) Coats of Paint	Sq. Ft.	\$0.80
3	Waterproofing Exterior Surfaces Pressure Wash, Removal and Replacement of Control Joints, Seal, Two (2) Coats of Water Proofing, One (1) Coat Finish Paint	Sq. Ft.	\$1.50
4	Roofs & Canopies Prepping and Painting of Metal Roofs & Canopies	Sq. Ft.	\$1.50
5	Surface Preparation May include scraping, sanding, covering surrounding area, patching, filling small holes, applying caulk, repairing hair line cracks, etc.	Sq. Ft.	\$0.80
6	Door & Jambs Sand, Clean, Prime & Paint	Per Door	\$252.00
7	Door Jambs ONLY Sand, Clean, Prime & Paint	Per Door	\$90.00
8	Metal Doors Door & Jambs Strip to Original Surface, Fill, Prime & Paint	Per Door	\$600.00
9	Wood Doors Sand, Prep & Paint	Per Door	\$200.00
10	Door & Jambs Prep & Stain	Per Door	\$270.00
11	Door & Jambs Strip to Original Surface, Fill, & One (1) Coat Sanding Sealer and One (1) Coat Polyurethane	Per Door	\$630.00
12	Pressure Washing Exterior of Building and/or Sidewalk	Sq. Ft	\$0.15
13	Sandblasting May include block walls, wood, metal beams, roofs, concrete, walkway covers, stucco, and other related surfaces	Sq. Ft	\$2.00
14.	Additional Coat Cost of additional coat of paint/polyurethan beyond two (2)	Sq. Ft	\$2.14

SECTION	SECTION 2 – Other Services (other than listed above)						
Item No.	Description	Unit of Measure	Firm Net All Inclusive Unit Price				
15	Labor Rates (Straight Time) Monday-Friday, 7:00 am to 5:00 pm	Hour	\$60.00				
16	Labor Rates (Over Time) Before 7:00 am, After 5:00 pm; Weekend and Holidays	Hour	\$90.00				
SECTION	SECTION 3 – Percentage Mark-Up						
Item No.	Description	Percentage (%) Mark-Up (+)				

	District. No mark-up on sales tax or freight allowed.

Additional Requested Pricing

Material & Supplies

Additional fees for projects beyond 10' feet height: Price Range: \$.12 to \$1.50 sq. ft. (not to exceed)

Additional fees for projects requiring additional preparation: Price Range: \$.12 to \$3.00 sq. ft. (not to exceed)

Warranty: One (1) Year Labor/Workmanship (Excludes surfaces beyond repair)

This is allowed when the contractor must purchase materials outside the normal scope of needed supplies & material to complete the

project. Materials are to be billed at net cost and include a percentage (%) markup, (maximum 10%). A copy of the itemized materials invoice from the supplier is to be included with the quote to the

Percentage (%) Mark-Up (+) On Materials & Supplies.

Equipment Rental: Billed at actual cost – no mark up.

Contact Information: David Wadsworth (727) 224-1670

17

daveandjohnspaintinginc@yahoo.com

(25-910-37 (06-24-25) 5

10 %

POD, LLC

ltem No.	Description	Unit of Measure	Firm Net All Inclusive Unit Price
1	Interior Surfaces Prime, Two (2) Coats of Paint Priming may include solvents base, latex surface conditioners, block fillers, sealer, and epoxies	Sq. Ft.	\$1.52
2	Exterior Surfaces Pressure Wash, Seal, And Two (2) Coats of Paint	Sq. Ft.	\$1.43
3	Waterproofing Exterior Surfaces Pressure Wash, Removal and Replacement of Control Joints, Seal, Two (2) Coats of Water Proofing, One (1) Coat Finish Paint	Sq. Ft.	\$7.91
4	Roofs & Canopies Prepping and Painting of Metal Roofs & Canopies	Sq. Ft.	\$1.21
5	Surface Preparation May include scraping, sanding, covering surrounding area, patching, filling small holes, applying caulk, repairing hair line cracks, etc.	Sq. Ft.	\$0.53
6	Door & Jambs Sand, Clean, Prime & Paint	Per Door	\$135.00
7	Door Jambs ONLY Sand, Clean, Prime & Paint	Per Door	\$75.00
8	Metal Doors Door & Jambs Strip to Original Surface, Fill, Prime & Paint	Per Door	\$285.00
9	Wood Doors Sand, Prep & Paint	Per Door	\$185.00
10	Door & Jambs Prep & Stain	Per Door	\$135.00
11	Door & Jambs Strip to Original Surface, Fill, & One (1) Coat Sanding Sealer and One (1) Coat Polyurethane	Per Door	\$350.00
12	Pressure Washing Exterior of Building and/or Sidewalk	Sq. Ft	\$0.07
13	Sandblasting May include block walls, wood, metal beams, roofs, concrete, walkway covers, stucco, and other related surfaces	Sq. Ft	\$5.00
14.	Additional Coat Cost of additional coat of paint/polyurethan beyond two (2)	Sq. Ft	\$0.35

SECTION	SECTION 2 – Other Services (other than listed above)							
Item No.	Description	Unit of Measure	Firm Net All Inclusive Unit Price					
15	Labor Rates (Straight Time) Monday-Friday, 7:00 am to 5:00 pm	Hour	\$72.50					
16	Labor Rates (Over Time) Before 7:00 am, After 5:00 pm; Weekend and Holidays	Hour	\$72.50					
SECTION	3 – Percentage Mark-Up							

Item No.	Description	Percentage (%) Mark-Up (+)
17	Material & Supplies Percentage (%) Mark-Up (+) On Materials & Supplies. This is allowed when the contractor must purchase materials outside the normal scope of needed supplies & material to complete the project. Materials are to be billed at net cost and include a percentage (%) markup, (maximum 10%). A copy of the itemized materials invoice from the supplier is to be included with the quote to the District. No mark-up on sales tax or freight allowed.	10 %

Additional Requested Pricing

Additional fees for projects beyond 10' feet height: No additional fee

Additional fees for projects requiring additional preparation: Price Range: \$2.00 to \$5.00 sq. ft. (not to exceed)

Warranty: One (1) Year Labor/Workmanship (Excludes surfaces beyond repair)

Equipment Rental: Billed at actual cost – no mark up.

Contact Information:

Claudia Silva (813) 880-0001

bidding@paintersondemand.com

Complete Section A or B; and C

$\frac{\text{MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.}}{\text{(For Donations, use Section B)}}$

Account Number						
Account Names.						
	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved	Budget + Amendments	Expenditures / - Encumbrances	Current = Available	Present - Request	Remaining = Balance	
Budget	-	To Date	Budget	- 1104000.	Available	
	\$	\$	\$		\$	-
Account Name						
Account Number						
Account Hamber	Fund	Function	Object	Cost Center	Project	Sub Project
Original	Budget	Expenditures /	Current	Present	Remaining	
Approved Budget	+ Amendments	- Encumbrances To Date	= Available Budget	- Request	= Balance Available	
	\$	\$	\$	\$	\$	_
Funding Source						
Funding Source	elea -		_			
Funding Source Account Name	eteu - 					
Funding Source	Fund	- Function	Object	Cost Center	Project	- Sub Project
Funding Source Account Name	Fund		Object	Cost Center	Project	- Sub Project
Funding Source Account Name Account Number	Fund		Object	Cost Center	Project	. Sub Project
Funding Source Account Name Account Number Amount	Fund		Object	Cost Center	Project	Sub Projec
Funding Source Account Name Account Number Amount Source	Fund	-				
Funding Source Account Name Account Number Amount 9 Funding Source Account Name	Fund	Function	Object	Cost Center Cost Center	Project Project	Sub Project

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 30. 25-3092

6/24/2025

Title and Board Action Requested

Approval of the Adoption of the *Personal Financial Literacy and Money Management* Textbook and authorize the purchase of material from Budget Challenge and Florida School Book Depository for an Estimated Amount of \$205,485.00

Executive Summary

The Director of Secondary Programs and K-12 Mathematics, on behalf of the Superintendent of Schools, hereby requests the Board approval of the adoption of the *Personal Financial Literacy and Money Management* textbook and authorize the purchase of material from Budget Challenge and Florida School Book Depository. A review team consisting of high school instructional personnel and district staff evaluated and selected this resource to support the newly required high school course. Beginning with students entering 9th grade in the 2023-2024 school year, *Personal Financial Literacy* is a graduation requirement as mandated by Florida Statute 1003.4282. The district must provide instructional materials aligned to this requirement to ensure all students receive high-quality financial literacy education.

My Contact

Dr. John Morris Director of Secondary Programs and K-12 Mathematics 352-797-7000 ext. 443 morris j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



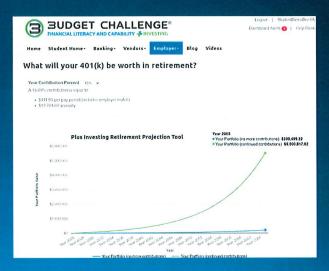
- Learning by doing is learning that lasts®
- Successfully used by over 900,000 students and over 10,000 teachers in all 50 states.
- Complete Florida PFMM solution providing everything needed for student and teacher success.
- Independent, financial education is all we do
- Named H.S. Program of the Year by the Institute for Financial Literacy
- What sets us apart is our award-winning, patented 10-week simulation.

Think of Budget Challenge as two integrated components

 Engaging and up-to-date e-textbook-based curriculum



 10-week real-time lab experience where students manage all the finances of an independent young adult



Textbook

- Teaches all the Florida standards
- Relevant and up-to-date
- Unbiased
- Incorporate best practice digital design principles
- Focus on what students need to know
- In the Sim connects content to the student simulation experience.
- ELA and Math Applications for each chapter



"Borrowing to pay for college used to be the exception, now it's the rule."

Print

-Arne Duncan

Section 1 - The Rising Cost of Higher Education

Questions to consider as you read this section:

- 1. What factors affect the cost of higher education?
- 2. What criteria do colleges and universities consider when awarding financial aid?

In recent years, increased attention has been paid to the rising cost of college. Families have relied more and more on student loans to finance post-secondary education. By June of 2024, outstanding federal student loan debt was nearly \$1.6 trillion, according to the data from Federal Reserve Bank of New York. And the average federal student loan debt was \$37,338. These figures do not include private student loan debt. And many students will pay for some of their education expenses with credit cards.

When families consider the cost of college, they often do not consider that it will be for at least four years and possibly more. According to the Center for Educational Statistics, just 41% of first-time college students graduate within four years. That means the average \$24,920 annual cost of tuition, room, and board for in-state public colleges and universities will likely be a \$100,000 obligation for four years with inflation. And that is finishing in four years. Figure 17-1 compares recent cost increases of different types of colleges and universities.

Figure 17-1 Average Published Education Costs

		Sector						
	Public Two-Year In-District	Public Four-Year In-State	Public Four-Year Out-of-State	Private Nonprofit Four-Year	For-Profit			
Tuition and Fee	S							
2024-25	\$4,050	\$11,610	\$30,780	\$43,350	_			
2023-24	\$3,950	\$11,310	\$29,840	\$41,740	\$16,030			
\$ Change	\$100	\$300	\$940	\$1,610	_			

(Section 1) - The Rising Cost of Higher Education

(Section 2) - Applying for Financial Aid

(Section 3) - Types of Financial Assistance

(Section 4) - Federal Student Loans

(Section 5) - Student Loan Repayment

Summary

Assessment

Chapter Resources

Glossary

Real-World Activities Promote HOTS

3

Chapter 5 Real World Activity Comparing Lenders

Page | 1

There are many different sources of secured loans. When applying for a secured loan, the borrower provides collateral to reduce the risk for the lender. Read each loan offer. Compare the three options and compute the total cost of the loan for each to determine the best option. Then answer the questions.

Olivia wants to buy a motorcycle to commute to her job. She is interested in a used one at a dealership. The total price is \$3,300. She has \$2,500 saved and needs to borrow \$800. Olivia has a FICO score of 620, which is rated as fair. She considered charging the \$800 on her credit card, but that would put her at her credit limit. Her card charges 18.9% interest. She can finance the motorcycle at the dealer, a financial institution like a bank or credit union, or with a payday lender. She is confident she can pay off the loan in a year.

Dealer

Financing the loan at the dealer is the easiest since she is buying it there. If she uses dealer financing, the motorcycle would be the collateral. Her title that proves ownership would show the dealer as a lienholder. Once the loan is paid off, the dealer would be removed from the title as a lienholder. The dealership financing has a \$125 application fee and offers an 8.9% interest rate. They will add the application fee to the \$80.01 loan principal. Her monthly payment on a 12-month loan would be \$80.85.

Payday Lender

There is a payday lender near her workplace. She lives in Ohio, which limits the terms of payday loans to one year. Some states, like Florida, limit payday loan terms to 31 days. Others have no restrictions. Several states, including New Jersey, New York, North Carolina, Pennsylvania, and Vermont, do not allow payday loans. States also have different rules regarding maximum fees and interest rates. With a payday lender, she would use her paycheck as collateral.

The payday lender has a 2% origination fee, a \$19 monthly account maintenance fee, and a 23.9% interest rate. The origination fee is added to the loan total. The \$19 monthly account maintenance fee is added to the payment. Her monthly payment, including the monthly account maintenance fee, would be \$96.12.

Mutual Savings Bank

There is a mutual savings bank branch near the office where she works. Like the dealer, the bank would use the motorcycle as collateral. There are no application fees for the loan. She must open a no-fee, no-minimum balance checking account to receive the loan. She must also sign up for paperless electronic billing and direct payment from her checking account. The bank is offering new customers a special 5.9% interest rate on

3

Chapter 16 Real World Activity
Evaluating Career Opportunities

Name_	
Class	

Page 11

One of your most important considerations is the career you wish to pursue as you plan your post-high school future. When researching potential careers, there are several factors you should consider. You will pick three careers or occupations that interest you to explore. You will answer several questions for each career using the information at https://www.bls.gov/ooh/. Then you will select the one you believe is the best fit for you. You will create a physical or digital poster showing pertinent details of that career, based on the answers to the questions.

Poster Rubric

Criteria	Needs Improvement	Basic	Proficient	Exemplary
Content	Missing answers to several questions.	Almost all answers to the question are present.	All questions answered accurately with either text or graphics.	All questions answered with elaboration or examples from outside sources. Both text and images used for some answers.
Appearance	Sloppy or unattractive. Lacks color, organization, or other elements	Not sloppy but not eye- catching or especially attractive	Good use of layout, colors, and text style. Well organized.	Excellent use of colors, text, and style. Well organized.
Images and Graphics	Lacks images	Images may not be relevant or of poor quality	At least two relevant good quality images	At least three especially relevant good quality images

Readings on Relevant Topics

(3

Chapter 3 Reading Social Media and Employment

Name_____ Class_____

Social media can be a practical tool and a significant liability during the job search. This is especially true for young adults. A Pew Research Survey in February 2021 found that 84% of 18-29 year-olds used at least one social media platform. That means that most young adults have a social media footprint that a potential employer can review as part of the screening and hiring process. A recent business website survey found nine out of ten employers look at job candidates' social media posts. 79% of those employers rejected a candidate based on what they saw.

What Not to Post on Social Media

What social media content is likely to cost you a job? It does depend on the type of job you are applying for, but content that has gotten candidates rejected includes:

- · Illegal or illicit activities
- Hate speech
- · Crude jokes or comments
- · Negative comments about former employers or fellow employees
- Excessive partying
- Argumentative posts
- · Poor grammar and spelling

You can take several steps to clean up your personal social media profiles and content before beginning the job search.

- Delete any content in the previously mentioned categories and anything else that could hurt your chances with a potential employer.
- Set the filters on personal social media to private. Do not assume doing so will shield the content from a potential employer.
- Make sure any professional content on your pages, such as employer and job title, is consistent and up to date.

Once your social media accounts have been cleaned up, it is important to keep them clean. Companies have terminated employees over social media content, resulting in the loss of a job and income.

How Social Media Can Help Your Job Search

While the content on your personal social media accounts can hurt your employment



Chapter 4 Banking Reading Is Cryptocurrency Money?

Name_____

Page 1

Cryptocurrency, or crypto, seems to be in the news a lot lately. Cryptocurrency was touted by its proponents as an opportunity to get in on the ground floor of the next big thing. Yet early on, most financial professionals viewed crypto as, at best, a highly speculative investment. Eventually, it seemed to become mainstream. Even traditional financial planners suggested that it might be good to have a small percentage of one's investment portfolio in cryptocurrency. And then there are the names. Cryptocurrency. Bitcoin. So, what is cryptocurrency, and is it money?

The Rise of Crypto

Cryptocurrency is a digital asset based on blockchain technology. Bitcoin, the oldest and largest circulating cryptocurrency, first appeared in 2009. The United States had just endured a major financial crisis. Several major private financial institutions went bankrupt, and the federal government had to step in to rescue others. The idea of a new financial asset that could function outside of existing financial institutions had its appeal. Eventually, hundreds of other cryptocurrencies joined Bitcoin and investors began buying them in hopes of getting in on the next big thing. As of November 2022, there were nearly 22,000 cryptocurrencies in existence.

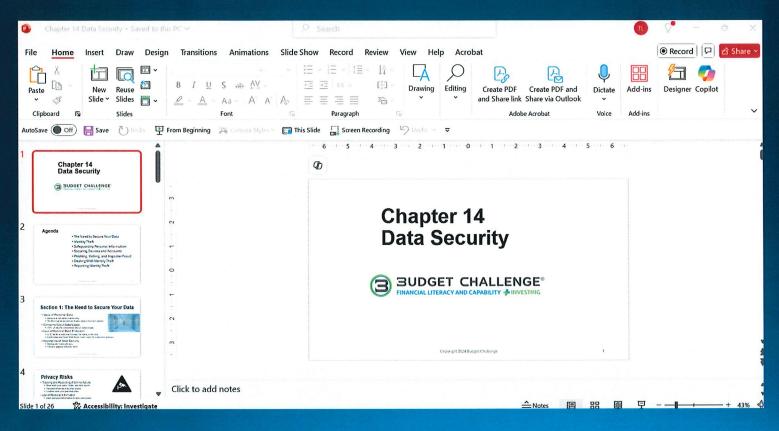
The rise of crypto and blockchain, the technology it is based on, are essential elements of what some call Web 3.0. Proponents believe Web 3.0 will be as disruptive as the rise of the internet and usher in a new age of decentralized finance. In this new financial ecosystem, crypto will eventually replace traditional currency for most transactions. Because it is not specific to a single country it could be used as a global currency making international transactions easier.

Fortunes Made

More people took notice of Bitcoin in 2017 when the price surged by 1000%. Though Bitcoin lost 80% of its value the following year during the first "Crypto Winter", interest in cryptocurrency was growing. By April 2021, the value of one Bitcoin had risen from about \$7,000 to over \$60,000 in a single year. The gains in some smaller cryptocurrencies were even more extraordinary. Dogecoin, originally started as a joke, was making ordinary investors millionaires. \$10,000 invested in Dogecoin on January 1, 2021, would be worth over \$1.2 million when it peaked approximately four months later.

Proponents touted crypto as a safe way to save, invest, and spend. In reality, it was difficult to use cryptocurrency to make everyday purchases. A few major retailers accepted Bitcoin for payment, but only through a third-party processor. Testa briefly

Editable Chapter Presentations with Lecture Notes



Teacher Guide

- Writing and Discussion Prompts
- Editable weekly Parent Engagement emails
- Assessment Guide
- Strategies for Diverse Learners
- Teaching Suggestions
- Sample Syllabi and Pacing Guide
- Content Area Vocabulary
- Answer Keys

CHAPTER 4 - BANKING

This chapter teaches the choices and responsibilities associated with opening and maintaining an account with a financial institution. It explains how to establish good banking habits, It also reviews alternatives to traditional financial service providers including payment apps, payday lenders, and check-cashing stores. Students will choose from several depository account types in the simulation and use their accounts to pay bills. Their bi-weekly pay will be deposited into their account, fees will be assessed, and interest credited when appropriate. During the simulation, it is likely that some students will incur fees such as a monthly account maintenance charge, and other fees such as non-sufficient funds (NSF) and fees for falling below the minimum balance.

LEARNING OBJECTIVES

Students will

- 1. analyze different types of financial institutions and their offerings.
- evaluate financial institutions and identify the type that best suits their needs.
- differentiate between and evaluate the benefits and drawbacks of savings tools including checking accounts, savings accounts, money market accounts and certificates of deposits.
- 4. evaluate the benefits and risks associated with a debit card.
- 5. evaluate the benefits and drawbacks of automatic transactions.
- 6. understand bank fees and how to minimize the number of bank fees paid.
- 7. evaluate the benefits and drawbacks of overdraft protection.
- 8. recognize the importance of reconciling their bank account.
- 9. describe the benefits of direct deposit.
- 10. describe good banking habits they can develop.
- 11. evaluate the benefits and drawbacks of payment apps.
- 12. understand the function of check-cashing stores and payday lenders.
- 13. evaluate the use of check-cashing stores and payday lenders.

RESOURCES

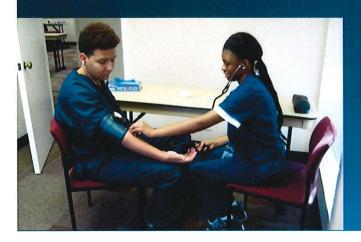
Presentation slides

Reading: Is Cryptocurrency Money?

Real World Activity: Checking Account Reconciliation

Learning by doing is learning that lasts!

- Patented simulation models the pedagogy of the best real-life learning experiences schools provide.
- 10-week real-time experience managing all aspects of adult finances
- Students learn from their successes and mistakes and build competence through practice.
- Develops skills, positive habits, financial responsibility, and confidence







What is the setting of the simulation?

- Student has completed some post-secondary education
- All students have the same job, salary, benefits, and opportunities
- Students make vendor selections for ten recurring bills
- All other expenses are charged to their credit card
- Daily reward and penalty points assigned for positive and negative financial behaviors.
- The Cash Flow Budget Tool helps students project future expenses and income.
- Unexpected events
- Six trophies for accomplishing vital financial goals

Trophy Goals Emphasize Key Behaviors



Typical Week

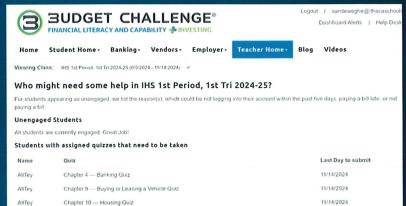
Week	Textbook	Student Resources	Teachable Simulation Activities	Assignments and Assessments	Teacher Resources and Notes
5	Chapter 5 Loans and Credit Cards	Reading: How Are Interest Rates Determined? Real World Activity: Comparing Secured Loans	Wednesday: Perfect Pay Trophy Goal Part 1 Closes Friday: Second paycheck available	Chapter 5 Quiz Textbook Review and Application Questions ELA Activity Math Application In the Sim Activity Writing Prompts 5a, 5b,5c, 5d	Lesson Suggestion: Payment Survey, Why Do People Buy Things with Credit? Lesson Suggestion: Difference Between Bills and Loans, Good Borrowing versus Bad Borrowing Lesson Suggestion: Credit Cards-Good/Bad Activity Chapter 5 Presentation

Powerful Teacher Tools

- Engagement Boost
- Editable Parent Emails
- Live Help Desk
- Video Library









Self-Scoring Assessments

- Textbook Content Quizzes
- Overall Simulation Performance
- Trophy Progress
- Student Engagement

+Investing Module is included

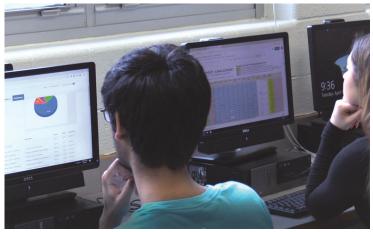
- Not required to teach the Florida Standards
- Teachers can turn it on or off
- Adds the ability to select and trade mutual funds in the employer 401(k)
- Great for classes that want to spend additional time on investing
- Can be used to distinguish an Honors class



THERE IS A BEST WAY TO IMPLEMENT THE FLORIDA H.S. PERSONAL FINANCE AND MONEY MANAGEMENT CLASS

Start with the most up-to-date and relevant textbook and supporting resources. Then add the most technologically advanced financial simulation you can imagine, where students control all the finances of a typical independent adult. Each student manages their own checking and savings account, credit card, loans, recurring bills, and employer 401(k). They are also challenged to accomplish vital financial goals like paying down debt, managing credit, and investing for retirement while dealing with real-life unexpected events. Competitive scoring and advanced gameplay features provide meaningful, actionable feedback, allowing students to learn from their successes and mistakes. They participate in real-time for ten weeks, developing positive financial habits like paying all bills on time and paying themselves first. Students apply textbook content creating learning that lasts. Our technology is so advanced, it's patented, which is why we confidently state it is the most effective program available.





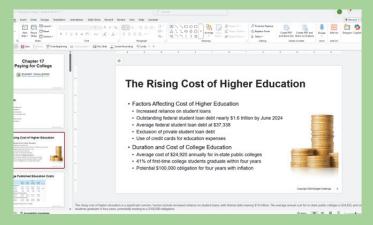


GAME-CHANGER IS A LIFE-CHANGER

Over 10,000 teachers have used Budget Challenge with over 900,000 students. What do those students say? 89% surveyed agreed or strongly agreed that all students should be required to participate in Budget Challenge. That's more popular than recess. And our teachers love it too!

BUDGET CHALLENGE IS THE COMPLETE PROGRAM THAT WORKS IN-PERSON, HYBRID, OR REMOTE

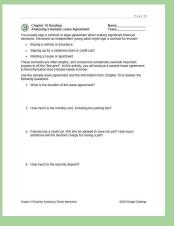
- 17-chapter *Personal Finance* e-textbook with Math Applications and ELA Connections
- Award-winning 10-week student simulation lab experience
- Self-scoring authentic and standardsbased assessments
- Real World Activities and Guided Readings for each chapter
- Live Help Desk for teachers and students
- · Tools to boost student engagement
- · Parent engagement toolkit and emails
- Video Library
- Editable chapter presentations with lecture notes
- +Investing Module for enrichment or Honors classes













TEACHES ALL FLORIDA PERSONAL FINANCIAL LITERACY AND MONEY MANAGEMENT 2102371 AND HONORS 2102373 STANDARDS

Many programs claim to "align" with standards. We are the only program that **teaches** ALL the Florida standards for both the required and Honors Classes and all Jump\$tart/Council for Economic Education National High School Standards for Personal Financial Education. The most engaging program is also the most comprehensive and the most up-to-date.

TRANSPARENT PRICING, NO HIDDEN COSTS

Budget Challenge teaches students to be aware of hidden costs and fees. We practice what we teach. Florida schools pay only for student licenses and any printed textbooks they require. There are no costs for teacher materials, assessments, ancillary resources, live Help Desk, or professional development. Teacher support and new teacher onboarding is included for the duration of the contract. Digital student licenses always include the most up-to-date version of the textbook, simulation, and all support materials. Pricing reflects all discounts. License allows one student to use the program including the ability to download and save all print materials including the textbook.

- One Year License \$24
- Four-Year License \$96
- Five-Year License \$120
- Personal Finance softcover \$34.95
- Personal Finance hardcover \$64.95

Licenses and textbooks may be purchased directly from Budget Challenge or the Florida School Book Depository. Questions? Contact Tim Lambrecht, Director of Education, tim@budgetchallenge.com or phone 513-335-0619 ext. 406

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

A. Item Currently Budge	ted -						
Account Name							
Account Number	,				-		
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	+	Budget Amendments -	Expenditures / Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
\$	\$		\$	\$	\$	\$	
Account Name							
Account Number		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	+	Budget Amendments -	Expenditures / Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
\$	\$		\$		\$		
Funding Source Account Name		Instructional Mat	the 2025-2026 Fiserials	soar rear Baager			
Account Number		1100E	5100	5200	9410	50400	
Amount		Fund 205,485.00	Function	Object	Cost Center	Project	Sub Project
Amount	. ψ						
Funding Source	•						
Account Name	•						
Account Number	,	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$						
C. History							
Check one: Prior Year Budget: New for Current Year:	○●						
	_	Year Approved Budget:	\$				
	Prior	Year Actual Spent:	\$				

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 31. 25-3093

6/24/2025

Title and Board Action Requested

Approve the Closeout/Final Acceptance to the contract with Skanska USA Building, Inc. for Wilton Simpson Technical College New Building and authorize final payment in the amount of \$192,907.23.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the Closeout/Final Acceptance to the contract with Skanska USA Building, Inc. for Wilton Simpson Technical College New Building and authorize final payment in the amount of \$192,907.23.

The original contract sum was \$10,236,610.00. Change Orders 01 through 04 revised the contract sum to \$9,294,952.82, of which \$9,073,325.52 has been paid to date. Change Order 05 returns to the School Board \$28,720.09. The final payment due to the contractor, therefore, is \$192,907.23.

My Contact

Brian Ragan Director of Facilities & Construction ragan_b@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



IA Document G704' - 2017

Certificate of Substantial Completion

PROJECT: (name and address) Wilton Simpson Technical College 17050 Spring Hill Dr. Brooksville, FL 34604

OWNER: (name and address) Hernando County School District 8016 Mobley Rd.

Brooksville, FL 34601

CONTRACT INFORMATION:

Contract For: General Construction

Date: 02.28,23

ARCHITECT: (name and address) Furr, Wegman & Banks Architects, PA 625 E. Orange Street

Lakeland, FL 33801

CERTIFICATE INFORMATION:

Certificate Number: 001

Date: 12,20.24

CONTRACTOR: (name and address) Skanska USA Building, Inc. 400 North Ashley Drive, Suite 400

Tampa, FL 33602

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. (Identify the Work, or portion thereof, that is substantially complete.) Wilton Simpson Technical College

Furr, Wegman & Banks

Architects, P.A. ARCHITECT (Firm Name)

M. Agron Banks, President

PRINTED NAME AND TITLE

12.20.24

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warrantles that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.) N/A

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or obrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.)

1) Repair or replace deficient concrete floor finishes throughout.

2) Repair/replace LED portion of sign where diodes are missing on both faces of sign.3) Correct warped sheet metal cladding at sign.

4) Reference deficiency lists by the Building Official and Fire Marshall.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$150,000.00

BIGNATO

SIGNATURE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.) As determined by the Owner and the Contractor.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completions

Skanska USA Building Inc.

CONTRACTOR (Firm

Name)

Hernando County School

District

OWNER (Firm Name)

Keith Hendry

PRINTED NAME AND TITLE

12,20,24 DATE

Brian Ragan, Director of

Pacilities & Construction

PRINTED NAME AND TITLE

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Wilton Simpson Technical College

ARCHITECT PROJECT NO.: 21-42B

Punch List Inspection

08.14.24

EXTERIOR GENERAL PUNCH LIST ITEMS:

- 1. Clean paint and other residue off exterior louvers (typ.).
- 2. Repair or replace door sweep and touchup paint at exterior doors (typ.).
- 3. Ensure all screws are fully tightened and provide sealant at any visible gaps.
- 4. Caulk underside of metal door frames typ.
- 5. Return paint to window at joints.
- 6. Remove excessive concrete at perimeter of building
- 7. Remove paint residue from sealant at window
- 8. Complete installation of gutters.
- 9. Install all missing fasteners at rain drip at exterior doors.
- 10. At main entry, provide additional sealant where exterior face of brick abuts storefront jam.
- 11. Clean adhesive off sheet metal shrouds at all mechanical yards.
- 12. Touch up paint at walls around all mechanical refrigerant line shrouds.

EXTERIOR PUNCH LIST ITEMS:

North Wall

- 1. Clean water stains from north wall (typ).
- 2. Remove excessive concrete from earth at base of north wall.
- 3. Provide sealant at expansion joint in lower part of north wall.

North Mechanical Yard

 Ensure soil replacement and compaction undermined condenser pad at yard for minisplit.

625 E. Orange Street 🛣 Lakeland, FL 33801 🎇 Phone: 863.688.1211

South Wall

- 1. Provide closure at drip edge.
- 2. Install missing wall device at front entry.
- 3. Touch-up paint at Mechanical Area gate.

Dirty Lab

1. Install downspout and gutter at south canopy

Entry

- 1. Adjust escutcheon at sprinkler at entry canopy.
- 2. Install missing wall device.

West Wall

- 1. Correct paint blemish at north end of wall.
- 2. Remove and patch small unidentified object at north end of wall around 3ft above grade.
- 3. Investigate green residue at lower part of north wall to rule out leak / water intrusion into wall.

INTERIOR GENERAL PUNCH LIST ITEMS:

- 1. Contractor to confirm AC units are working properly. During the site visit areas throughout the building were warm.
- 2. Remove / replace ceiling tiles that have paint or are damaged.
- 3. Caulk top of all door frames and underneath all windowsills.
- Clean all surfaces including but not limited to walls, floors, wall base, wall plates, ceilings, ceiling tiles, signs, doors and windows throughout the building once construction is complete.
- 5. Remove paint from all door gaskets that does not compromise the gasket material.
- Touch-up paint at all headers and drop soffits throughout the building.
- 7. Floor finish appears thin throughout with many areas having inconsistent color and texture. It also appears to be prone to scuffing.

INTERIOR PUNCH LIST ITEMS:

01-101 Lobby:

1. In process not complete.

01-103 Shared Office:

- 1. At east column Provide wall plate cover at opening for the electrical whip.
- 2. At west column
 - a. Repair drywall and paint damage on edge of column.
 - b. Clean smudge off face of column.

625 East Orange St. Lakeland, Florida 33801

- c. Clean paint off base.
- d. Provide wall plate cover at opening for the electrical whip.
- 3. At left side of door to 01-103C Office Repair discoloration of wall paint.

01-103A Office:

- 1. At north wall Provide missing data wall plate.
- 2. At southeast corner- Repair damage at wall corner.
- 3. At south wall Remove raised area at wall paint.

01-103B Office:

- 1. At east wall Repair damage to wall.
- 2. At south wall
 - a. Paint wall under windowsill.
 - b. Repair damage to wall.
- 3. At west wall Straighten light switch wall plate.

01-103C Office:

1. At west wall - Repair blemishes on wall.

01-103F Office:

1. At door - Repair dented frame.

01-103K Office:

1. At northwest corner - Repair at corner of wall.

01-103L Staff Restroom:

1. At ceiling - Repair ceiling damage at diffuser.

01-103M Staff Restroom:

1. At ceiling - Repair ceiling damage at diffuser.

01-104 Cosmo Lab:

- 1. Install signage with lettering "STAND PIPE INSPECTORS TEST INSIDE", at entrance of room.
- 2. At southeast corner bump out
 - a. Complete installation of light switch and add wall plate.
 - b. Add missing paint on wall.
- 3. At north wall (accent color wall) Touch-up paint along entire length of wall.

01-104A Fascial:

- 1. At door frame Repair and paint bottom of door frame
- 2. At door Repair damage edge of door.
- 3. At all walls Repair wall base seams.

01-104B Cosmetology:

- 1. Install signage with lettering "STAND PIPE INSPECTORS TEST INSIDE", at entrance of
- 2. At half wall behind shampoo bowls Provide caulk where solid surface cap abuts wall and at the underside of solid surface cap.
- 3. At all walls Repair wall base seams.
- 4. At southeast corner bump out Clean louver.

01-104C Wash Room:

1. In process not complete

01-105 Conference:

1. At entrance into room - Clean smudges on wall above door.

01-106 Women's Restrooms:

- The entry door is not closing properly. Adjust hinges and closer to allow door to close freely.
- At all tile walls Wipe clean to not have smear marks from grout installation
- At CMU walls Wipe clean to not have spots.
- 4. Confirm floor is sloped properly to drain. Tile detail per drawings not used.
- 5. At vanity counter
 - a. Provide caulk where counter and backsplash abut wall.
 - b. Affix all escutcheon plates to the wall.
 - c. Clean wall clean face plate.
- 6. Tighten toilet partition vertical supports to not move when pressed against.

01-107 Men's Restrooms:

- 1. At all tile walls Wipe clean to not have smear marks from grout installation
- 2. At CMU walls Wipe clean to not have spots.
- 3. Confirm floor is sloped properly to drain. Tile detail per drawings not used.
- 4. At vanity counter
 - a. Provide caulk where counter and backsplash abut wall.
 - b. Affix all escutcheon plates to the wall.
 - c. Clean wall clean face plate.
- 5. Tighten toilet partition vertical supports to not move when pressed against.

625 East Orange St. Lakeland, Florida 33801

Corridor:

1. Plug in drinking fountain outside Men's Restroom 01-107

01-108 Financial Aid:

1. At north wall - Paint wall at repair.

01-108A Financial Aid:

1. At south wall - Clean smudge off wall.

01-110 Mechanical:

- 1. Install cover at emergency light fixture.
- 2. Install missing kick plate fasteners.
- 3. Install fire riser.
- 4. Install missing rain drip fasteners.
- 5. Repair exterior pole and stucco west mini split condenser???

01-111 Data:

1. Add coat of paint on exposed CMU.

01-115 Classroom:

1. At west wall near teachers' desk - Add receptacle wall plate.

01-116 Criminal Justice Classroom:

1. At south wall (accent wall) - Touch-up paint along entire length of wall.

01-117 Bathroom:

1. In process not complete.

01-118 Bathroom:

1. In process not complete.

01-119 Defensive Tactics:

- 1. The entry door and double doors to storage are not closing properly. Adjust hinges and closer to allow door to close freely.
- 2. At south wall (accent wall) Touch-up paint along entire length of wall.
- 3. Clean smudges of all walls.

01-120 Janitor:

1. In process not complete.

625 East Orange St. Lakeland, Florida 33801

01-121 Medical / Nursing:

- 1. The entry door and double doors to storage are not closing properly. Adjust hinges and closer to allow door to close freely.
- 2. Remove paint from door.

01-124 Mechanical:

- 1. At mechanical room install condensate drain cover.
- 2. Provide cover plate at fire alarm box.
- 3. Install missing hinge at existing double door both sides.
- 4. Verify quantity and spacing of fasteners to roof membrane flashing.

Mechanical:

- 1. Add return air dampers as recommend as SITA.
- 2. See inspector's comments.

Electrical:

- 1. Replace defective light fixtures / lens throughout building.
- 2. See inspector's comments.

*Additional inspection to occur after completion of construction at Diesel Mechanics and Maker Space.

Submitted by: M. Aaron Banks, AIA

625 East Orange St. Lakeland, Florida 33801



Wilton Simpson Technical College

ARCHITECT PROJECT NO.: 21-42B

Punch List Inspection

10.04.24

MAKER SPACE / MFG. / CYBER 122:

- 1. Add X-bracing to vertical structure holding chord reels
- 2. Close the open J-box at ceiling.
- 3. Replace faulty light switches and install missing cover (typ.)
- 4. Install missing hardware at O.H. door bottom rail.
- 5. Install emergency shut-off signs.
- 6. At wall to South of West entry door, fill voids in wall finish and re-paint to smooth finish.
- 7. Reset wall base at NW corner to be tight against wall.

DIESEL SERVICE TECH LAB 123:

- 1. Install signage at emergency power offs.
- 2. Seal compressed air penetration at North wall.
- 3. Investigate why low drinking fountain is not operational.
- 4. At hand sink, make the hot water operational.
- 5. At shower, trim anchor bolts flush with top of nut.
- 6. Confirm power O.H. doors are operational.
- 7. Close the J-box at SW corner.
- 8. Clean wall base throughout.
- 9. At the center columns, paint misc. steel conduit supports to match other steel

MECHANICAL 125:

1. Close J-box behind AHU-6.

EXTERIOR:

- 1. Install gutter & downspout at dirty lab (confirm with backup if this was removed from the scope of work).
- 2. Install panic hardware at gate for dirty lab.
- 3. Touch up paint at dirty lab canopy (black painted fascia & soffit)
- 4. Touch up paint at bollards.
- 5. Paint vertical control joints at exterior walls (typ.)
- 6. Remove wall paint from underside of gutters.
- 7. Paint bolt heads black at downspouts.
- 8. Repair/replace LED portion of sign where diodes are missing on both faces of sign.
- 9. Correct warped sheet metal cladding at sign.

Submitted by: M. Aaron Banks, AIA

625 East Orange St. Lakeland, Florida 33801

FLORIDA DEPARTMENT OF EDUCATION Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO:	Office of Educational Facilities 325 West Gaines Street, Roor		OEF USE ONLY
	Tallahassee, Florida 32399-0		
	(850) 245-0494		
	Fax (850) 245-9236 or (850) 2		
		one copy of the completed form for all projects	
		0,000. Mark the appropriate term within the sufficient quantity for your use. Section	
	7(2)(c), F.S.	i sufficient quantity for your use. Section	
RE:	:		OEF Assigned Project Number
	Hernando County School Distr	ict	(School District Florida College)
	Wilton Simpson Technical Coll	ege	(□ School Name □ Campus)
			(School College) Code Number
			Description of Project
CECTION	I A. BOARD'S ACCEPTANCE		
Upon the	I A: BOARD'S ACCEPTANCE e recommendation of our Project (ACCEPTED the above referenced pro	Architect □ Engineer) as certified in Section B below ject on,	v, in accordance with Chapter 1013, F.S., THE
	ype or Print)		
Signatur	e:	Date ent □ President)	:,
NEOTION.		<u>.</u>	
	IB: (□ ARCHITECT □ ENGINEER) (JECT (¥ ARCHITECT □ ENGINEER	CERTIFICATION 2), I have inspected this project and, in my considered	d professional opinion, the work required by the
contract	for this project has been completed in	accordance with approved contract documents; Chap	
Chapter	553, F.S.; and the Florida Building Coee:	de. Date:	02/04/2025
	me: Furr, Wegman & Banks Arch		,
		illects, F.A.	
Address:	625 E. Orange Street	Lakeland	FL 33801
	Street/P.O. Box	City	State Zip
SECTION	I C: X□ Building Official □ Other (Spe	cify) Certification	
I have in	spected the project, and in my conside	ered opinion, it is complete and in accordance with appl	cable statutes, rules, and codes.
Name (T	ype or Print) Otto J Letzelter, BCA		
Signatur	Otto J Letzelter Letzelter Date: 2025.02.		Date: 02.04.2025
	□ XBuilding Official X□ Cer	tified Inspector	
SECTION	D: FACILITY INFORMATION.		
1. TYI	PE OF PROJECT: 💢 New Plant	2. CORRECTED "SPACE INVENTORY REPORT"	(land, building, room) HAS BEEN FILED WITH
□ <i>F</i>	Addition Remodeling	THE OEF: X Yes □ No □ N/A	If "No," explain:
□ F	Renovation □		
3. SO	URCE OF FUNDS:	4. ADJUSTED FINAL CONTRACT AMOUNT: \$	8,816,938.15
□ L	∟ocal	5. PROJECT GROSS SQUARE FOOTAGE:	20,050 SQ. FT.
□ F	Federal	6. COST PER GROSS SQUARE FOOT: \$	439.75
		7. COST PER STUDENT STATION: \$	37,518.89
		· · · · · · · · · · · · · · · · · · ·	

OEF 209 Rule 6A-2.0010, FAC Page 1 of 2 Effective November 2012

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRAC	T DATE:	COMPLETION DATE:	February 4th, 2025	
	ist of each Change Order and amount (exc			
C.O. No. CO 001	\$ (\$1,690,000.00)	C.O. No	\$	
C.O. No. CO 002	\$ \$388,326.35	C.O. No	\$	
C.O. No. CO 003	\$ \$268,884.96		\$	
C.O. No	\$	C.O. No	\$	
10. Date of Occupancy:	February 4th, 2025			
11. Additional Information:				

OEF 209 Rule 6A-2.0010, FAC Page 2 of 2 Effective November 2012



Change Order

PROJECT: (name and address) Wilton Simpson Technical College

OWNER: (name and address) Hernando County Schools 8016 Mobley Road

Brooksville, FL 34601 United States

CONTRACT INFORMATION:

Contract For: GMP Date: 2/28/2023

ARCHITECT: (name and address) Furr, Wegman, and Banks Architects, P.A.

625 E Orange St,

Lakeland, FL 33801 United States

CHANGE ORDER INFORMATION:

Change Order Number: 005

Date: 6/4/2025

CONTRACTOR: (name and address)

Skanska USA Building, Inc. 400 N. Ashley Dr. Suite 400 Tampa, FL 33602 United States

The Contract is changed as follows:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Final reconciliation including unused amounts for Buyout Savings, General Liability Insurance, Bond, Builder's Risk Insurance, and Construction Manager's Fee (see Final Pay Application).

The original (Contract Sum) Guaranteed Maximum Price was

The net change by previously authorized Change Orders

The (Contract Sum) Guaranteed Maximum Price) prior to this Change Order was

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of

The new (Contract Sum) Guaranteed Maximum Price), including this Change Order, will be

The Contract Time will be (increased) (decreased) (unchanged) by

The new date of Substantial Completion will be

10,236,610.00

(941,657.16)

9,294,952.84

(28,720.09)

9,266,232.75

0) days.

December 20th, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Furr, Wegman, and Banks Architects, P.A.

ARCHITECT (Firm name)

SIGNATURE

M. Aaron Banks

PRINTED NAME AND TITLE

06/10/2025

DATE

Skanska USA Building, Inc.

CONTRACTOR (Firm name)

beith Hendry F06A7C2C6851468.

Keith Hendry, Project Executive

PRINTED NAME AND TITLE

6/10/2025 DATE

Hernando County Schools

OWNER (Finn name)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

APPLICATION A	AND CERTIFICATION F	OR PAYMEN	Γ	AIA DOCUMENT G70)2 F	PAGE ONE OF PAGES
TO OWNER/CLIENT:	Hernando County School 8016 Mobley Road Brooksville, Florida 34601 United	Address:	Wilton Simpson Technical Col 17050 Spring Hill Drive Brooksville, Florida 4604		22	Distribution to: X OWNER X ARCHITECT X CONTRACTOR
FROM CONTRACTOR:	Skanska USA Building, Inc. 400 N. Ashley Dr. Suite 400 Tampa, Florida 33602 United Stat		Furr, Wegman, and Banks Arch	PERIOD TO: nitects, P.A. PROJECT NO:	5/1/25-5/31/25 2323002-000	X CONTRACTOR
CONTRACT FOR:	GMP PO#2042300221			CONTRACT DATE:		
	S APPLICATION FOR I ent, as shown below, in connection with ument G703, is attached.			the Contractor for Work for wh	k covered by this Appl the Contract Document hich previous Certificat	9 1
(Column D + E on G7	ders ATE (Line 1 ± 2) STORED TO on G703) 5 % of Completed Work 9 % of Stored Material \$ 5a + 5b or G703) RETAINAGE otal) FICATES FOR prior Certificate) DUE	0.00 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	0.00 9,266,232.75 9,266,232.75 9,266,232.75 0.00 9,266,232.75 9,073,325.52 192,907.23 0.00	comprising the application, the Architect's knowledge, inform	County of the me this 27 ERTIFICATE at Documents, based on the Architect certifies to the lation and belief the Westerdance with the Conditional Certified.	of: Hernando day of FOR PAYMENT n on-site observations and the data he Owner that to the best of the ork has progressed as indicated, attract Documents, and the Contractor
(Line 3 less Line 6)			DDD V GRILOVA	AMOUNT CERTIFIED		.907.23
CHANGE O Total changes approved in previous months by Own	DRDER SUMMARY ner	ADDITIONS \$0.00	(\$941,657.16)			he amount applied. Initial all figures on this hanged to conform with the amount certified.)
Total approved this Month	1	\$0.00	(\$28,720.09)	By:		Date: 06/10/2025
TOTALS		\$0.00	(\$970,377.25)	This Certificate is not negotiab Contractor named herein. Issue		ERTIFIED is payable only to the
NET CHANGES by Chang	ge Order	(\$970,377	25)	prejudice to any rights of the C		

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA® · ◎ 1992

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702,APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

PAGE 2 OF 2 PAGES

APPLICATION NO: 22.00
PERIOD TO: 5/31/2025
ARCHITECT PROJECT NO: 2323002-000

Proc.	A	В	С	С	С	D	E	F	G		Н	I
Section Sect	ITFM	DESCRIPTION OF WORK	SCHEDUI ED	CHANGES	REVISED	WORK COM	PLETED	MATERIALS PRESENTI V	TOTAL COMPLETED	0/0	BALANCE	RETAINAGE
Control Confidence		DESCRIPTION OF WORLD		ADDS		FROM PREVIOUS	THIS PERIOD					i i
Committee Comm				CREDITS							C-G	i
101 Control Confident Alaser 1972 19		General Conditions:				(D + E)		D OR E)	(DTETF)			
Section Company Comp	001		693,337.00	0.00	693,337.00	693,336.96	0.00	0.00	693,336.96	100.00%	0.04	0.00
600 Control Reputation Change Uniform 1000 Control Reputatio	CO 003											0.00
Mail Control Represent - Function (Crist) 1.000												0.00
Company Comp												
George Company Compa												0.00
1.000 1.0000 1.				 								0.00
See Part Additional Dumpler (Conf. Conf. C	004a	Fund - Small Tools Funding			-5,000.00							0.00
March Courts for Furnither Science (From Bible) 100 23.5 100 23.5 100 20.0 100												0.00
Mode Model Conference Conference 1987/2014 17.000 10.000												
Common C												0.00
Mode Faul - Resident Face income (1 - 100 1.7307.5 1.700.7 1.700.7 1.700.7 1.000 0.0												0.00
	005a	Temporary Fence (To 038b Painting)	0.00		-43,250.00						0.00	0.00
Fig. Fig.												0.00
Control Representation 25,900 25,900 25,900 25,900 25,900 20,							l l					
												0.00
Control Requirements - Newto Management 74-8000 0.00 74-8000 0.00 0	006a											0.00
												0.00
Post Payabount Hearing (12 mBPs)												0.00
1907 Faul - Dissiplects (T 0.55)												
Final - Auditional Demogracy Cross (70 e855)												
Code Mark Management (CO 98) -10,000.00 -10,000.0												0.00
Water Management Extension (From ULSs)												0.00
												0.00
Order Additional General Conditions (Extension B12/28/4-12/20/20/45)												
Code Secret Requirement - Small Town 10,000.00 0.0												0.00
												0.00
												0.00
												0.00
100 100												
088 Mallo Concer for Paraller Storage († 0.0044) 0.007 0.00 0.00 0.005 0.00 0												0.00
000 000												0.00
Coop Final Reconcilation Change Order 0.00												0.00
												0.00
000 Rental Equipment Extension (From 004s) 0.00 0.00 3,780.76 0.00												0.00
0									3,780.76			0.00
Cooral Requirements - Foreman 145,600,00 0.00 145,600,00 145,600,00 0.00												0.00
CO 008 Foreman (CO 003) Co 0000 Co 0000 Co 00000 Co 000000 Co 000000 Co 000000 Co 0000000 Co 000000000 Co 0000000000				 								
10 10 10 10 10 10 10 10												0.00
CO 09 Final Reconciliation Change Order 0.00 2.5.11 0.00 2.5.11 0.00 0.25.11 0.00												0.00
Oct General Requirements - Temp Labor 78,000.00							l l					0.00
Olia Fund - Pressure Washing Building Exterior (To 038e)												0.00
CO 003 Temporary Labor (CO 003) 0.00 0.15,000.00 0.00												
11												0.00
Fund - Additional Dumpster Costs (To 05Sc) 0.00 0.3470.00 -3,470.00 -3,470.00 -3,470.00 -3,470.00 -3,470.00 0.00 (182.35) 100.00% 0.00 0.												0.00
011e 11e 12d											0.00	
011f Additional General Conditions (Extension 10/12/2024 - 12/20/2024) 0.00 -1,952.92 -1,952.92 0.00 -1,952.92 0.00 0.1,952.92 10.000% 0.00							l l					
012 General Requirements - Final Cleaning 12,000.00 0.00 12,000.00 0.00 12,000.00 0.												
012a Fund - Final Cleaning (To 038d) 0.00 -12,000.00 -12,000.00 -12,000.00 -12,000.00 0.00												0.00
013a Fund - Waste Management Extension (To 007f) 0.00 0.0	012a	Fund - Final Cleaning (To 038d)	0.00	-12,000.00	-12,000.00	-12,000.00	0.00	0.00	(12,000.00)	100.00%	0.00	0.00
013b Temporary Utilities Funding Extension through December 2024 (From 054e) 0.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 0.												0.00
0.14 General Requirements - Temporary Protection 0.00 0.0												0.00
014a General Requirements - Temporary Protection (From Finish Flooring 037a) 0.00 28,177.75 28,177.75 28,177.75 0.00 0.00 0.00 0.00 0.00 10,000.00 9,624.55 375.45 0.00 10,000.00 10,000.00 9,624.55 375.45 0.00 10,000.00 10,000.00 0.00												0.00
014b Temporary Protection Funding (From 007a) 0.00 10,000.00 10,000.00 9,624.55 375.45 0.00 10,000.00 10,000.00 0												0.00
014d Fund - Floor Protection After Dry-In (To 038j) 0.00 -6,314.70 0.00 0.00 -6,314.70 0.00 0.00 (6,314.70 0.00		Temporary Protection Funding (From 007a)	0.00	10,000.00		9,624.55	375.45	0.00	10,000.00	100.00%	0.00	0.00
014e Temporary Protection Funding (From 047ap) 0.00 1 179.70 0.00 179.70 0.00 179.70 0.00 179.70 0.00												0.00
015 Temporary Power Utilities 0.00 0												0.00
015a Temporary Power Utilities (From 054a Utilities for Construction) 0.00 27,652.83 27,652.83 27,652.83 27,652.83 0.00 0.00 27,652.83 0.00												0.00
015b Temporary Power Utilities Funding (from 054c Utilities for Construction)												0.00
015c Building Power Payment per Owner Request (From 054d) 0.00 15,000.00 15,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	015b	Temporary Power Utilities Funding (from 054c Utilities for Construction)		5,000.00	5,000.00	5,000.00	0.00		5,000.00			0.00
	015c	Building Power Payment per Owner Request (From 054d)	0.00	15,000.00	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	0.00

015c 015d	Duke Site Lighting Boring (From 017s) Tomponent Litilities Exactling Extension through December 2024 (Exam 054a)	0.00	20,553.04 4,000.00	20,553.04 4,000.00	20,553.04 2,153.56	0.00 1,846.44	0.00	20,553.04 4,000.00	100.00% 100.00%	0.00	0.00
015d	Temporary Utilities Funding Extension through December 2024 (From 054e) Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00	-1,846.44	-1,846.44	0.00	-1,846.44	0.00	(1,846.44)	100.00%	0.00	0.00
	Subtotal For General Conditions: Contingencies:	1,207,437.00	6,996.03	1,214,433.03	1,172,767.02	41,666.01	0.00	1,214,433.03	100.00%	0.00	0.00
016	Contingency	249,235.00	0.00	249,235.00	249,235.00	0.00	0.00	249,235.00	100.00%	0.00	0.00
016a	Contingency (To 022 SDI)	0.00	-2,660.00	-2,660.00	-2,660.00	0.00	0.00	(2,660.00)	100.00%	0.00	0.00
016b 016c	Tortoise Survey (OCA 001) (To 047b) Split Construction Contingency and Owner Contingency (OCA 006) (To 017)	0.00	-1,695.00 -124,617.50	-1,695.00 -124,617.50	-1,695.00 -124,617.50	0.00	0.00	(1,695.00) (124,617.50)	100.00% 100.00%	0.00	0.00
016d	Fund - Subcontract Set Up - Environmental Graphics (To 040b)	0.00	-174.49	-174.49	-174.49	0.00	0.00	(174.49)	100.00%	0.00	0.00
016e	Fund - Subcontract Set Up - Springer Peterson (To 030d)	0.00	-50.00	-50.00	-50.00	0.00	0.00	(50.00)	100.00%	0.00	0.00
016f 016g	Fund - Subcontract Set Up - Hoopers (Concrete) (To 023h) Fund - Cosmetology Lab Hair Washing Station (To 035d, 041c, 043d)	0.00	-61,838.00 -19,026.50	-61,838.00 -19,026.50	-61,838.00 -19,026.50	0.00	0.00	(61,838.00) (19,026.50)	100.00% 100.00%	0.00	0.00
016h	Tortoise Survey (OCA 001) Fix from CC to OC (From 017w)	0.00	1,695.00	1,695.00	1,695.00	0.00	0.00	1,695.00	100.00%	0.00	0.00
CO 003	Construction Contingency (CO 003)	0.00	-30,000.00	-30,000.00	-30,000.00	0.00	0.00	(30,000.00)	100.00%	0.00	0.00
016i 017	Add Construction Contingency to Owner Contingency (OCA 047) (To 017ao) Owner Contingency (From 016c OCA 006)	0.00	-10,868.51 124,617.50	-10,868.51 124,617.50	-10,868.51 118,784.33	0.00 5,833.17	0.00	(10,868.51) 124,617.50	100.00% 100.00%	0.00	0.00
017a	Split Construction Contingency and Owner Contingency (OCA 006) (From 016c)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
017b	Addendum 03 (OCA 002) (To 042b) Fume Hood Power Regs Per RFI#30 (OCA 010) (To 045b)	0.00	-6,098.94 -1,155.38	-6,098.94 -1,155.38	-6,098.94 -1,155.38	0.00	0.00	(6,098.94)	100.00% 100.00%	0.00	0.00
017c 017d	SOG and Foundations Concrete PSI Change (OCA 017) (To 023b)	0.00	-1,104.44	-1,104.44	-1,104.44	0.00	0.00	(1,155.38) (1,104.44)	100.00%	0.00	0.00
017e	Knox FDC Locking Cap per Fire Dept. Request (OCA 011) (To 047c)	0.00	-700.55	-700.55	-700.55	0.00	0.00	(700.55)	100.00%	0.00	0.00
017f 017g	Addendum 02 - Electrical (OCA 004) (To 045c) Addendum 02 - Fire Protection (OCA 005) (To 042c)	0.00	-2,333.91 -1,851.29	-2,333.91 -1,851.29	-2,333.91 -1,851.29	0.00	0.00	(2,333.91) (1,851.29)	100.00% 100.00%	0.00 0.00	0.00
017h	Compressor Condensate Drain RFI#13 - Plumbing (OCA 009) (To 043b)	0.00	-3,297.00	-3,297.00	-3,297.00	0.00	0.00	(3,297.00)	100.00%	0.00	0.00
017i	Added Data Cabling per LV Scope Coordination Meeting (OCA 013) (To 045d)	0.00	-25,620.53	-25,620.53	-25,620.53	0.00	0.00	(25,620.53)	100.00%	0.00	0.00
017j 017k	ASI 04 - Sitework (OCA 019) (To 047a) ASI 02 - Plumbing (OCA 015) (To 043c)	0.00	-8,203.55 -3,314.00	-8,203.55 -3,314.00	-8,203.55 -3,314.00	0.00	0.00	(8,203.55) (3,314.00)	100.00% 100.00%	0.00	0.00
0171	ASI 02 - Electrical (OCA 014) (To 045e)	0.00	2,966.20	2,966.20	2,966.20	0.00	0.00	2,966.20	100.00%	0.00	0.00
017m 017n	ISIMET Controller Substitution for a Push/Pull Switch (OCA 020) (To 045f) ASI 07 - Electrical (OCA 021) (To 045g)	0.00	6,903.82 -730.87	6,903.82 -730.87	6,903.82	0.00	0.00	6,903.82	100.00% 100.00%	0.00 0.00	0.00
017n 017o	ASI 07 - Electrical (OCA 021) (10 045g) Finish Schedule Revisions per RFI#28 (OCA 016) (To 045a)	0.00	-3,495.00	-3,495.00	-730.87 -3,495.00	0.00	0.00	(730.87) (3,495.00)	100.00%	0.00	0.00
017p	Cameras Model Number Change (Credit) per Owner Request (OCA 022) (To 045i)	0.00	1,731.45	1,731.45	1,731.45	0.00	0.00	1,731.45	100.00%	0.00	0.00
017q 017r	Curtain System Installation Labor Credit per RFI#23 (OCA 023) (From 039a) Future Irrigation Sleeves Material and Installation (OCA 024) (To 047f)	0.00	1,417.00 -6,777.81	1,417.00	1,417.00	0.00	0.00	1,417.00	100.00% 100.00%	0.00	0.00
017F 017s	Duke Site Lighting Boring (To 015c)	0.00	-0,777.81	-6,777.81 -20,553.04	-6,777.81 -20,553.04	0.00	0.00	(6,777.81) (20,553.04)	100.00%	0.00	0.00
017t	EM Lights Nexus System Upgrade (OCA 026) (To 045l)	0.00	-20,611.37	-20,611.37	-20,611.37	0.00	0.00	(20,611.37)	100.00%	0.00	0.00
017u 017v	Test and Balance (OCA 027) (To 044d) Escalation Contingency Moved to Owner Contingency (OCA 029)	0.00	-18,847.00 42,542.54	-18,847.00 42,542.54	-18,847.00 42,542.54	0.00	0.00	(18,847.00) 42,542.54	100.00% 100.00%	0.00	0.00
017w	Tortoise Survey (OCA 001) Fix from CC to OC (To 016h)	0.00	-1,695.00	-1,695.00	-1,695.00	0.00	0.00	(1,695.00)	100.00%	0.00	0.00
017x	HCSD Movers (OCA 031) (To 038f and 038g)	0.00	-19,930.75	-19,930.75	-19,930.75	0.00	0.00	(19,930.75)	100.00%	0.00	0.00
017y 017z	Re-Paint Building Name Letters Entrance Sign per Owner Request (OCA 032) (To 040c) Signage Changes/Adds per Owner Request (OCA 033) (To 040d)	0.00	-1,704.00 7,355.96	-1,704.00 7,355.96	-1,704.00 7,355.96	0.00	0.00	(1,704.00) 7,355.96	100.00% 100.00%	0.00	0.00
017ab	Key Storage Boxes per HCSD Request (OCA 034) (To 008b, 008c, 032f)	0.00	-3,504.99	-3,504.99	-3,504.99	0.00	0.00	(3,504.99)	100.00%	0.00	0.00
017ac	ASI 13 (OCA 035) (To 044h)	0.00	-6,657.00	-6,657.00	-6,657.00	0.00	0.00	(6,657.00)	100.00%	0.00	0.00
017ad 017ae	Roof Hatch Guardrail per Owner Request (OCA 036) (To 030f) Additional Signage per ASI 12 & Owner/Architect/Inspector Request (OCA 037) (To 040e)	0.00	-3,741.84 -707.43	-3,741.84 -707.43	-3,741.84 -707.43	0.00	0.00	(3,741.84) (707.43)	100.00% 100.00%	0.00	0.00
017af	Concrete Pads Around Roof Leader Cleanouts (OCA 038) (To 0471)	0.00	-3,749.77	-3,749.77	-3,749.77	0.00	0.00	(3,749.77)	100.00%	0.00	0.00
017ag 017ah	Fire Extinguisher Arrow Signs per Fire Official Request (OCA 039) (To 008d) ASI 13 Rev1 Added Damper AHU-4 (OCA 040) (To 044i)	0.00	-335.67 -2,187.00	-335.67 -2,187.00	-335.67 -2,187.00	0.00	0.00	(335.67) (2,187.00)	100.00% 100.00%	0.00	0.00
017ai	ASI 14 (OCA 041) (To 038k)	0.00	-4,015.00	-4,015.00	-4,015.00	0.00	0.00	(4,015.00)	100.00%	0.00	0.00
017aj	Lowering Disconnects in Diesel Lab per Inspector's Request (OCA 042) (To 045t)	0.00	-1,106.49	-1,106.49	-1,106.49	0.00	0.00	(1,106.49)	100.00%	0.00	0.00
017ak 017al	Monument Sign Power 277v ILO 208v (OCA 043) (To 045u) GFCI Breaker for Diesel Lab Receptacles per Inspector's Request (OCA 045) (To 045v)	0.00	-1,025.89 -1,408.48	-1,025.89 -1,408.48	-1,025.89 -1,408.48	0.00	0.00	(1,025.89) (1,408.48)	100.00% 100.00%	0.00	0.00
017am	Temporary Site Lighting per Owner Request (OCA 048) (To 045aw)	0.00	-9,326.88	-9,326.88	-9,326.88	0.00	0.00	(9,326.88)	100.00%	0.00	0.00
017an	Adding Air Compressor Circuit and GFCI Receptacles and Wiremold Receptacles in Diesel Lab to EPO Buttons per owner and building inspector request on 11.19.24 (OCA 046) (To 045ax)	0.00	-4,329.08	-4,329.08	-4,329.08	0.00	0.00	(4,329.08)	100.00%	0.00	0.00
017an	Add Construction Contingency to Owner Contingency (OCA 047) (From 016i)	0.00	10,868.51	10,868.51	10,868.51	0.00	0.00	10,868.51	100.00%	0.00	0.00
017ap	Urinal Partition Reinforcement per Owner Request (OCA 049) (To 039j)	0.00	-810.00	-810.00	-810.00	0.00	0.00	(810.00)	100.00%	0.00	0.00
017aq CO 004	Mechanical Room 110 Added Emergency Light per Owner Request (OCA 050) (From 045af) Change Order Nmber 004 - DPO Reconciliation (OCA 051)	0.00	-1,022.82 23,947.57	-1,022.82 23,947.57	-1,022.82 23,947.57	0.00	0.00	(1,022.82) 23,947.57	100.00% 100.00%	0.00	0.00
017ar	Well Pump Power Add (OCA 044) (To 045ag)	0.00	-6,028.79	-6,028.79	-6,028.79	0.00	0.00	(6,028.79)	100.00%	0.00	0.00
017as	Remove Occ Sensors in Diesel Lab and Add Toggle Light Switch per Inspector's Request (OCA 052) (To 045ah)	0.00	-3,059.62	-3,059.62	-3,059.62	0.00	0.00	(3,059.62)	100.00%	0.00	0.00
017at 017au	Additional Power Outlets per Owner Request (OCA 053) (To 045ai) Removing Main Entrance Door Operator per Owner/Inspector Request (OCA 055) (To 034e)	0.00	-7,930.53 -843.12	-7,930.53 -843.12	-7,930.53 -843.12	0.00	0.00	(7,930.53) (843.12)	100.00% 100.00%	0.00	0.00
017av	Access Doors and Float Switches at AHU Plenums Sitting on Drain Pan (OCA 054) (To 044k)	0.00	-4,329.00	-4,329.00	-4,329.00	0.00	0.00	(4,329.00)	100.00%	0.00	0.00
017aw 017ax	Window Shades in Makers Space per Owner Request (To 038m) Removal of Temporary Light Poles (To 045al)	0.00	-2,373.55 -1,485.10	-2,373.55 -1,485.10	-2,373.55 0.00	0.00 -1,485.10	0.00	(2,373.55) (1,485.10)	100.00% 100.00%	0.00	0.00
	Concrete Pad for Picnic Table per Owner Request (To 038n)	0.00	-2,095.17	-2,095.17	0.00	-2,095.17	0.00	(2,095.17)	100.00%	0.00	0.00
	Concrete Pad Size Increase (To 0380)	0.00	-1,724.17	-1,724.17	0.00	-1,724.17	0.00	(1,724.17)	100.00%	0.00	0.00
017aac 018	Additional General Conditions (Extension 10/12/2024 - 12/20/2024) Escalation Contingency	0.00 166,155.00	-528.73 0.00	-528.73 166,155.00	0.00 166,155.00	-528.73 0.00	0.00	(528.73) 166,155.00	100.00% 100.00%	0.00	0.00
018a	Fund - Price Escalation for HVAC Scope (To 044b)	0.00	-5,258.00	-5,258.00	-5,258.00	0.00	0.00	(5,258.00)	100.00%	0.00	0.00
018b 018c	Fund - Price Escalation for Steel Scope (To 028a) Fund - Price Escalation for Fire Protection Scope (To 042d)	0.00	-775.00 -3,750.00	-775.00 -3,750.00	-775.00 -3,750.00	0.00	0.00	(775.00) (3,750.00)	100.00% 100.00%	0.00	0.00
018d	Fund - Price Escalation for Price Protection Scope (10 042u)	0.00	-3,730.00 -4,812.00	-4,812.00	-4,812.00	0.00	0.00	(4,812.00)	100.00%	0.00	0.00
018e	Fund - Price Escalation for Electrical Scope (To 045j)	0.00	-81,256.00	-81,256.00	-81,256.00	0.00	0.00	(81,256.00)	100.00%	0.00	0.00
018f 018g	Fund - Price Escalation for CIP Concrete Scope (To 023c) Fund - Price Escalation for Signage Scope (To 040a)	0.00	-17,750.00 -339.51	-17,750.00 -339.51	-17,750.00 -339.51	0.00	0.00	(17,750.00) (339.51)	100.00% 100.00%	0.00	0.00
018h	Fund - Price Escalation for Millwork/Caswork Scope (To 041b)	0.00	-1,950.00	-1,950.00	-1,950.00	0.00	0.00	(1,950.00)	100.00%	0.00	0.00
018i	Fund - Limerock and Concrete Price Escalation (To 047e)	0.00	1 -7,721.95	-7,721.95	-7,721.95	0.00	0.00	(7,721.95)	100.00%	0.00	0.00
018j	Fund - Escalation Contingency Moved to Owner Contingency (OCA 029) Subtotal for Contingency:	0.00 415,390.00	-42,542.54 -415,390.00	-42,542.54 0.00	-42,542.54 0.00	0.00	0.00	(42,542.54)	100.00% #DIV/0!	0.00	0.00
	Insurance and Bonding:										
019 CO 003	General Liability Insurance General Liability Insurance (CO 003)	112,517.00 0.00	0.00 2,957.73	112,517.00 2,957.73	112,517.00 2,957.73	0.00	0.00	112,517.00 2,957.73	100.00% 100.00%	0.00 0.00	0.00
CO 003	Octiva Daving Insulance (CO 995)	1 0.00	4,931./3	2,331.13	2,931.13	0.001	0.00	2,331./3	100.0070	0.00	0.00

CO 005		ا م م	01.04	01.04	ا م م ما	01.04	اممما	(01.04)	100.000/		a aa 1
	Final Reconciliation Change Order Builders Risk Insurance	0.00 102,289.00	-91.84 0.00	-91.84 102,289.00	0.00 97,678.30	-91.84 4,610.70	0.00	(91.84) 102,289.00	100.00% 100.00%	0.00 0.00	0.00
	Builders Risk Insurance (CO 003)	0.00	2,688.85	2,688.85	2,688.85	0.00	0.00	2,688.85	100.00%	0.00	0.00
	Final Reconciliation Change Order (To SDI CO 005)	0.00	-1,550.46	-1,550.46	0.00	-1,550.46	0.00	(1,550.46)	100.00%	0.00	0.00
	Final Reconciliation Change Order	0.00	-5,749.09	-5,749.09	0.00	-5,749.09	0.00	(5,749.09)	100.00%	0.00	0.00
	Bond	46,031.00	0.00	46,031.00	40,912.31	5,118.69	0.00	46,031.00	100.00%	0.00	0.00
	Bond (CO 003)	0.00	1,209.98	1,209.98	1,209.98	0.00	0.00	1,209.98	100.00%	0.00	0.00
	Final Reconciliation Change Order	0.00	-6,328.67	-6,328.67	0.00	-6,328.67	0.00	(6,328.67)	100.00%	0.00	0.00
022 022a	Subcontractor Default Insurance	93,046.00	0.00 2,660.00	93,046.00 2,660.00	93,046.00 2,660.00	0.00	0.00	93,046.00	100.00% 100.00%	0.00 0.00	0.00
CO 003	SDI Increase (From 016a Contingency) SDI (CO 003)	0.00	2,474.74	2,474.74	2,474.74	0.00	0.00	2,660.00 2,474.74	100.00%	0.00	0.00
	Final Reconciliation Change Order (From Builder's Risk CO 005)	0.00	1,550.46	1,550,46	0.00	1,550,46	0.00	1,550,46	100.00%	0.00	0.00
00 000	Subtotal for Insurance & Bonding:	353,883.00	-178.30	353,704.70	356,144.91	-2,440.21	0.00	353,704.70	100.00%	0.00	0.00
	Cost Of Work:										
023	Cast-in-Place Concrete - Hoopers Concrete & Block LLC	1,057,051.00	0.00	1,057,051.00	1,057,051.00	0.00	0.00	1,057,051.00	100.00%	0.00	0.00
	Change Order Nmber 001 - DPO Deduct	0.00	-146,012.42	-146,012.42	-146,012.42	0.00	0.00	(146,012.42)	100.00%	0.00	0.00
023a	DPO Deduct	0.00	-146,012.42	-146,012.42	-146,012.42	0.00	0.00	(146,012.42)	100.00%	0.00	0.00
023b	SOG and Foundations Concrete PSI Change (OCA 017) (From 017d Owner Contingency)	0.00	1,104.44	1,104.44	1,104.44	0.00	0.00	1,104.44	100.00%	0.00	0.00
023c 023d	Price Escalation for CIP Concrete Scope (From 018f) Hollow Core Plank Roof Concrete Filler (From 025c)	0.00	17,750.00 1,559.50	17,750.00 1,559.50	17,750.00 1,559.50	0.00	0.00	17,750.00 1,559.50	100.00% 100.00%	0.00 0.00	0.00
023e	Hollow Core Plank Openings Adjustment per RFI#88 (From 044c)	0.00	775.78	775.78	775.78	0.00	0.00	775.78	100.00%	0.00	0.00
	Thru-Wall Flashing Detail Change to Fry Reglet (Credit) (To 030c)	0.00	-1,626.31	-1,626.31	-1,626.31	0.00	0.00	(1,626.31)	100.00%	0.00	0.00
023h	Subcontract Set Up - Hoopers (Concrete) (From 016f)	0.00	61,838.00	61,838.00	61,838.00	0.00	0.00	61,838.00	100.00%	0.00	0.00
023i	Transformer Pad (From 045k)	0.00	1,854.51	1,854.51	1,854.51	0.00	0.00	1,854.51	100.00%	0.00	0.00
023j	3rd Set of Floor Mock Ups (From 037c)	0.00	2,365.00	2,365.00	2,365.00	0.00	0.00	2,365.00	100.00%	0.00	0.00
023k	Thru-Wall Flashing Detail Change to Fry Reglet (From 031a)	0.00	1,626.31	1,626.31	1,626.31	0.00	0.00	1,626.31	100.00%	0.00	0.00
	Fire Extinguishers Mount Type Changed to Fully Recessed per RFI#34 (From 039f)	0.00	2,904.00	2,904.00	2,904.00	0.00	0.00	2,904.00	100.00%	0.00	0.00
023m	Diesel Lab Floor Grind (From 032g)	0.00	6,247.50	6,247.50	6,247.50	0.00	0.00	6,247.50	100.00%	0.00	0.00
023n	Floor Sealer Scope of Work (from 032i and 034d) Pour Back of Slab at New Location of Original Condensate Drain in Mech Room 110 per Owner Request (From 042i and	0.00	42,245.33	42,245.33	42,245.33	0.00	0.00	42,245.33	100.00%	0.00	0.00
023o	043f)	0.00	738.21	738.21	738.21	0.00	0.00	738.21	100.00%	0.00	0.00
0200	Thru-Wall Flashing Detail Change to Fry Reglet (CO Credit)	0.00	-9,788.00	-9,788.00	-9,788.00	0.00	0.00	(9,788.00)	100.00%	0.00	0.00
	Thru-Wall Flashing Detail Change to Fry Reglet (Uncommitted Credit)	0.00	9,788.00	9,788.00	9,788.00	0.00	0.00	9,788.00	100.00%	0.00	0.00
CO 004	Change Order Nmber 004 - DPO Reconciliation	0.00	6,555.04	6,555.04	6,555.04	0.00	0.00	6,555.04	100.00%	0.00	0.00
024	Concrete Finishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
025	Precast Concrete - Dura Stress	392,200.00	0.00	392,200.00	392,200.00	0.00	0.00	392,200.00	100.00%	0.00	0.00
	Change Order Nmber 001 - DPO Deduct	0.00	-204,605.00	-204,605.00	-204,605.00	0.00	0.00	(204,605.00)	100.00%	0.00	0.00
025a 025b	DPO Deduct Fund - Subcontract Set Up - DSI Erection (To 026)	0.00 0.00	-204,605.00 -181,295.00	-204,605.00 -181,295.00	-204,605.00 -181,295.00	0.00	0.00	(204,605.00) (181,295.00)	100.00% 100.00%	0.00 0.00	0.00
	Fund - Hollow Core Plank Roof Concrete Filler (To 023d)	0.00	-1,559.50	-1,559.50	-1,559.50	0.00	0.00	(1,559.50)	100.00%	0.00	0.00
025d	Fund - 2" Topping Slab (To 030b, 038c)	0.00	-4,740.50	-4,740.50	-4,740.50	0.00	0.00	(4,740.50)	100.00%	0.00	0.00
026	Precast Erection - Subcontract Set Up - DSI Erection (From 025b)	0.00	181,295.00	181,295.00	181,295.00	0.00	0.00	181,295.00	100.00%	0.00	0.00
026a	Subcontract Set Up - DSI Erection (From 025b)					0.00			#DIV/0!	0.00	0.00
027	Masonry -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
028	Steel - Morrow Steel	130,237.00	0.00	130,237.00	130,237.00	0.00	0.00	130,237.00	100.00%	0.00	0.00
028a	Price Escalation for Steel Scope (From 018b)	0.00	775.00	775.00	775.00	0.00	0.00	775.00	100.00%	0.00	0.00
028b 028c	Fund - 2" Topping Slab (To 030b, 038c) Column Protectors Steel Form (From 039b)	0.00	-39,535.00 7,106.13	-39,535.00 7,106.13	-39,535.00 7,106.13	0.00	0.00	(39,535.00) 7,106.13	100.00% 100.00%	0.00 0.00	0.00
028d	Oil Interceptor Floor Cover Plate (From 047u)	0.00	2,327.60	2,327.60	2,327.60	0.00	0.00	2,327.60	100.00%	0.00	0.00
029	Foam Insulation - Subcontract Set Up - Tailored Foam (From 035c)	0.00	19,800.00	19,800.00	19,800.00	0.00	0.00	19,800.00	100.00%	0.00	0.00
029a	Subcontract Set Up - Tailored Foam (From 035c)		· ·	,	· ·	0.00		,	#DIV/0!	0.00	0.00
029a	Fund - 2" Topping Slab (To 030b, 038c)	0.00	-8,118.00	-8,118.00	-8,118.00	0.00	0.00	(8,118.00)	100.00%	0.00	0.00
030	Roofing Systems - Springer Peterson Roofing & Sheet Metal	397,385.00	0.00	397,385.00	397,385.00	0.00	0.00	397,385.00	100.00%	0.00	0.00
	Change Order Nmber 001 - DPO Deduct	0.00	-149,143.71	-149,143.71	-149,143.71	0.00	0.00	(149,143.71)	100.00%	0.00	0.00
030a	DPO Deduct	0.00	-149,143.71	-149,143.71	-149,143.71	0.00	0.00	(149,143.71)	100.00%	0.00	0.00
030b 030c	2x6 Wood Nailer for Topping Slab (From 025d, 028b, 029a, 034a) Thru-Wall Flashing Detail Change to Fry Reglet (From 023f)	0.00 0.00	2,964.72 1,626.31	2,964.72 1,626.31	2,964.72 1,626.31	0.00	0.00	2,964.72 1,626.31	100.00% 100.00%	0.00 0.00	0.00
030d	Subcontract Set Up - Springer Peterson (From 016e)	0.00	50.00	50.00	50.00	0.00	0.00	50.00	100.00%	0.00	0.00
030e	Powder Coat Black Welded Gutters/Downspouts (From 047h)	0.00	17,912.72	17,912.72	17,912.72	0.00	0.00	17,912.72	100.00%	0.00	0.00
030f	Roof Hatch Guardrail per Owner Request (OCA 036) (From 017ad)	0.00	3,741.84	3,741.84	3,741.84	0.00	0.00	3,741.84	100.00%	0.00	0.00
030g	Fund - Solid Surface Rounded Corners Cuts (To 041d)	0.00	-50.00	-50.00	-50.00	0.00	0.00	(50.00)	100.00%	0.00	0.00
	Change Order Nmber 004 - DPO Reconciliation	0.00	3,749.60	3,749.60	3,749.60	0.00	0.00	3,749.60	100.00%	0.00	0.00
031	Joint Sealants and Vapor Barriers - Merit	52,905.00	0.00	52,905.00	51,995.65	909.35	0.00	52,905.00	100.00%	0.00	0.00
	Thru-Wall Flashing Detail Change to Fry Reglet (To 023k)	0.00	-1,626.31	-1,626.31	-1,626.31	0.00	0.00	(1,626.31)	100.00%	0.00	0.00
	Fund - Solid Surface Rounded Corners Cuts (To 041d) Fund - Fliming Added Slivers & Reconfiguration of ACT Around Funo Head (To 036d)	0.00	-2.90	-2.90	-2.90	0.00	0.00	(2.90)	100.00%	0.00	0.00
	Fund - Eliminating Added Slivers & Reconfiguration of ACT Around Fume Hood (To 036d) Additional Fees from Good Greek Movers for Owner Furniture Move In (To 038l)	0.00	-1,119.59 -533.85	-1,119.59 -533.85	-1,119.59 -533.85	0.00	0.00	(1,119.59) (533.85)	100.00%	0.00 0.00	0.00
	Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00	-909.35	-909.35	0.00	-909.35	0.00	(909.35)	100.00%	0.00	0.00
032	Doors, Frames, Hardware - DH Pace Company	181,511.00	0.00	181,511.00	181,511.00	0.00	0.00	181,511.00	100.00%	0.00	0.00
	Change Order Nmber 001 - DPO Deduct	0.00	-103,946.34	-103,946.34	-103,946.34	0.00	0.00	(103,946.34)	100.00%	0.00	0.00
032a	DPO Deduct	0.00	-103,946.34	-103,946.34	-103,946.34	0.00	0.00	(103,946.34)	100.00%	0.00	0.00
032b	Fund - Corner Guards at Showers Due to No Detail (To 039c)	0.00	-1,307.00	-1,307.00	-1,307.00	0.00	0.00	(1,307.00)	100.00%	0.00	0.00
		0.00	-2,337.36	-2,337.36	-2,337.36	0.00	0.00	(2,337.36)	100.00%	0.00	0.00
032c	Fund - Additional Framing and Durarock at Shower Walls (To 035e)		-532.30	-532.30	-532.30	0.00	0.00	(532.30)	100.00%	0.00	0.00
032c 032d	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f)	0.00				0.001	0.00	(2,756.00)	100.00%	0.00	0.00
032c 032d 032e	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f)	0.00	-2,756.00	-2,756.00	-2,756.00			2.460.00	100.0007		
032c 032d 032e 032f	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From o17ab)	0.00 0.00	-2,756.00 2,460.00	2,460.00	2,460.00	0.00	0.00	2,460.00	100.00%	0.00	
032c 032d 032e 032f 032g	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From 017ab) Fund - Diesel Lab Floor Grind (To 023m)	0.00 0.00 0.00	-2,756.00 2,460.00 -6,247.50	2,460.00 -6,247.50	2,460.00 -6,247.50	0.00 0.00	0.00 0.00	(6,247.50)	100.00%	0.00	0.00
032c 032d 032e 032f 032g 032h	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From 017ab) Fund - Diesel Lab Floor Grind (To 023m) Fund - Walk Off Mats Transitions (To 037e)	0.00 0.00 0.00 0.00	-2,756.00 2,460.00 -6,247.50 -939.41	2,460.00 -6,247.50 -939.41	2,460.00 -6,247.50 -939.41	0.00 0.00 0.00	0.00 0.00 0.00	(6,247.50) (939.41)	100.00% 100.00%		0.00 0.00
032c 032d 032e 032f 032g 032h 032i	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From 017ab) Fund - Diesel Lab Floor Grind (To 023m)	0.00 0.00 0.00	-2,756.00 2,460.00 -6,247.50	2,460.00 -6,247.50	2,460.00 -6,247.50	0.00 0.00	0.00 0.00	(6,247.50)	100.00%	0.00 0.00	0.00
032c 032d 032e 032f 032g 032h 032i	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From o17ab) Fund - Diesel Lab Floor Grind (To 023m) Fund - Walk Off Mats Transitions (To 037e) Fund - Floor Sealer Scope of Work (To 023n)	0.00 0.00 0.00 0.00 0.00	-2,756.00 2,460.00 -6,247.50 -939.41 -32,335.43	2,460.00 -6,247.50 -939.41 -32,335.43	2,460.00 -6,247.50 -939.41 -32,335.43	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	(6,247.50) (939.41) (32,335.43)	100.00% 100.00% 100.00%	0.00 0.00 0.00	0.00 0.00 0.00
032c 032d 032e 032f 032g 032h 032i 032j 033	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From 017ab) Fund - Diesel Lab Floor Grind (To 023m) Fund - Walk Off Mats Transitions (To 037c) Fund - Floor Sealer Scope of Work (To 023n) Remove and Replace Door 141 per Owner Request (Damaged by Others) (From 035j) Overhead Doors - Parsons & Associates dba Overhead Door Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00 0.00 0.00 0.00 0.00 0.00 70,073.00 0.00	-2,756.00 2,460.00 -6,247.50 -939.41 -32,335.43 2,397.21 1 0.00 -1,056.00	2,460.00 -6,247.50 -939.41 -32,335.43 2,397.21 70,073.00 -1,056.00	2,460.00 -6,247.50 -939.41 -32,335.43 0.00 69,017.00 0.00	0.00 0.00 0.00 0.00 2,397.21 1,056.00 -1,056.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	(6,247.50) (939.41) (32,335.43) 2,397.21 70,073.00 (1,056.00)	100.00% 100.00% 100.00% 100.00% 100.00%	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00
032c 032d 032e 032f 032g 032h 032i 032j 033 033a	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From 017ab) Fund - Diesel Lab Floor Grind (To 023m) Fund - Walk Off Mats Transitions (To 037e) Fund - Floor Scaler Scope of Work (To 023n) Remove and Replace Door 141 per Owner Request (Damaged by Others) (From 035j) Overhead Doors - Parsons & Associates dba Overhead Door Additional General Conditions (Extension 10/12/2024 - 12/20/2024) Glass, Storefront, Windows - Lake Glass & Mirror Inc.	0.00 0.00 0.00 0.00 0.00 0.00 70,073.00 0.00 193,272.00	-2,756.00 2,460.00 -6,247.50 -939.41 -32,335.43 2,397.21 1 0.00 -1,056.00 0.00	2,460.00 -6,247.50 -939.41 -32,335.43 2,397.21 70,073.00 -1,056.00 193,272.00	2,460.00 -6,247.50 -939,41 -32,335.43 0.00 69,017.00 0.00 191,067.79	0.00 0.00 0.00 0.00 2,397.21 1,056.00 -1,056.00 2,204.21	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	(6,247.50) (939.41) (32,335.43) 2,397.21 70,073.00 (1,056.00) 193,272.00	100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	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
032c 032d 032e 032f 032g 032h 032i 032j 033 033a 034	Fund - Additional Framing and Drywall at Roof Hatch Detail (To 035f) Fund - Field Cutting of HVAC Openings in Hollow Core Roof (To 044f) Key Storage Boxes per HCSD Request (OCA 034) (From 017ab) Fund - Diesel Lab Floor Grind (To 023m) Fund - Walk Off Mats Transitions (To 037c) Fund - Floor Sealer Scope of Work (To 023n) Remove and Replace Door 141 per Owner Request (Damaged by Others) (From 035j) Overhead Doors - Parsons & Associates dba Overhead Door Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00 0.00 0.00 0.00 0.00 0.00 70,073.00 0.00	-2,756.00 2,460.00 -6,247.50 -939.41 -32,335.43 2,397.21 1 0.00 -1,056.00	2,460.00 -6,247.50 -939.41 -32,335.43 2,397.21 70,073.00 -1,056.00	2,460.00 -6,247.50 -939.41 -32,335.43 0.00 69,017.00 0.00	0.00 0.00 0.00 0.00 2,397.21 1,056.00 -1,056.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	(6,247.50) (939.41) (32,335.43) 2,397.21 70,073.00 (1,056.00)	100.00% 100.00% 100.00% 100.00% 100.00%	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00

	A 1182 172 173 174 (77 0.201)				1	1	1			1	1
034c 034d	Additional Final Paint (To 038h) Fund - Floor Sealer Scope of Work (To 023n)	0.00	-2,151.20 -9,909.90	-2,151.20 -9,909.90	-2,151.20 -9,909.90	0.00	0.00	(2,151.20) (9,909.90)	100.00% 100.00%	0.00	0.00
034a 034e	Removing Main Entrance Door Operator per Owner/Inspector Request (OCA 055) (From 017au)	0.00	-9,909.90 843.12	-9,909.90 843.12	-9,909.90 843.12	0.00	0.00	843.12	100.00%	0.00	0.00
034f	Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00	-2,204.21	-2,204.21	0.00	-2,204.21	0.00	(2,204.21)	100.00%	0.00	0.00
035	Drywall - Raynor Company Group	413,642.00	0.00	413,642.00	413,642.00	0.00	0.00	413,642.00	100.00%	0.00	0.00
CO 001	Change Order Nmber 001 - DPO Deduct	0.00	-65,872.20	-65,872.20	-65,872.20	0.00	0.00	(65,872.20)	100.00%	0.00	0.00
035a	DPO Deduct	0.00	-65,872.20	-65,872.20	-65,872.20	0.00	0.00	(65,872.20)	100.00%	0.00	0.00
035b	Price Escalation for Drywall Scope (From 018d)	0.00	4,812.00	4,812.00	4,812.00	0.00	0.00	4,812.00	100.00%	0.00	0.00
035c 035d	Fund - Subcontract Set Up - Tailored Foam (To 029) Cosmetology Lab Hair Washing Station (From 016g)	0.00	-19,800.00 1,112.50	-19,800.00 1,112.50	-19,800.00 1,112.50	0.00	0.00	(19,800.00) 1,112.50	100.00% 100.00%	0.00	0.00
035u	Additional Framing and Durarock at Shower Walls (From 032c)	0.00	2,337.36	2,337.36	2,337.36	0.00	0.00	2,337.36	100.00%	0.00	0.00
035f	Additional Framing and Drywall at Roof Hatch Detail (From 032d)	0.00	532.30	532.30	532.30	0.00	0.00	532.30	100.00%	0.00	0.00
035g	Additional Wall Patching at Cosmo Lab due to "Inspector's Test" Relocation (From 042e)	0.00	635.40	635.40	635.40	0.00	0.00	635.40	100.00%	0.00	0.00
035h	DPO Reconciliation - L&W - Unused Materials (From 047n)	0.00	5,507.56	5,507.56	381.75	5,125.81	0.00	5,507.56	100.00%	0.00	0.00
CO 004	Change Order Nmber 004 - DPO Reconciliation	0.00	5,507.56	5,507.56	5,507.56	0.00	0.00	5,507.56	100.00%	0.00	0.00
035i	Replacement Filters (To 0441)	0.00	-579.00	-579.00	-579.00	0.00	0.00	(579.00)	100.00%	0.00	0.00
035j 035k	Fund - Remove and Replace Door 141 per Owner Request (Damaged by Others) (To 032j) Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00	-2,397.21 -2,728.64	-2,397.21 -2,728.64	0.00	-2,397.21 -2,728.64	0.00	(2,397.21) (2,728.64)	100.00% 100.00%	0.00	0.00
035m	Budget Tranfer - Balance	0.00	0.04	0.04	0.00	0.04	0.00	0.04	100.00%	0.00	0.00
036	Acoustical Ceilings - Real Ceilings in Tampa LLC	47,750.00	0.00	47,750.00	47,750.00	0.00	0.00	47,750.00	100.00%	0.00	0.00
CO 001	Change Order Nmber 001 - DPO Deduct	0.00	-22,391.85	-22,391.85	-22,391.85	0.00	0.00	(22,391.85)	100.00%	0.00	0.00
036a	DPO Deduct	0.00	-22,391.85	-22,391.85	-22,391.85	0.00	0.00	(22,391.85)	100.00%	0.00	0.00
036b	Walk Off Mat at Conference Room Entrance (To 039g)	0.00	-579.06	-579.06	-579.06	0.00	0.00	(579.06)	100.00%	0.00	0.00
036c 036d	Adjusting ACT for Ceiling Mounted Devices (From 045r) Eliminating Added Slivers & Reconfiguration of ACT Around Fume Hood (From 031d, 036e, 042h and 045s)	0.00	4,985.90 1,697.87	4,985.90 1,697.87	4,985.90 1,697.87	0.00	0.00	4,985.90 1,697.87	100.00% 100.00%	0.00	0.00
036e	Eliminating Added Slivers & Reconfiguration of ACT Around Fume Hood (To 036d)	0.00	-234.81	-234.81	-234.81	0.00	0.00	(234.81)	100.00%	0.00	0.00
037	Finish Flooring - Specialty Solutions Southeast	135,884.00	0.00	135,884.00	135,884.00	0.00	0.00	135,884.00	100.00%	0.00	0.00
037a	Finish Flooring (To 014a Temporary Protection)	0.00	-28,177.75	-28,177.75	-28,177.75	0.00	0.00	(28,177.75)	100.00%	0.00	0.00
037b	Fund - Subcontract Set Up - Signal Building Construction (Painting) (To 055a)	0.00	-20,869.00	-20,869.00	-20,869.00	0.00	0.00	(20,869.00)	100.00%	0.00	0.00
037c 037d	3rd Set of Floor Mock Ups (To 023j) Fund, Solid Surface Bounded Courses Cuts (To 041d)	0.00	-2,365.00	-2,365.00	-2,365.00	0.00	0.00	(2,365.00)	100.00%	0.00	0.00
037d 037e	Fund - Solid Surface Rounded Corners Cuts (To 041d) Walk Off Mats Transitions (From 032h)	0.00	-52.70 939.41	-52.70 939.41	-52.70 939.41	0.00	0.00	(52.70) 939.41	100.00% 100.00%	0.00	0.00
038	Painting - Signal Building Construction	83,405.00	0.00	83,405.00	83,405.00	0.00	0.00	83,405.00	100.00%	0.00	0.00
038a	Subcontract Set Up - Signal Building Construction (Painting) (From 037b)	0.00	20,869.00	20,869.00	20,869.00	0.00	0.00	20,869.00	100.00%	0.00	0.00
038b	Temporary Fence (From 005a General Requirements - Temp Fence and Maintenance)	0.00	43,250.00	43,250.00	43,250.00	0.00	0.00	43,250.00	100.00%	0.00	0.00
038c	2" Topping Slab (From 025d, 028b, 029a, 034a)	0.00	85,008.87	85,008.87	85,008.87	0.00	0.00	85,008.87	100.00%	0.00	0.00
038d 038e	Final Cleaning (From 007e and 012a) Pressure Washing Building Exterior (From 011a)	0.00	12,730.00 3,360.00	12,730.00 3,360.00	12,730.00 3,360.00	0.00	0.00	12,730.00 3,360.00	100.00% 100.00%	0.00	0.00
038f	HCSD Movers (OCA 031) (From 017x)	0.00	18,684.75	18,684.75	18,684.75	0.00	0.00	18,684.75	100.00%	0.00	0.00
038g	HCSD Movers Protection (OCA 031) (From 017x)	0.00	1,246.00	1,246.00	1,246.00	0.00	0.00	1,246.00	100.00%	0.00	0.00
CO 003	ASI 11 (Painting) (CO 003)	0.00	6,706.00	6,706.00	6,706.00	0.00	0.00	6,706.00	100.00%	0.00	0.00
038h	Additional Final Paint (From 034c)	0.00	2,511.20	2,511.20	2,511.20	0.00	0.00	2,511.20	100.00%	0.00	0.00
038i 038j	Additional Final Paint (To 038c) Fund - Floor Protection After Dry-In (From 014d)	0.00	-360.00 6,314.70	-360.00 6,314.70	-360.00 6,314.70	0.00	0.00	(360.00) 6,314.70	100.00% 100.00%	0.00	0.00
038k	ASI 14 (OCA 041) (From 017ai)	0.00	4,015.00	4,015.00	4,015.00	0.00	0.00	4,015.00	100.00%	0.00	0.00
0381	Additional Fees from Good Greek Movers for Owner Furniture Move In (From 031e)	0.00	533.85	533.85	533.85	0.00	0.00	533.85	100.00%	0.00	0.00
038m	Window Shades in Makers Space per Owner Request (From 017aw)	0.00	2,373.55	2,373.55	2,373.55	0.00	0.00	2,373.55	100.00%	0.00	0.00
038n	Concrete Pad for Picnic Table per Owner Request (From aaa)	0.00	2,095.17	2,095.17	0.00	2,095.17	0.00	2,095.17	100.00%	0.00	0.00
038o 039	Concrete Pad Size Increase (From aab) Specialties - Trinity Construction Management, LLC	0.00 67,492.00	1,724.17 0.00	1,724.17 67,492.00	0.00 67,492.00	1,724.17	0.00	1,724.17 67,492.00	100.00% 100.00%	0.00	0.00
039a	Curtain System Installation Labor Credit per RFI#23 (OCA 023) (To 017q)	0.00	-1,417.00	-1,417.00	-1,417.00	0.00	0.00	(1,417.00)	100.00%	0.00	0.00
039b	Fund - Column Protectors Steel Form (To 028c)	0.00	-7,106.13	-7,106.13	-7,106.13	0.00	0.00	(7,106.13)	100.00%	0.00	0.00
039c	Corner Guards at Showers Due to No Detail (From 032d)	0.00	1,307.00	1,307.00	1,307.00	0.00	0.00	1,307.00	100.00%	0.00	0.00
039d	Fund - Data Room Plywood Replacement and Intumescent Paint per A/E Request (To 045n)	0.00	-10,175.13	-10,175.13	-10,175.13	0.00	0.00	(10,175.13)	100.00%	0.00	0.00
039f 039g	Fund - Fire Extinguishers Mount Type Changed to Fully Recessed per RFI#34 (To 0231) Walk Off Mat at Conference Room Entrance (From 036b)	0.00	-2,904.00 579.06	-2,904.00 579.06	-2,904.00 579.06	0.00	0.00	(2,904.00) 579.06	100.00% 100.00%	0.00	0.00
039h	Walk Off Mat at Conference Room Entrance (From 039)	0.00	1,443.20	1,443.20	1,443.20	0.00	0.00	1,443.20	100.00%	0.00	0.00
039i	Budget Transfer - Adjustment (From 045aa)	0.00	2,058.00	2,058.00	2,058.00	0.00	0.00	2,058.00	100.00%	0.00	0.00
039j	Urinal Partition Reinforcement per Owner Request (OCA 049) (From 017ap)	0.00	810.00	810.00	810.00	0.00	0.00	810.00	100.00%	0.00	0.00
039k	Walk Off Mat at Conference Room Entrance	0.00	-1,443.20	-1,443.20	-1,443.20	0.00	0.00	(1,443.20)	100.00%	0.00	0.00
040 040a	Signage - Binney Family of Florida Inc dba Environmental Graphics Price Escalation for Signage Scope (From 018g)	40,865.00 0.00	0.00 339.51	40,865.00 339.51	40,865.00 339.51	0.00	0.00	40,865.00 339.51	100.00% 100.00%	0.00	0.00
040a	Subcontract Set Up - Environmental Graphics (From 016d)	0.00	174.49	174.49	174.49	0.00	0.00	174.49	100.00%	0.00	0.00
040c	Re-Paint Building Name Letters Entrance Sign per Owner Request (OCA 032) (From 017y)	0.00	1,704.00	1,704.00	1,704.00	0.00	0.00	1,704.00	100.00%	0.00	0.00
040d	Signage Changes/Adds per Owner Request (OCA 033) (From 017z)	0.00	-7,355.96	-7,355.96	-7,355.96	0.00	0.00	(7,355.96)	100.00%	0.00	0.00
040e	Additional Signage per ASI 12 & Owner/Architect/Inspector Request (OCA 037) (From 017ae)	0.00	707.43	707.43	707.43	0.00	0.00	707.43	100.00%	0.00	0.00
040f 041	Building Address Sign per Owner Request (From 047v) Casework - Signal Building Construction	0.00 34,975.00	2,525.75 0.00	2,525.75 34,975.00	2,525.75 34,975.00	0.00	0.00	2,525.75 34,975.00	100.00% 100.00%	0.00	0.00
041a	Finish Schedule Revisions per RFI#28 (OCA 016) (From 017o)	0.00	3,495.00	3,495.00	3,495.00	0.00	0.00	3,495.00	100.00%	0.00	0.00
041b	Price Escalation for Millwork/Caswork Scope (From 018h)	0.00	1,950.00	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00%	0.00	0.00
041c	Cosmetology Lab Hair Washing Station (From 016g)	0.00	1,424.00	1,424.00	1,424.00	0.00	0.00	1,424.00	100.00%	0.00	0.00
041d	Solid Surface Rounded Corners Cuts (From 030g, 031b, 037d)	0.00	105.60	105.60	105.60	0.00	0.00	105.60	100.00%	0.00	0.00
041e	Lowering Gang Restrooms Sinks and Countertops per Inspector's Request (From 047ad)	0.00	1,320.00	1,320.00	1,320.00	0.00	0.00	1,320.00	100.00%	0.00	0.00
042 CO 001	Fire Protection - Cox Fire Protection Change Order Nmber 001 - DPO Deduct	93,485.00	0.00 -19,126.20	93,485.00 -19,126.20	93,484.97 -19,126.20	0.03	0.00	93,485.00 (19,126.20)	100.00% 100.00%	0.00	0.00
042a	DPO Deduct	0.00	-19,126.20	-19,126.20	-19,126.20	0.00	0.00	(19,126.20)	100.00%	0.00	0.00
042b	Addendum 03 (OCA 002) (From 017b)	0.00	6,098.94	6,098.94	6,098.94	0.00	0.00	6,098.94	100.00%	0.00	0.00
042c	Addendum 02 - Fire Protection (OCA 005) (From 017g)	0.00	1,851.29	1,851.29	1,851.29	0.00	0.00	1,851.29	100.00%	0.00	0.00
042d	Price Escalation for Fire Protection Scope (From 018c)	0.00	3,750.00	3,750.00	3,750.00	0.00	0.00	3,750.00	100.00%	0.00	0.00
042e 042f	Fund - Additional Wall Patching at Cosmo Lab due to "Inspector's Test" Relocation (To 035g) Underground Water Line Flush Test Assistance and Fire Risers Adapter (From 047i)	0.00	-635.40 1,596.21	-635.40	-635.40 1,596.21	0.00	0.00	(635.40) 1,596.21	100.00% 100.00%	0.00	0.00
0421 042g	Fund - Cosmo Lab Extraction Hoses per RFI#127 (To 044g)	0.00	-2,574.00	1,596.21 -2,574.00	-2,574.00	0.00	0.00	(2,574.00)	100.00%	0.00	0.00
042h	Fund - Eliminating Added Slivers & Reconfiguration of ACT Around Fume Hood (To 036d)	0.00	-39.79	-39.79	-39.79	0.00	0.00	(39.79)	100.00%	0.00	0.00
9	Fund - Pour Back of Slab at New Location of Original Condensate Drain in Mech Room 110 per Owner Request (To										
042i	[0230]	0.00	-415.21	-415.21	-415.21	0.00	0.00	(415.21)	100.00%	0.00	0.00

CO 004	Change Order Nmber 004 - DPO Reconciliation	0.00	241.25	241.25	241.25	0.00	0.00	241.25	100.00%	0.00	0.0
042j	Budget Tranfer - Balance	0.00	-0.03	-0.03	0.00	-0.03	0.00	(0.03)	100.00%	0.00	0.0
043	Plumbing - Coastal Mechanical Services LLC	434,200.00	0.00	434,200.00	434,200.00	0.00	0.00	434,200.00	100.00%	0.00	0.0
CO 001	Change Order Nmber 001 - DPO Deduct	0.00	-48,268.09	-48,268.09	-48,268.09	0.00	0.00	(48,268.09)	100.00%	0.00	0.0
043a	DPO Deduct	0.00	-48,268.09	-48,268.09	-48,268.09 3,297.00	0.00	0.00	(48,268.09)	100.00%	(0.00) 0.00	0.0
043b 043c	Compressor Condensate Drain RFI#13 - Plumbing (OCA 009) (From 017h) ASI 02 - Plumbing (OCA 015) (From 017k)	0.00	3,297.00 3,314.00	3,297.00 3,314.00	3,314.00	0.00	0.00	3,297.00 3,314.00	100.00% 100.00%	0.00	0.0
043d	Cosmetology Lab Hair Washing Station (From 016g)	0.00	16,490.00	16,490.00	16,490.00	0.00	0.00	16,490.00	100.00%	0.00	0.0
CO 003	ASI 11 (Plumbing) (CO 003)	0.00	26,275.00	26,275.00	26,275.00	0.00	0.00	26,275.00	100.00%	0.00	0.0
043e	Relocate Original Condensate Drain in Mech Room 110 per Owner Request (From 045p)	0.00	4,916.00	4,916.00	4,916.00	0.00	0.00	4,916.00	100.00%	0.00	0.0
0.120	Fund - Pour Back of Slab at New Location of Original Condensate Drain in Mech Room 110 per Owner Request (To	0.00	222.00	222.00	222.00			(222.00)	400.000/	0.00	
043f	0230)	0.00	-323.00	-323.00	-323.00	0.00	0.00	(323.00)	100.00%	0.00	0.0
043g	Lowering Gang Restrooms Sinks and Countertops and Added Trap Protectors per Inspector's Request (From 047ad)	0.00	1,019.00	1,019.00	1,019.00	0.00	0.00	1,019.00	100.00%	0.00	0.0
CO 004	Change Order Nmber 004 - DPO Reconciliation	0.00	4,419.14	4,419.14	4,419.14	0.00	0.00	4,419.14	100.00%	0.00	0.0
043h	Makers Space Cord Reels Mounting Detail and Coordination with Electrical (From 046ae)	0.00	4,882.00	4,882.00	4,882.00	0.00	0.00	4,882.00	100.00%	0.00	0.0
043i 043j	Compressor Air Dryer Installation (Not Shown on Drawings, Owner Provided Equipment) (From 047af) Raising Interior Drains and Cleanouts For New Flooring (From 047ag)	0.00	1,510.00 2,410.00	1,510.00 2,410.00	1,510.00 2,410.00	0.00	0.00	1,510.00 2,410.00	100.00% 100.00%	0.00	0.0
0431	HVAC - Peninsular Mechanical	845,000.00	0.00	845,000.00	843,052.86	1,947.14	0.00	845,000.00	100.00%	0.00	0.0
CO 001	Change Order Nmber 001 - DPO Deduct	0.00	-311,755.72	-311,755.72	-311,755.72	0.00	0.00	(311,755.72)	100.00%	0.00	0.0
044a	DPO Deduct	0.00	-311,755.72	-311,755.72	-311,755.72	0.00	0.00	(311,755.72)	100.00%	0.00	0.0
044b 044c	Price Escalation for HVAC Scope (From 018a) Fund - Hollow Core Plank Openings Adjustment per RFI#88 (To 023e)	0.00	5,258.00 -775.78	5,258.00 -775.78	5,258.00 -775.78	0.00	0.00	5,258.00 (775.78)	100.00% 100.00%	0.00	0.0
044c 044d	Test and Balance (OCA 027) (From 017u)	0.00	18,847.00	18,847.00	18,847.00	0.00	0.00	18,847.00	100.00%	0.00	0.0
044e	NOA Roof Vent Caps per RFI#90 (From 045m)	0.00	1,070.78	1,070.78	1,070.78	0.00	0.00	1,070.78	100.00%	0.00	0.0
044f	Field Cutting of HVAC Openings in Hollow Core Roof (From 032e)	0.00	2,756.00	2,756.00	2,756.00	0.00	0.00	2,756.00	100.00%	0.00	0.0
044g	Cosmo Lab Extraction Hoses per RFI#127 (From 042g)	0.00	2,574.00	2,574.00	2,574.00	0.00	0.00	2,574.00	100.00%	0.00	0.0
044h 044i	ASI 13 (OCA 035) (From 017ac) ASI 13 Rev1 Added Damper AHU-4 (OCA 040) (From 017ah)	0.00	6,657.00 2,187.00	6,657.00 2,187.00	6,657.00 2,187.00	0.00	0.00	6,657.00 2,187.00	100.00% 100.00%	0.00	0.0
044i	Ductwork Adjustment in Makers in Conflict with Above Ceiling MEP (From 0470)	0.00	5,239.00	5,239.00	5,239.00	0.00	0.00	5,239.00	100.00%	0.00	0.0
CO 004	Change Order Nmber 004 - DPO Reconciliation	0.00	28,704.80	28,704.80	28,704.80	0.00	0.00	28,704.80	100.00%	0.00	0.0
044k	Access Doors and Float Switches at AHU Plenums Sitting on Drain Pan (OCA 054) (To 017av)	0.00	4,329.00	4,329.00	2,164.50	2,164.50	0.00	4,329.00	100.00%	0.00	0.0
0441	Replacement Filters (From 035i)	0.00	579.00	579.00	0.00	579.00	0.00	579.00	100.00%	0.00	0.0
044m 045	Relocate Cosmo Lab Hoses per Owner Request (From 047an) Electrical - Right Electric Contractors	0.00 1,136,323.00	2,944.00	2,944.00 1,136,323.00	0.00 1,136,323.00	2,944.00	0.00	2,944.00 1,136,323.00	100.00% 100.00%	0.00	0.0
CO 001	Change Order Nmber 001 - DPO Deduct	0.00	-300,912.71	-300,912.71	-300,912.71	0.00	0.00	(300,912.71)	100.00%	0.00	0.0
045a	DPO Deduct	0.00	-276,965.13	-276,965.13	-276,965.13	0.00	0.00	(276,965.13)	100.00%	0.00	0.0
045b	Fume Hood Power Regs Per RFI#30 (OCA 010) (From 017c Owner Contingency)	0.00	1,155.38	1,155.38	1,155.38	0.00	0.00	1,155.38	100.00%	0.00	0.0
045c 045d	Addendum 02 - Electrical (OCA 004) (From 017f) Added Data Cabling per LV Scope Coordination Meeting (OCA 013) (From 017i)	0.00	2,333.91 25,620.53	2,333.91 25,620.53	2,333.91 25,620.53	0.00	0.00	2,333.91 25,620.53	100.00% 100.00%	0.00	0.0
045e	ASI 02 - Electrical (OCA 014) (From 017l)	0.00	-2,966.20	-2,966.20	-2,966.20	0.00	0.00	(2,966.20)	100.00%	0.00	0.0
045f	ISIMET Controller Substitution for a Push/Pull Switch (OCA 020) (From 017m)	0.00	-6,903.82	-6,903.82	-6,903.82	0.00	0.00	(6,903.82)	100.00%	0.00	0.0
045g	ASI 07 - Electrical (OCA 021) (From 017n)	0.00	730.87	730.87	730.87	0.00	0.00	730.87	100.00%	0.00	0.0
045h 045i	Low Voltage Scope of Work (From 046a Systems) Cameras Model Number Change (Credit) per Owner Request (OCA 022) (From 017p)	0.00	179,500.00	179,500.00 -1,731.45	179,500.00	0.00	0.00	179,500.00	100.00% 100.00%	0.00	0.0
045i 045j	Price Escalation for Electrical Scope (From 018e)	0.00	-1,731.45 81,256.00	81,256.00	-1,731.45 81,256.00	0.00	0.00	(1,731.45) 81,256.00	100.00%	0.00	0.0
045k	Fund - Transformer Pad (To 023i)	0.00	-1,854.51	-1,854.51	-1,854.51	0.00	0.00	(1,854.51)	100.00%	0.00	0.0
0451	EM Lights Nexus System Upgrade (OCA 026) (From 017t)	0.00	20,611.37	20,611.37	20,611.37	0.00	0.00	20,611.37	100.00%	0.00	0.0
045m 045n	Fund - NOA Roof Vent Caps per RFI#90 (To 044e)	0.00	-1,070.78	-1,070.78	-1,070.78	0.00	0.00	(1,070.78)	100.00% 100.00%	0.00	0.0
045n	Data Room Plywood Replacement and Intumescent Paint per A/E Request (From 039d) ASI 11 (Electrical) (From 047j)	0.00	10,175.13 56,710.53	10,175.13 56,710.53	10,175.13 56,710.53	0.00	0.00	10,175.13 56,710.53	100.00%	0.00	0.0
CO 003	ASI 11 (Electrical) (CO 003)	0.00	56,710.53	56,710.53	56,710.53	0.00	0.00	56,710.53	100.00%	0.00	0.0
	ASI 12 (Electrical) (CO 003)	0.00	12,758.09	12,758.09	12,758.09	0.00	0.00	12,758.09	100.00%	0.00	0.0
CO 003	Electrical for Irrigation (CO 003)	0.00	2,873.97	2,873.97	2,873.97	0.00	0.00	2,873.97	100.00%	0.00	0.0
045p	Fund - Relocate Original Condensate Drain in Mech Room 110 per Owner Request (To 043e)	0.00	-4,916.00	-4,916.00	-4,916.00	0.00	0.00	(4,916.00)	100.00%	0.00	0.0
045q 045r	Reconcile Funds - ASI 11 (Electrical) (To 047m) Fund - Adjusting ACT for Ceiling Mounted Devices (From 036c)	0.00	-56,710.53 -4,985.90	-56,710.53 -4,985.90	-56,710.53 -4,985.90	0.00	0.00	(56,710.53) (4,985.90)	100.00% 100.00%	0.00	0.0
045s	Fund - Eliminating Added Slivers & Reconfiguration of ACT Around Fume Hood (To 036d)	0.00	-303.68	-303.68	-303.68	0.00	0.00	(303.68)	100.00%	0.00	0.0
045t	Lowering Disconnects in Diesel Lab per Inspector's Request (OCA 042) (From 017aj)	0.00	1,106.49	1,106.49	1,106.49	0.00	0.00	1,106.49	100.00%	0.00	0.0
045u	Monument Sign Power 277v ILO 208v (OCA 043) (From 017ak)	0.00	1,025.89	1,025.89	1,025.89	0.00	0.00	1,025.89	100.00%	0.00	0.0
045v 045w	GFCI Breaker for Diesel Lab Receptacles per Inspector's Request (OCA 045) (From 017al) Temporary Site Lighting per Owner Request (OCA 048) (From 017am)	0.00	1,408.48 9,326.88	1,408.48 9,326.88	1,408.48 9,326.88	0.00	0.00	1,408.48 9,326.88	100.00% 100.00%	0.00	0.0
04511	Adding Air Compressor Circuit and GFCI Receptacles and Wiremold Receptacles in Diesel Lab to EPO Buttons per	0.00	9,320.66	9,320.86	9,320.88	0.00	0.00	9,520.66	100.0070	0.00	0.0
045x	owner and building inspector request on 11.19.24 (OCA 046) (From 017an)	0.00	4,329.08	4,329.08	4,329.08	0.00	0.00	4,329.08	100.00%	0.00	0.0
045z	Irrigation Conduit and Monument Sign Conduit Coordination (From 047q)	0.00	1,766.19	1,766.19	1,766.19	0.00	0.00	1,766.19	100.00%	0.00	0.
045aa	Budget Transfer - Adjustment (To 039i)	0.00	-2,058.00	-2,058.00	-2,058.00	0.00	0.00	(2,058.00)	100.00%	0.00	0.0
045ab 045ac	Relocating Compressor Disconnect due to Compressor Size and Clearance (From 047w) Tire Changer Power Supply from 1-Phase to 3-Phase (Drawings showed single phase) (From 047x)	0.00	847.44 2,614.82	847.44 2,614.82	847.44 2,614.82	0.00	0.00	847.44 2,614.82	100.00% 100.00%	0.00	0.0
04340	The Changer Fower Supply from 1-1 hase to 5-1 hase (Drawings showed single phase) (From 047x)	0.00	2,014.02	2,014.02	2,014.02	0.00	0.00	2,014.02	100.0070	0.00	0.0
045ad	Addition of Occ Sensors and Override Switch for 4 Unit Heaters in Diesel Lab per Inspector/Owner Request (From 047y)	0.00	13,257.59	13,257.59	13,257.59	0.00	0.00	13,257.59	100.00%	0.00	0.0
045ae	Add GFCI Receptacle to West side Mech Yard per Inspector's Request (From 047aa)	0.00	1,045.65	1,045.65	1,045.65	0.00	0.00	1,045.65	100.00%	0.00	0.0
045af	Mechanical Room 110 Added Emergency Light per Owner Request (OCA 050) (To 017aq) Chango Oyder Nuber 004 DPO Pecanolitation	0.00	1,022.82	1,022.82	1,022.82	0.00	0.00	1,022.82	100.00%	0.00	0.0
CO 004 045ag	Change Order Nmber 004 - DPO Reconciliation Well Pump Power Add (OCA 044) (Fro 017ar)	0.00	16,445.04 6,028.79	16,445.04 6,028.79	16,445.04 6,028.79	0.00	0.00	16,445.04 6,028.79	100.00% 100.00%	0.00	0.0
045ah	Remove Occ Sensors in Diesel Lab and Add Toggle Light Switch per Inspector's Request (OCA 052) (Fro 017as)	0.00	3,059.62	3,059.62	3,059.62	0.00	0.00	3,059.62	100.00%	0.00	0.0
045ai	Additional Power Outlets per Owner Request (053) (From 017at)	0.00	7,930.53	7,930.53	7,930.53	0.00	0.00	7,930.53	100.00%	0.00	0.0
045aj	DPO reconciliation moving to line 057	0.00	-20,939.62	-20,939.62	-20,939.62	0.00	0.00	(20,939.62)	100.00%	0.00	0.
045ak	Additional Power Outlets in Cosmo Lac, Nursing Lab, Conference Room, and Makers Space per Owner Request (From 047al)	0.00	9,138.39	9,138.39	0.00	9,138.39	0.00	9,138.39	100.00%	0.00	0.
045ak 045al	Removal of Temporary Light Poles (From 017ax)	0.00	1,485.10	1,485.10	0.00	1,485.10	0.00	1,485.10	100.00%	0.00	0.0
045am	Disconnect & Reconnect Modular Furniture for Carpet Removal and Reinstallation (From 047am)	0.00	1,805.17	1,805.17	0.00	1,805.17	0.00	1,805.17	100.00%	0.00	0.0
o iouiii	Systems	179,500.00	0.00	179,500.00	179,500.00	0.00	0.00	179,500.00	100.00%	0.00	0.0
046	-V										
	Systems Low Voltage Scope of Work (To 045h Electrical) Sitework - Unlimited Site Services Inc	0.00 1,716,562.00	-179,500.00 0.00	-179,500.00 1,716,562.00	-179,500.00 1,709,846.91	0.00 6,715.09	0.00	(179,500.00) 1,716,562.00	100.00% 100.00%	0.00	0.0

0.45	10104 C's 1 (OC) 010 (F 017)	ا م م ما	0.000.55	0.202.55	0.202.55	اممما	اممما	0.202.55	100.000/	0.00 [0.00
047a 047a	ASI 04 - Sitework (OCA 019) (From 017j) DPO Deduct	0.00 0.00	8,203.55 -317,965.76	8,203.55 -317,965.76	8,203.55 -317,965.76	0.00	0.00	8,203.55 (317,965.76)	100.00% 100.00%	0.00	0.00
047a	Tortoise Survey (OCA 001) (From 016b Owner Contingency)	0.00	1,695.00	1,695.00	1,695.00	0.00	0.00	1,695.00	100.00%	0.00	0.00
047c	Knox FDC Locking Cap per Fire Dept. Request (OCA 011) (From 017e Owner Contingency)	0.00	700.55	700.55	700.55	0.00	0.00	700.55	100.00%	0.00	0.00
047d	Fund - Subcontract Set Up - West FL Fence (To 048)	0.00	-17,365.00	-17,365.00	-17,365.00	0.00	0.00	(17,365.00)	100.00%	0.00	0.00
047e	Limerock and Concrete Price Escalation (From 018i)	0.00	7,721.95	7,721.95	7,721.95	0.00	0.00	7,721.95	100.00%	0.00	0.00
047f	Future Irrigation Sleeves Material and Installation (OCA 024) (From 017r)	0.00	6,777.81	6,777.81	6,777.81	0.00	0.00	6,777.81	100.00%	0.00	0.00
047g	Dumpster Gates Privacy Slats (048a)	0.00	-2,062.50	-2,062.50	-2,062.50	0.00	0.00	(2,062.50)	100.00%	0.00	0.00
047h 047i	Fund - Powder Coat Black Welded Gutters/Downspouts (To 030e) Fund - Underground Water Line Flush Test Assistance and Fire Risers Adapter (To 042f)	0.00 0.00	-17,912.72	-17,912.72	-17,912.72	0.00	0.00	(17,912.72)	100.00% 100.00%	0.00	0.00
0471 047j	Fund - ASI 11 (Electrical) (To 0450)	0.00	-1,596.21 -56,710.53	-1,596.21 -56,710.53	-1,596.21 -56,710.53	0.00	0.00	(1,596.21) (56,710.53)	100.00%	0.00	0.00
047j	Fund - Panic Gate at Dirty Lab Modification per Owner/Design Team Request (To 048b)	0.00	-2,765.00	-2,765.00	-2,765.00	0.00	0.00	(2,765.00)	100.00%	0.00	0.00
0471	Concrete Pads Around Roof Leader Cleanouts (OCA 038) (From 017af)	0.00	3,749.77	3,749.77	3,749.77	0.00	0.00	3,749.77	100.00%	0.00	0.00
047m	Reconcile Funds - ASI 11 (Electrical) (From 045q)	0.00	56,710.53	56,710.53	44,293.23	12,417.30	0.00	56,710.53	100.00%	0.00	0.00
047n	DPO Reconciliation - L&W - Unused Materials (To 035h)	0.00	-5,507.56	-5,507.56	-5,507.56	0.00	0.00	(5,507.56)	100.00%	0.00	0.00
047o	Fund - Ductwork Adjustment in Makers in Conflict with Above Ceiling MEP (To 044j)	0.00	-5,239.00	-5,239.00	-5,239.00	0.00	0.00	(5,239.00)	100.00%	0.00	0.00
047p	Fund - Seeding Future Parking Lot Area (To 056a)	0.00	-5,400.00	-5,400.00	-5,400.00	0.00	0.00	(5,400.00)	100.00%	0.00	0.00
047q 047r	Fund - Irrigation Conduit and Monument Sign Conduit Coordination (To 045z) Fund - Weed Eating and Spray and Grading Island (To 056b)	0.00 0.00	-1,766.19 -7,243.50	-1,766.19 -7,243.50	-1,766.19 -7,243.50	0.00	0.00	(1,766.19) (7,243.50)	100.00% 100.00%	0.00	0.00
047r	Fund - Boring of Sleeves at Parking Lot Driveways (To 56c)	0.00	-4,796.00	-4,796.00	-4,796.00	0.00	0.00	(4,796.00)	100.00%	0.00	0.00
047s	Fund - Credit for Sod Areas (To 056d)	0.00	10,050.00	10,050.00	10,050.00	0.00	0.00	10,050.00	100.00%	0.00	0.00
047u	Fund - Oil Interceptor Floor Cover Plate (To 028d)	0.00	-2,327.60	-2,327.60	-2,327.60	0.00	0.00	(2,327.60)	100.00%	0.00	0.00
047v	Fund - Building Address Sign per Owner Request (From 040f)	0.00	-2,525.75	-2,525.75	-2,525.75	0.00	0.00	(2,525.75)	100.00%	0.00	0.00
047w	Fund - Relocating Compressor Disconnect due to Compressor Size and Clearance (To 045ab)	0.00	-847.44	-847.44	-847.44	0.00	0.00	(847.44)	100.00%	0.00	0.00
047x	Fund- Tire Changer Power Supply from 1-Phase to 3-Phase (Drawings showed single phase) (To 045ac)	0.00	-2,614.82	-2,614.82	-2,614.82	0.00	0.00	(2,614.82)	100.00%	0.00	0.00
047y	Fund - Addition of Occ Sensors and Override Switch for 4 Unit Heaters in Diesel Lab per Inspector/Owner Request (To o45ad)	0.00	-13,257.59	-13,257.59	-13,257.59	0.00	0.00	(13,257.59)	100.00%	0.00	0.00
047y 047z	Fund - Mailbox Installation per Owner Request (To 008f)	0.00	-13,237.39	-13,237.39	-13,237.39	0.00	0.00	(186.67)	100.00%	0.00	0.00
047aa	Fund - Add GFCI Receptacle to West side Mech Yard per Inspector's Request (To 045ae)	0.00	-1,045.65	-1,045.65	-1,045.65	0.00	0.00	(1,045.65)	100.00%	0.00	0.00
047ab	Fund - Add Landscaping Filter Fabricper Owner Request (To 056e)	0.00	-5,800.00	-5,800.00	-5,800.00	0.00	0.00	(5,800.00)	100.00%	0.00	0.00
047ac	Fund - Add Landscaping Muhly Grass per Owner Request (To 056f)	0.00	-6,150.00	-6,150.00	-6,150.00	0.00	0.00	(6,150.00)	100.00%	0.00	0.00
047ad CO 004	Fund - Lowering Gang Restrooms Sinks and Countertops per Inspector's Request (To 041e and 043g)	0.00	-2,339.00	-2,339.00	-2,339.00	0.00	0.00	(2,339.00)	100.00%	0.00	0.00
047ae	Change Order Nmber 004 - DPO Reconciliation Fund - Makers Space Cord Reels Mounting Detail and Coordination with Electrical (To 043h)	0.00	1,561.51 -4,882.00	1,561.51 -4,882.00	1,561.51 -4,882.00	0.00	0.00	1,561.51 (4,882.00)	100.00% 100.00%	0.00	0.00
047ac	Fund - Compressor Air Dryer Installation (Not Shown on Drawings, Owner Provided Equipment) (To 043i)	0.00	-1,510.00	-1,510.00	-1,510.00	0.00	0.00	(1,510.00)	100.00%	0.00	0.00
047ag	Fund - Raising Interior Drains and Cleanouts For New Flooring (To 043j)	0.00	-2,410.00	-2,410.00	-2,410.00	0.00	0.00	(2,410.00)	100.00%	0.00	0.00
047ah	Fund - Connection and Disconnection from Temporary Backflow for Temporary Irrigation (To 056g)	0.00	-425.00	-425.00	-425.00	0.00	0.00	(425.00)	100.00%	0.00	0.00
047ai	Fund - Monument Sign Conduit Backcharge (To 056h)	0.00	1,766.19	1,766.19	1,766.19	0.00	0.00	1,766.19	100.00%	0.00	0.00
047aj	Fund - Concrete Pad In Front of Mech Yard per Owner Request (To 008g and 010g)	0.00 0.00	-901.86	-901.86	-901.86	0.00	0.00	(901.86)	100.00% 100.00%	0.00	0.00
047ak	DPO reconciliation moving to line 057 Fund - Additional Power Outlets in Cosmo Lac, Nursing Lab, Conference Room, and Makers Space per Owner Request	0.00	-3,007.95	-3,007.95	-3,007.95	0.00	0.00	(3,007.95)	100.00%	0.00	0.00
047al	(To 045ak)	0.00	-9,138.39	-9,138.39	0.00	-9,138.39	0.00	(9,138.39)	100.00%	0.00	0.00
047am	Fund - Disconnect & Reconnect Modular Furniture for Carpet Removal and Reinstallation (To 045am)	0.00	-1,805.17	-1,805.17	0.00	-1,805.17	0.00	(1,805.17)	100.00%	0.00	0.00
047an	Fund - Relocate Cosmo Lab Hoses per Owner Request (To 044m)	0.00	-2,944.00	-2,944.00	0.00	-2,944.00	0.00	(2,944.00)	100.00%	0.00	0.00
047ao	Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00	-1,537.46	-1,537.46	0.00	-1,537.46	0.00	(1,537.46)	100.00%	0.00	0.00
047ap	Fund - Temporary Protection Funding (To 014e) Budget Tranfer - Balance	0.00 0.00	-179.70 0.50	-179.70 0.50	0.00	-179.70 0.50	0.00	(179.70) 0.50	100.00% 100.00%	0.00	0.00
047aq CO 005	Final Reconciliation Change Order	0.00	-3,527.20	-3,527.20	0.00	-3,527.20	0.00	(3,527.20)	100.00%	0.00	0.00
048	Fences and Gates - Subcontract Set Up - West FL Fence (From 047d)	0.00	17,365.00	17,365.00	17,365.00	0.00	0.00	17,365.00	100.00%	0.00	0.00
048a	Subcontract Set Up - West FL Fence (From 047d)		, i	· ·	,	0.00		· ·	#DIV/0!	0.00	0.00
048a	Dumpster Gates Privacy Slats (From 047g)	0.00	2,062.50	2,062.50	2,062.50	0.00	0.00	2,062.50	100.00%	0.00	0.00
048b	Panic Gate at Dirty Lab Modification per Owner/Design Team Request (From 047k)	0.00	2,765.00	2,765.00	2,765.00	0.00	0.00	2,765.00	100.00%	0.00	0.00
049 050	Allowances: Manual Transfer Switch	0.00 7,766.00	0.00 0.00	0.00 7,766.00	0.00	7,766.00	0.00	0.00 7,766.00	#DIV/0! 100.00%	0.00	0.00
050a	Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00	-7,766.00	-7,766.00	0.00	-7,766.00	0.00	(7,766.00)	100.00%	0.00	0.00
051	Cell Repeater	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
052	Public Safety Enhancement System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
053	Landscape - Brightview Landscape	75,000.00	0.00	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00	0.00
CO 003 054	Landscaping (Allowance) (CO 003) Utilities for Construction	0.00	-75,000.00 0.00	-75,000.00 80,000.00	-75,000.00 63,152.83	0.00 16,847.17	0.00	(75,000.00) 80,000.00	100.00% 100.00%	0.00	0.00
054a	Utilities for Construction (To 015a Temporary Power Utilities)	0.00	-27,652.83	-27,652.83	-27,652.83	0.00	0.00	(27,652.83)	100.00%	0.00	0.00
054b	Utilities for Construction (To 013 Water Utilities)	0.00	-10,000.00	-10,000.00	-10,000.00	0.00	0.00	(10,000.00)	100.00%	0.00	0.00
054c	Temporary Power Utilities Funding (To 015b Temporary Power Utilities Funding)	0.00	-5,000.00	-5,000.00	-5,000.00	0.00	0.00	(5,000.00)	100.00%	0.00	0.00
054d	Building Power Payment per Owner Request (To 015c) Townsoaw Utilities Funding Extension through Posember 2024 (To 012b and 015d)	0.00	-15,000.00	-15,000.00	-15,000.00	0.00	0.00	(15,000.00)	100.00% 100.00%	0.00	0.00
054e 054f	Temporary Utilities Funding Extension through December 2024 (To 013b and 015d) Additional General Conditions (Extension 10/12/2024 - 12/20/2024)	0.00 0.00	-5,500.00 -16,847.17	-5,500.00 -16,847.17	-5,500.00 0.00	0.00 -16,847.17	0.00	(5,500.00) (16,847.17)	100.00%	0.00	0.00
055	Dumpsters (From 007c)	0.00	10,000.00	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	0.00
055a	Additional Dumpster Costs (From 007d)	0.00	2,640.00	2,640.00	2,640.00	0.00	0.00	2,640.00	100.00%	0.00	0.00
055b	Additional Dumpster Costs (From 004c)	0.00	1,300.00	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00%	0.00	0.00
055c 056	Additional Dumpster Costs (From 011d)	0.00 0.00	3,470.00 0.00	3,470.00 0.00	3,470.00 0.00	0.00	0.00	3,470.00	100.00% #DIV/0!	0.00	0.00
	Landscaping & Irrigation Landscaping & Irrigation - Brightview (CO 003)	0.00	305,635.12	305,635.12	305,635.12	0.00	0.00	0.00 305,635.12	#DIV/0!	0.00	0.00
056a	Seeding Future Parking Lot Area (From 047p)	0.00	5,400.00	5,400.00	5,400.00	0.00	0.00	5,400.00	100.00%	0.00	0.00
056b	Weed Eating and Spray and Grading Island (From 047r)	0.00	7,243.50	7,243.50	7,243.50	0.00	0.00	7,243.50	100.00%	0.00	0.00
056c	Boring of Sleeves at Parking Lot Driveways (From 047s)	0.00	4,796.00	4,796.00	4,796.00	0.00	0.00	4,796.00	100.00%	0.00	0.00
056d	Credit for Sod Areas (047t)	0.00	-10,050.00	-10,050.00	-10,050.00	0.00	0.00	(10,050.00)	100.00%	0.00	0.00
056e	Add Landscaping Filter Fabricper Owner Request (From 047ab)	0.00	5,800.00	5,800.00	5,800.00	0.00	0.00	5,800.00	100.00%	0.00	0.00
056f 056g	Add Landscaping Muhly Grass per Owner Request (From 047ac) Connection and Disconnection from Temporary Backflow for Temporary Irrigation (From 047ah)	0.00 0.00	6,150.00 425.00	6,150.00 425.00	6,150.00 425.00	0.00	0.00	6,150.00 425.00	100.00% 100.00%	0.00	0.00
056h	Monument Sign Conduit Backcharge (From 047ai)	0.00	-1,766.19	-1,766.19	-1,766.19	0.00	0.00	(1,766.19)	100.00%	0.00	0.00
	Owner Furniture	0.00	388,326.35	388,326.35	381,775.09	6,551.26	0.00	388,326.35	100.00%	0.00	0.00
CO 005	Final Reconciliation Change Order	0.00	-12,578.93	-12,578.93	0.00	-12,578.93	0.00	(12,578.93)	100.00%	0.00	0.00
	Subtotal for Cost of Work:	7,866,483.00	-2,261,824.66	5,604,658.34	5,584,405.19	20,253.15	0.00	5,604,658.34	100.00%	0.00	0.00
57	DPO Deducts		1,689,999.99	1,689,999.99	1,689,999.99	0.00	0.00	1,689,999.99		0.00	
1	<u>Fee:</u>		· I	I	l	1	ı	0.00		0.00	J

055	CM Fee (4%)	393,417.00	0.00	393,417.00	336,988.86	56,428.14	0.00	393,417.00	100.00%	0.00	0.00
CO 003	CM Fee (4%) (CO 003)	0.00	10,341.73	10,341.73	0.00	10,341.73	0.00	10,341.73	100.00%	0.00	0.00
CO 005	Final Reconciliation Change Order	0.00	-322.04	-322.04	0.00	-322.04	0.00	(322.04)	100.00%	0.00	0.00
	Subtotal for Fee:	393,417.00	10,019.69	403,436.69	336,988.86	66,447.83	0.00	403,436.69	100.00%	0.00	0.00
	TOTAL	10,236,610.00	-970,377.25	9,266,232.75	9,140,305.97	125,926.78	0.00	9,266,232.75	100.00%	0.00	0.00

RELEASE AND AFFIDAVIT

STATE OF FLORIDA COUNTY OF HILLSBOROUGH

Before me, the undersigned authority, personally appeared Lucia Valbuena, who after being duly sworn, deposes and says:

- (1) In accordance with the Contract Documents and in consideration of \$198,733.29 paid, Skanska USA Building ("Construction Contractor") releases and waives for itself and its subcontractors, materialmen, successors and assigns, all claims demands, damages, costs and expenses, whether in contract or in tort, against School District of Hernando County, Florida, a body corporate existing under the laws of the State of Florida ("Owner") relating in any way to the performance of the Agreement between Construction Contractor and Owner for the project Wilton Simpson Technical College Dated January 11, 2022, for the period from May 1, 2025 to May 31, 2025.
- (2) Construction Contractor certifies for itself and its subcontractors, materialmen, successors and assigns, that all charges for labor, materials, supplies, lands, licenses and other expenses for which Owner might be sued or for which a lien or a demand against any payment bond might be filed, have been fully satisfied and paid.
- (3) Construction Contractor agrees to indemnify, defend and save harmless Owner from all demands or suits, actions, claims of liens or other charges filed or asserted against Owner arising out of the performance by Construction Contractor of the Work covered by this Release and Affidavit.
- (4) Construction Contractor certifies that it has paid all its subcontractors and materialmen in full all amounts owed them from any previous payments received by Construction Contractor from Owner and has not withheld any such amounts. In the event Construction Contractor withholds any unpaid amounts due to its subcontractors and/or materialmen from the payment it receives from Owner with respect to the Application for Payment referenced in paragraph 5 below, Construction Contractor agrees to immediately refund all such unpaid amounts to Owner.
- (5) This Release and Affidavit is given in connection with Construction Contractor's Application for Payment No.

	Construction Contractor:	
Valbuena, Lucia Digitally signed by Valbuena, Lucia* Daig 2025.06.09 08:01:54-04:00* Witnesses STATE OF Florida	By: Lucia Valbuena Its: Project Manager Date: June 5 , 2025 [Corporate Seal]	
COUNTY OF		
The foregoing instrument was acknowledged before Valbuena, as a Project Manager, of Skanska USA Skanska USA Building. He/She is personally know as identification.	Building a Construction Management Firm , on	_ by Lucia behalf o
My Commission Expires:, 20)	
	Notary Public (Signature)	_
(AFFIX NOTARY SEAL)	(Printed Name)	
	(Title or Rank)	
	(Serial Number, if any)	

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

. Item Currently Budgete	ed -						
Account Name	_	Wilton Simpso	on building projec	t close out (PE	CO funding)		
Account Number	-	3423/3424E Fund	7400 Function	6300 Object	8500 Cost Center	13200 Project	Sub Project
Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances = To Date	Current Available Budget		Remaining = Balance Available	
10,236,610.00	\$	(941,657.16)	\$ 9,073,325.52	\$ 221,626.79	\$ 192,907.23	\$ 0.00	
Account Name	_						
Account Number	_						
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved	+	Budget Amendments	Expenditures / - Encumbrances =	Current Available	Present - Request	Remaining = Balance	
Budget	-	Amendments	To Date	Budget	- Nequest	Available	
\$	\$		\$	\$	\$	\$	
Account Name Account Number	-	Fund	Function	Object	Cost Center	Project	Sub Projec
Amount	\$						
Funding Source	_						
Account Name	_						
Account Name Account Number	-	Fund	Function	Object	Cost Center	Project	Sub Projec
	\$	Fund	Function	Object	Cost Center	Project	Sub Projec
Account Number	\$		Function	Object	Cost Center	Project	Sub Projec
Account Number Amount	\$		Function	Object	Cost Center	Project	Sub Projec
Account Number Amount . History Check one:	0		Function	Object	Cost Center	Project	Sub Projec
Account Number Amount . History Check one: Prior Year Budget:	00		Function	Object	Cost Center	Project	Sub Projec

** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 32. 25-3098

6/24/2025

Title and Board Action Requested

Approve the renewal of the Risk Management Program Contract and Instructional Services Program Contract with Putnam County School Board on Behalf of the North East Florida Educational Consortium and Issuance of a PO in the Amount of \$4,021,631.85 for the Contract and Non-Consortium Member fee.

Executive Summary

The Supervisor of Risk, Benefits & Wellness, on behalf of the Superintendent of Schools, hereby requests the Board Approve the renewal of the Risk Management Program Contract and Instructional Services Program Contract Between the Hernando County School Board and the Putnam County School Board on Behalf of the North East Florida Educational Consortium for the Purpose of Providing Protection Against Losses through the Purchase of Various Property and Casualty Insurance Policies and Funding of Our Self-Insured Loss Funds. The Contract Also Provides Risk Management Services Including Safety Training, Claims Administration and Instructional Services. The Cost of the Risk Management Program Last Fiscal Year was \$4,365,600.78 a savings of \$343,968.93.

My Contact

Awilda R. Fonte Supervisor of Risk, Benefits and Wellness (352) 797-7247 fonte a@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Other

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

North East Florida Educational Consortium 2025-2026 Membership

This signature page is incorporated into and subject to all terms and conditions of the master contractual agreement between the District School Board of Hernando County and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium.

Hernando County District Schools is participating in the following programs for 2025-2026:

Program:	Fee:
Main Contract #731-26-030	\$11,682.63
Instructional Services Program (ISP) - #26-030-A1	\$27,000.00
Risk Management - #26-030-A10	\$4,021,631.85

APPROVED AND RECOMMENDED FOR SIGNING

District School Board of Hernando County	District School Board of Putnam County
by Ray Pinder, Superintendent	by Richard M. Surrency, Sr. Ed.B., Superintender
Dated:	Dated: <u>4:3-25</u>
by Shannon Rodriguez, Chairperson	by Phil Leary, Chairperson
Dated:	Dated: 4-3-25
North East Floric	la Educational Consortium

by Dr. Patrick J. Wnek, Executive Director

Dated: 6-3-25

CONTRACTUAL AGREEMENT

731-26-030

The District School Board of Hernando County AND

The District School Board of Putnam County on behalf of the North East Florida Educational Consortium

THIS CONTRACT between the District School Board of Hernando County, herein referred to as the BOARD, and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium, herein referred to as NEFEC, is for the purpose of providing services and/or products that may not be otherwise available to the Board or provided with greater efficiency at less cost. Such services and/or products are more specifically described in subsequent contract attachments which, upon approval, become a part of this contract.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the above described parties covenant and agree as follows:

- 1. The above stated recital is true and correct and is incorporated herein by reference as a Contract term.
- 2. This contract shall begin on July 1, 2025. All work shall be completed by June 30, 2026, unless otherwise indicated in specific attachments.
- 3. No payment will be invoiced or paid for any work performed after June 30, 2026, unless otherwise indicated in specific attachments.
- 4. NEFEC shall be in compliance with the following:
 - (a) Title 42 United States Code Section 2000d (Section 601, Title VI, Civil Rights Act of 1964, as amended). NEFEC shall be in compliance with Sections 1011.62 and 1012.98 as amended by Florida Statutes and State Board Rules where applicable.
 - (b) Title 29 United States Code Section 794 (Section 504, Rehabilitation Act of 1973, as amended).
 - (c) Title 20 United States Code Section 1681 (Section 901, Title IX, Pub. L. 92-318, prohibiting discrimination on the basis of sex) unless NEFEC has been declared exempt or deferred from these provisions.
 Performance by the Board of any of its obligations under this contract shall

be subject to NEFEC's compliance with such provisions.

- 5. The performance by the Board of any of its obligations under this contract shall be subject to and contingent upon the availability of monies lawfully applicable for such purposes. If the Board deems, at any time during the term of the contract, that monies lawfully applicable to any attachment to this contract shall not be available for the remainder of the term, the Board shall immediately so notify NEFEC by phone, fax or e-mail to be followed in writing no less than five (5) days after the determination, whereupon the obligations of the parties herein shall end upon the giving of such notice, and such attachments of this contract shall be considered as canceled by mutual consent as provided in Paragraph 6.
- 6. Upon Contract cancellation, only the costs actually accrued to the date of cancellation will be due and payable and all work completed and paid for prior to the effective date of the cancellation of the contract will become the property of the Board and will be turned over promptly by NEFEC. Any services(s) and/or product(s) reflected in the attachments to this contract may, in addition to the reason provided in paragraph 5, above, be canceled only by:
 - (a) mutual consent of both parties, or
 - (b) either party upon giving ninety (90) days written notice to the other, unless otherwise indicated in specific attachments.
- 7. Should NEFEC be unable to deliver as required in this contract, NEFEC may propose a contract amendment. There is no obligation on the part of the Board to concur in such a proposal or to accept late delivery of any product except and unless the failure to deliver is due to an "act of God" or "force majeure". An "act of God" or "force majeure" is defined for purposes of this contract as strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, floods, washouts, explosions, earthquakes, fire, storms, weather (including wet grounds or inclement weather which prevents construction), acts of the public enemy, wars, insurrections and any other cause not reasonably within the control of NEFEC and which by the exercise of due diligence NEFEC is unable, wholly or in part, to prevent or overcome. Unless this contract is properly amended, in the event of non-delivery, all liability for payments for the product(s) by the Board shall expire on the day following the specified due date.

- 8. This contract may be changed or modified only by an amendment executed in the same manner as the original.
- 9. This is a flat fee contract. No amounts will be due, nor will there be any Board obligation, except for payments specified to be made, and then only if products are delivered on or before the date(s) specified or as may be amended pursuant to other provisions in this contract.
- 10. NEFEC shall provide to the Board written progress reports for each attachment to the contract as may be reasonably requested. Invoices shall be prepared for the amount due as specified in each attachment to the contract and delivered to the district administrator with appropriate reports and/or products. The district administrator will review each report and/or product and confirm to the finance officer over his/her signature on the invoice accompanying such progress and/or final reports that all obligations of NEFEC have been met pursuant to the contract and that payment should be made according to such invoices.
- 11. The Board agrees as follows:
 - (a) To cooperate in all matters requiring concurrences or approval.
 - (b) To designate in writing to NEFEC a district administrator to act for the Board in all matters pertaining to this contract up to and including all reports, drafts, products and invoices.
 - (c) To pay to NEFEC the amount indicated in each attachment for the product(s) and/or services(s) reflected therein. All payments are due in forty (40) days from the date on the invoice, in accordance to 215.422, Florida Statue. If payment is not made within ninety (90) days service(s) will be discontinued, unless brought to the NEFEC Board's attention for further action.
- 12. NEFEC agrees to provide the products(s) and/or services(s) as per each attachment to this contract.
- 13. Each Attachment to this Contract is incorporated by reference herein. Any additional Attachments, executed after the effective date of this Contract, shall be incorporated into this Contract. Said Attachments shall have a signature page and appropriate reference to this Contract.
- 14. If a conflict arises between the terms of any Attachment and this Contract, the terms of the Attachment shall control.
- 15. In cases whereby NEFEC receives federal grant dollars and disburses those funds to districts

through cash advances and cost reimbursements, the following rules and regulations apply: Subject to the receipt of these funds from the Florida Department of Education and/or the United States Department of Education, NEFEC agrees to compensate the Board, on a cost-reimbursable or cash advance basis. This decision is based upon the specific language in the federal project awarded to NEFEC.

- 16. This contract is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Sections 287.058, 287.0582, 215.422, and 119.0701 (2) Florida Statutes: 287.058
 - (1)
- a. All bills for fees or other compensation for services must be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- b. All bills for any travel expenses must be submitted in accordance with Section 112.061, Florida Statutes.
- c. This contract may be unilaterally canceled by either party hereto if the other party refuses to allow public access to all documents, papers, letters, or other material subject to the provision of chapter 119, Florida Statutes, and made or received by such party in conjunction with this contract.
- (2) An authorized representative of the agency head and NEFEC, prior to the rendering of any contractual service, shall sign the written contract.
- <u>287.0582</u> The State of Florida's performance obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.
- 215.422 Agencies have five (5) working days to inspect and approve goods and services, unless the bid specifications, purchase order or contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within forty (40) days, measured from the date the invoice is received or the goods or services are received, inspected and approved, whichever is later, a separate interest penalty set by the Comptroller pursuant to Section 55.03, Florida Statutes will be due and payable in addition to the invoice amount. Payments to health care providers for hospitals, medical or other health care services shall be made not more than thirty-five (35) days from the date eligibility for payment is determined. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not

start until a properly completed invoice is provided to the agency.

- (3) If either party to this contractual agreement has questions regarding the application of chapter 119, Florida Statutes, to their duty to provide public records relating to this contract, contact the custodian of public records for the Board or NEFEC. Both parties are required to comply with the public records laws as specifically set forth in Florida Statute 119.0701(2)(b)(l-4).
- 17. The parties recognize and agree NEFEC is a public entity and is therefore subject to the limitations of liability under the provisions of Sovereign Immunity. All provisions in this contract and any of its attachments or amendments shall be subject to the State of Florida law pertaining to Sovereign Immunity notwithstanding anything to the contrary contained in such documents.

18. LIMITATION OF LIABILITY, WARRANTY, APPLICABLE LAW:

NEFEC shall not be liable to the Board or any third party for any incidental, indirect, exemplary, special or consequential damages, under any circumstances, including, but not limited to, lost revenue or savings, loss of goodwill, or the loss of use of any data, even if NEFEC had been advised of, knew, or should have known, of the possibility thereof. Under no circumstances shall NEFEC's aggregate cumulative liability hereunder, whether in contract, tort, or otherwise, exceed the total amount of fees actually paid by the Board under this annual agreement. The Board acknowledges that the fees paid reflect the allocation of risk set forth in this agreement and that NEFEC would not enter into this agreement without these limitations on its liability.

All software and services are provided "as is" without any warranty whatsoever, including but not limited to any functionality. The Board recognizes that the "as is" clause of this agreement is an important part of the basis of this agreement, without which NEFEC would not have agreed to enter this agreement. Consortium disclaims all warranties, express, implied, or statutory, regarding the software and services, including any warranties of merchantability, fitness for a particular purpose, title, and non-infringement. No representation or other affirmation of fact regarding software and services shall be deemed a warranty for any purpose or give rise to any liability whatsoever. The Board acknowledges that they have relied on no warranties or statements other than as may be set forth herein. It is understood that this agreement includes a release of all known and unknown claims. To the extent permitted by law, NEFEC warrants that any works provided under the agreement do not violate the copyright rights of any third parties and assumes liability for any claims relating to

copyright infringement.

This Agreement and any dispute arising hereunder shall be construed in accordance with the laws of the State of Florida without regard to principles of conflict of laws. For the purpose of this Agreement, the Board consents to the personal jurisdiction and venue of the state courts located in Palatka, Putnam County, Florida. If any provision of this Agreement is prohibited by law or held to be unenforceable, the remaining provisions hereof shall not be affected, and this Agreement shall continue in full force and effect as if such unenforceable provision had never constituted a part hereof, and the unenforceable provision shall be automatically amended to so as to best accomplish the objectives of such unenforceable provision within the limits of applicable law. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument. Any waiver of a provision of this Agreement must be in writing and signed by the party to be charged. A valid waiver hereunder shall not be interpreted to be a waiver of that obligation in the future or any other obligation under this Agreement. Subject to the terms of valid attachments, this Agreement constitutes the entire agreement between the parties related to the subject matter hereof, supersedes any prior or contemporaneous agreement between the parties relating to the software and services and shall not be changed except by written agreement signed by an officer of NEFEC.

19. LEGAL RELATIONSHIPS

NEFEC is a regional consortium service organization formed in 1976 with all of the duties and responsibilities as outlined in F.S. 1001.451. The Putnam County School Board is the legal entity designated to act as the parent state agency for NEFEC with the power to enter into contracts for the use and benefit of all Consortium members and participating school boards.

The Board has elected to contract with NEFEC as its agent for the procurement of various services and /or products more specifically described in subsequent contract attachments, which, upon approval become a part of this contract. If any contract entered into by the Putnam County School Board on behalf of NEFEC for the use and benefit of a participating School Board needs to be enforced the parties agree that each member School Board will hire its own counsel and bear its own costs and fees in enforcing the terms of the contract unless a different agreement is reached between the parties.

ATTACHMENT #26-030-A1 TO CONTRACT #731-26-030 BETWEEN THE HERNANDO COUNTY DISTRICT SCHOOL BOARD, HEREIN REFERRED TO AS THE BOARD, AND THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE INSTRUCTIONAL SERVICES PROGRAMS JULY 1, 2025, TO JUNE 30, 2026:

I. OBLIGATIONS OF NEFEC:

The NEFEC Instructional Services Program agrees to provide the Hernando County District School Board with the following services:

- A. To coordinate the NEFEC Organization of Educational Leaders (NOEL) meetings. The meetings will provide district level instructional staff with opportunities for networking, sharing effective practices, and Florida Department of Education updates.
- B. To coordinate role-alike networking meetings as needed which may include title directors, district data representatives, and mental health contacts.
- C. To provide regional technical assistance in the implementation of legislative mandates and Florida Department of Education initiatives such as accountability requirements, district reading requirements, safety and mental health mandates, required instruction reporting, and B.E.S.T. Standards.
- D. To provide facilitation and coordination of the development of plans required by Florida Statute and/or the Florida Department of Education. This includes the professional learning catalogue, endorsement plans, and leadership development plans.
- E. To facilitate college and career networking, including coordination of two regional counselor forums and support for the Comprehensive Local Needs Assessment.
- F. To provide Regional technical assistance in textbook adoption and the purchase of digital content.
- G. To provide Participation in NEFEC's Regional Principal Leadership Academy, Aspiring Leaders Program, and other leadership offerings at the member district rate.

II. OBLIGATIONS OF THE BOARD:

The Hernando County District School Board agrees:

- A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
- B. To designate staff members of the Hernando County District School Board to serve on advisory councils and the NEFEC Organization of Educational Leaders (NOELs).
- C. To designate ______ to act on behalf of the Board in all matters in connection with this Contract Attachment and approve all reports, drafts, and invoices.
- D. To pay to NEFEC \$27,000 for the above services. Payments will be due on a semester basis. One-half of the total amounts will be invoiced following the signing of this Contract; the remaining amount will be invoiced in January 2026.

ATTACHMENT #26-030-A10 TO CONTRACT 731-26-030 BETWEEN THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE RISK MANAGEMENT SERVICES.

This contract period shall be from July 1, 2025, to June 30, 2026, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC agrees to provide Risk Management Services as follows:

- A. To employ a Risk Management Services team to administer the Risk Management Program in accordance with the policies and procedures adopted by the NEFEC Board of Directors.
- B. To provide general administration of Risk Management activities, consultative services, staff assistance, inspections, and investigations as appropriate, reporting, and data analysis.
- C. To provide protection against losses incurred by the Board as per the Consortium program of insurance.
- D. To provide claims services by contract through an Administrative Services Organization to include the investigation and resolution of claims, both casualty, and property, loss prevention services, collecting and analyzing experience data, and distributing periodic reports of claims activities. The Administrative Service Organization shall be fully authorized in the State of Florida to serve self-insurers for workers' compensation under the provisions of Rule 5.06, Florida Administrative Code.
- E. To provide an evaluation of results achieved through an annual analysis report to the Board. This report will be prepared by the Director, Risk Management Services.
- F. To work cooperatively with a Risk Management Advisory Committee composed of one representative, appointed by the superintendent, from each participating district.
- G. To advise the Risk Management Advisory Committee members of the risks that are in the province of the Risk Management Program.
- H. To provide the administration, staff, and personnel of participating school districts with a convenient reference on questions regarding loss prevention, loss control, claims, insurance, and all other risk-related topics.

- I. To provide each participating district with a Risk Management Program Manual, a Claims Processing Manual, and a Loss Control/Safety Manual.
- J. To assist participating school districts with the annual establishment of property values, payroll, personnel accounts, physical facilities, exposures, and other pertinent data required to be adequately protected under the Risk Management Program.

II. OBLIGATIONS OF THE BOARD:

The Board agrees to the following:

- A. To be a member of and participate in the North East Florida Educational Consortium Risk Management Program.
- B. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
- C. To designate a specific staff member of the Hernando County District School Board and a designated replacement to act on behalf of the Board in all matters relating to this contract attachment and to approve all reports and payments.
- D. To pay a prorated share of the Risk Management Program cost in accordance with the assessment schedule for 2025-2026, which is attached to, and becomes a part of the contract attachment when approved.
- E. To pay to NEFEC contingent upon the amount indicated in each attachment for the product(s) and/or service(s) reflected therein. All invoices are due thirty (30) days from the date of the invoice. After thirty-one (31) days a penalty will commence and be computed at the current SBA daily interest rate plus 2%. Interest will be assessed for ninety (90) days, at which time services will be discontinued unless brought to the NEFEC Board's attention for further action.
- F. Membership in the Risk Management Program shall be on an annual option renewal. In the event of withdrawal from the Risk Management Program, the Board shall provide a one hundred and twenty (120) day written notice of intent to withdraw and shall subsequently withdraw on the anniversary date of the program. If written notice to withdraw is not provided to the Risk Management Program one hundred and twenty (120) days prior to the anniversary date, then the Board shall renew their participation in the Risk Management Program on the anniversary date. Any district withdrawing from the Risk Management Program shall forfeit all rights to interest earnings and all other assets.
 - (1) If a district withdraws from the Risk Management Program, the length of time required for consideration for readmission would be a minimum of two (2) full program years. If a district should leave the program prior to the end of a program year, they will remain out of the Program for two (2) full program years plus the balance of the current program year.

- (2) If a district withdraws from the Risk Management Program, there shall not be a refund from the earned interest or the loss fund from the effective date of the withdrawal from the Risk Management Program. Any district that withdraws from the Risk Management Program shall continue to be responsible for any assessments for unfunded claim fund losses that may occur and shall be assessed their appropriate percentage of the unfunded claim fund losses.
- G. To agree that all decisions, policies, and procedures adopted by the NEFEC Board of Directors shall be binding. All insurance coverage or policy limits, on any line of coverage adopted by the NEFEC Board of Directors, shall be binding. The district bears sole responsibility for its portion of any insurance claim deductibles, and all employee benefit matters liability, including but not limited to the administration, funding, and compliance with applicable laws and regulations.
- H. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement. This contractual attachment has been modified from the master contractual language for the purpose of the Risk Management Program.
- I. The implementation date for coverage under the Risk Management Program was July 1, 1982, with anniversary dates of July 1 of each year thereafter.

NEFEC RMP RENEWAL INFORMATION

2025-2026

			Updated as of:	5/1/2025
	2024-2025 Expiring	2025-2026 Proposed	\$ increase/ Decrease	% Increase/ Decrease
Liability Package	\$539,000.00	\$559,000.00	\$20,000.00	3.7%
XS Liability (\$800,000 x \$200,000)	Inc. in Public Pkg.	Inc. in Public Pkg.		
XS Liability (\$1,000,000 x \$1,000,000)	Inc. in Public Pkg.	Inc. in Public Pkg.		
Property	\$7,976,500.00	\$6,440,000.00	-\$1,536,500.00	-19.3%
Terrorism	\$33,750.00	\$33,000.00	-\$750.00	-2.2%
Workers' Compensation	\$306,567.00	\$327,728.00	\$21,161.00	%6.9
Blanket Crime	\$20,040.00	\$20,040.00	\$0.00	%0.0
Fiscal Agent Crime (Loss Fund)	\$7,122.00	\$7,122.00	\$0.00	%0.0
Equipment Breakdown	\$72,452.00	\$79,250.00	\$6,798.00	9.4%
Directors/Educators Liability	\$650,439.00	\$650,439.00	\$0.00	%0.0
Cyber (other than FLVS)(moving to Lloyds)	\$321,719.00	\$277,647.00	-\$44,072.00	-13.7%
RMP Budget	\$395,000.00	\$395,000.00	\$0.00	%0.0
Claims Administration/TPA Service Fee	\$524,725.00	\$527,316.00	\$2,591.00	0.5%
Vector Training Solutions	\$34,286.00	\$46,746.00	\$12,460.00	36.3%
WC State Assessment	\$65,462.00	\$51,736.00	-\$13,726.00	-21.0%
Catastrophic Student Accident (other than FLVS and Hernando)	\$78,298.00	\$79,253.00	\$955.00	1.2%
Brokerage Service Fees	\$248,774.00	\$297,002.00	\$48,228.00	19.4%
Loss Fund	\$7,800,000.00	\$8,100,000.00 *	\$300,000.00	3.8%
TOTAL	\$19,074,134.00	\$17,891,279.00	-\$1,182,855.00	-6.2%

*Notes:

This information is being provided for your review and is subject to change.

^{1. \$200,000} is being added to the loss fund to self-fund lightning losses with at \$10k deductible per occurrence.

^{2.} The Property and Cyber line items for 2025-2026 are the "not to exceed" amounts for this renewal.

^{3.} Employee benefits liability district deductible is \$50k per occurrence.

HERNANDO COUNTY SCHOOL DISTRICT

	2024-2025 Breakdown of Premium	2025-2026 Breakdown of Premium	\$ Increase/ (Decrease)
Property	\$1,897,847.96	\$1,533,974.53	(\$363,873.42)
Terrorism	\$8,030.13	\$7,860.43	(\$169.71)
Workers' Compensation	\$49,183.61	\$59,695.82	\$10,512.21
Blanket Crime	\$3,365.37	\$3,300.93	(\$64.44)
Fiscal Agent Crime (Loss Fund)	\$1,196.01	\$1,173.11	(\$22.90)
Equipment Breakdown	\$12,733.99	\$13,928.79	\$1,194.80
Directors/Educators Liability	\$123,637.43	\$123,637.43	\$0.00
Cyber	\$76,703.30	\$56,166.19	(\$20,537.11)
Group Catastrophic Student Accident	\$0.00	\$0.00	\$0.00
RMP Budget	\$30,384.62	\$30,384.62	\$0.00
Claims Administration/TPA Service Fee	\$129,192.50	\$129,980.78	\$788.28
Vector Training Solutions	\$0.00	\$8,514.81	\$8,514.81
Brokerage Service Fee	\$59,183.64	\$70,744.33	\$11,560.69
WC State Ass'mt	\$14,353.33	\$12,702.96	(\$1,650.37)
Liability Package	\$123,029.14	\$127,149.56	\$4,120.42
Loss Fund	\$1,780,384.59	\$1,842,417.57	\$62,032.98
Total Required Funding Assessment	\$4,309,225.60	\$4,021,631.85	(\$287,593.75)
2024-2025 District F	Risk Management Pro	gram Returns	
Earned Interest for Year 43	\$60,005.56		

Total Return \$60,005.56

ASSESSMENT SCHEDULE 2025-2026

\$4,021,631.85	\$402,163.19	\$603,244.78	\$804,326.37	\$804,326.37	\$1,407,571.15	Hernando
	5/1/2026	10/15/2025	9/15/2025	8/15/2025	7/15/2025	
TOTAL DUE	10%	15%	20%	20%	35%	DISTRICT
	INVOICE #5	INVOICE #4	INVOICE #3	INVOICE #2	INVOICE #1	
Updated as of: 5/1/2025						

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

A. Item Currently Budge	eted -						
Account Name	-						
Account Number	-	Fund	Function	Object	Cost Center	Project	Sub Project
Original		Budget	Expenditures /	Current	Present	Remaining	
Approved Budget	+	Amendments	- Encumbrances To Date	= Available Budget	- Request	= Balance Available	
\$	\$		\$	\$	\$	\$	
Account Name							
Account Number	_						
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved	+	Budget Amendments	Expenditures / - Encumbrances	Current = Available	Present - Request	Remaining = Balance	
Budget	-		To Date	Budget		Available	
\$	\$		\$	\$	\$	\$	
B. Item Currently Not B Funding Source Account Name	udgeted		rojects Funds 2025-2026	Fiscal Year			
Account Number	-	1100/3xxx Fund	7700/7900/6400 Function	3200/3700 Object	9315/9410 Cost Center	40900/40100 Project	Sub Project
Amour	nt <u>\$4,02</u>	1,631.85					
Funding Source	-						
Account Name	-						
Account Number	-						
Amour	nt <u>\$</u>	Fund	Function	Object	Cost Center	Project	Sub Project
_							
5C. History							
Check one: Prior Year Budget: New for Current Year	O r: O						
	Prior `	Year Approved Budget:	\$				
	Prior `	Year Actual Spent:	\$				

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 33. 25-3099

6/24/2025

Title and Board Action Requested

Approve the Closeout/Final Acceptance of the contract with Ryman Roofing, Inc. for Roof & HVAC Replacement for Building 7, 8 & 9 for Springstead High School and authorize final payment in the amount of \$113,302.17.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the Closeout/Final Acceptance of the contract with Ryman Roofing, Inc. for Roof & HVAC Replacement for Building 7, 8 & 9 for Springstead High School and authorize final payment in the amount of \$113,302.17.

The original contract sum was \$1,147,279.00, of which \$1,019,719.49 has been paid to date, leaving a balance of \$127,559.51. Change Order 01 returns to the School Board \$14,257.34. The final payment due to the contractor, therefore, is \$113,302.17.

My Contact

Brian Ragan Director of Facilities & Construction ragan_b@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



Certificate of Substantial Completion

PROJECT: (name and address) HCSB/Springstead H.S. Bldgs. 7,8, & 9

3300 Mariner Boulevard Spring Hill, Florida 34609

OWNER: (name and address) Hernando County School District 8008 Mobley Road

Brooksville, Florida 34601

CONTRACT INFORMATION:

Contract For: Roof and Mechanical Equipment Replacement

Date: March 10th, 2022

ARCHITECT: (name and address) A/R/C Associates, Incorporated

601 North Fern Creek Avenue, Suite 100 Orlando, Florida 32803-4899

CERTIFICATE INFORMATION:

Certificate Number: 001

Date: July 17th, 2024

CONTRACTOR; (name and address) Ryman Roofing, Incorporated 36413 State Road 54 Zephyrhills, Florida 33541

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion of the Project in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contractiff between the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project of the Project of the Project of the Project of the Work, or position designated to the Work of the Work, or position designated to the Work of the Work, or position designated to the Work of the Work, or position of the Project of the Work

A/R/C Associate

Incorporated ARCHITECT (Firm No AR0007684

SIGNATURE

Joseph J. Williams, AIA, Plotida Registration

No.7684, President

PRINTED NAME AND TITLE

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completes the following the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, If any, and Indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.) See attached Site Visit No. 18 from A/R/C and Matern Report dated July 9th, 2024.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents, Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or) days from the above date of Substantial Completion. correct the Work on the list of items attached hereto within

Cost estimate of Work to be completed or corrected: \$51,352.84 (Balance to Finish from Pay Application No. 07)

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby acceptable responsibilities assigned to them in this Certificate of Substantial Completion:

Ryman Roofing, Inc.

CONTRACTOR (Firm

Name)

Hernando County School

District

OWNER (Firm Name)

Kevin L. Ryman - President 7/18/24

PRINTED NAME AND TITLE PGO JECTS MEMOS E

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Architecture Roof Consulting Construction Technology AR 0007684



601 North Fern Creek Ave. Suite 100 Orlando, Florida 32803 (407) 896-7875

Substantial Completion

Project: Client: Contractor: Report By:	Frank W. Springstead High School Roof and Mechanical Equipment Replacement Buildings 7, 8 and 9 Hernando County School District Ryman Roofing, Inc. Randy Barton, Quality Assurance Represen	Site Visit Report No.: Date:	21009.00 18 2024-07-09 Rain – 85 °
Present:	Randy Barton, A/R/C Associates Ian Hord, Matern Engineering	Desmond Maner, HCSB Aaron Camacho, Ryman Roofin	9
Observation	s: 1. The purpose for today's onsite ins for a Substantial Completion Ins Substantial Completion Inspectio 2. There are some issues that are s		appear that a

Punch List Items:

BUILDING 7

- 1. The roofing and all related sheet metal work is completed in compliance with the contract documents and contract specifications.
- 2. Ian Hord with Matern Engineering was present today and has issues that will require addressing by the contractor.

BUILDING 8

- 1. The roofing and all related sheet metal work is now completed in compliance with the contract documents and manufacturer's specifications.
- 2. There are issues to be addressed to the AC mechanical work. Ian Hord is creating a list for the contractor.

BUILDING 9

- 1. The roofing is completed properly and in compliance with the contract specifications.
- 2. There is a section of wood under the condensate pipe block supports that shall be removed and the supports shall be properly adjusted to set onto the roof.
- 3. The condensate support blocks shall be fully adhered to the roof in compliance with the manufacturer's requirements. Typically, this shall be done on all support blocks.
- 4. Ian Hord has some issues that require to be addressed.



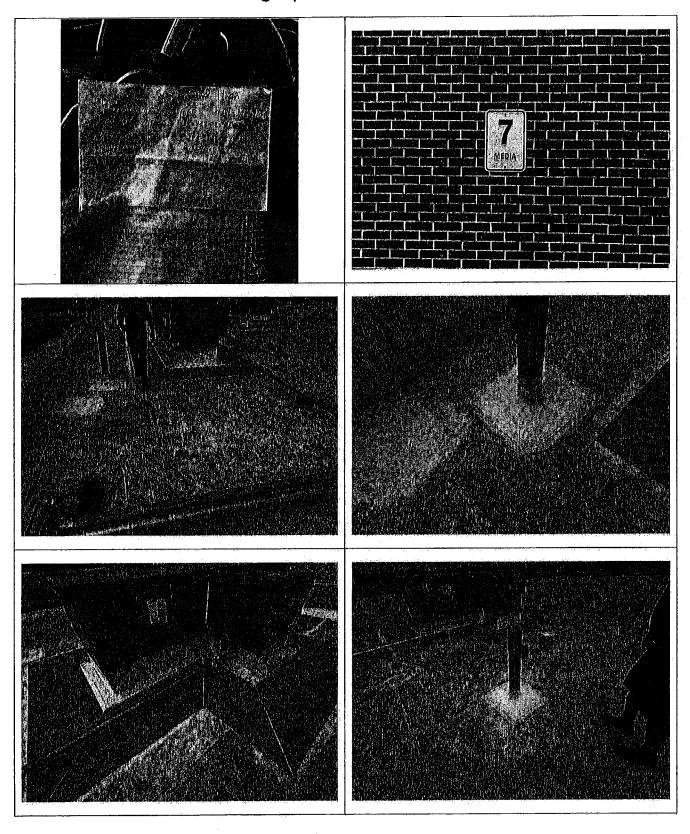
INSPECTIONS THAT ARE STILL REQUIRED

- 1. M.T. Causley, the third party inspector, still requires an inspection.
- 2. The manufacturer's representative will be onsite next week to conduct their final inspection.
- 3. The Fire Marshall will be scheduling to conduct an inspection of the mechanical.
- The contractor believes they can address the issues found today and request for a final Inspection by July 30.

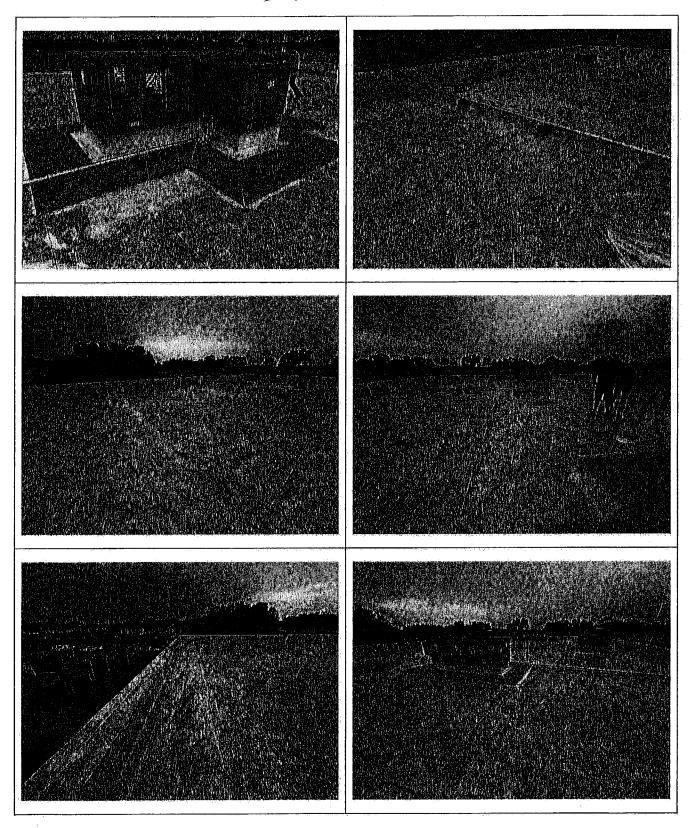
Distribution:

Desmond Maner	maner d@hcsb,k12,fl,us
Bob Beach	beach r@hosb.k12.fl.us
Aaron Camacho	acamacho@rymanconstruction.com
Duane Smith	dsmith@rymanconstruction.com
Kevin Ryman	kevin@rymanconstruction.com
Jayson Stumpf	stumpf@rymanconstruction.com
Maribel Rodriguez	mrodriguez@rymanconstruction.com
lan Hord	ihord@matern.net
Tad Rivenbark	trivenbark@matern.net
Tyler Hall	tyler@arc-arc.com
Randy Barton	randy@arc-arc.com

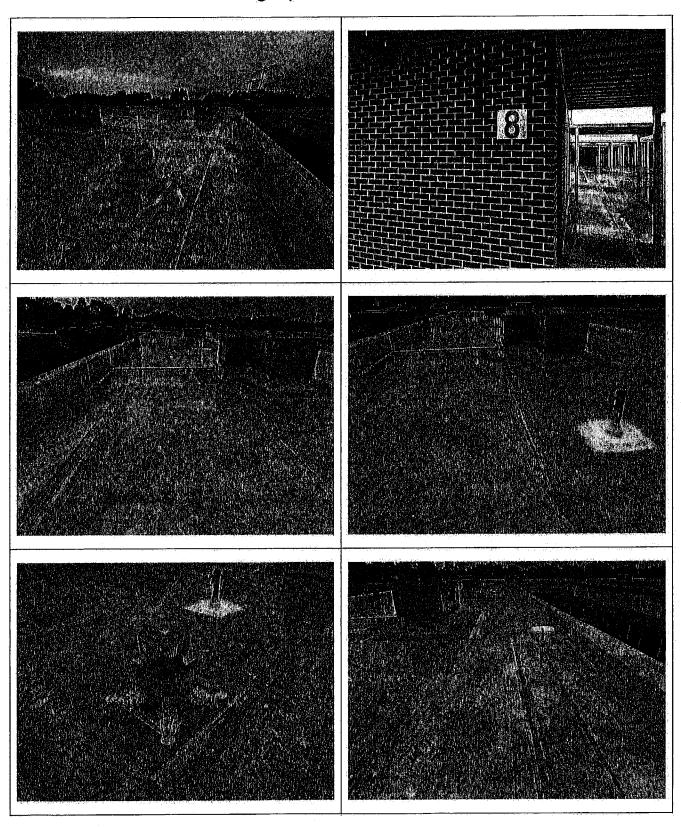




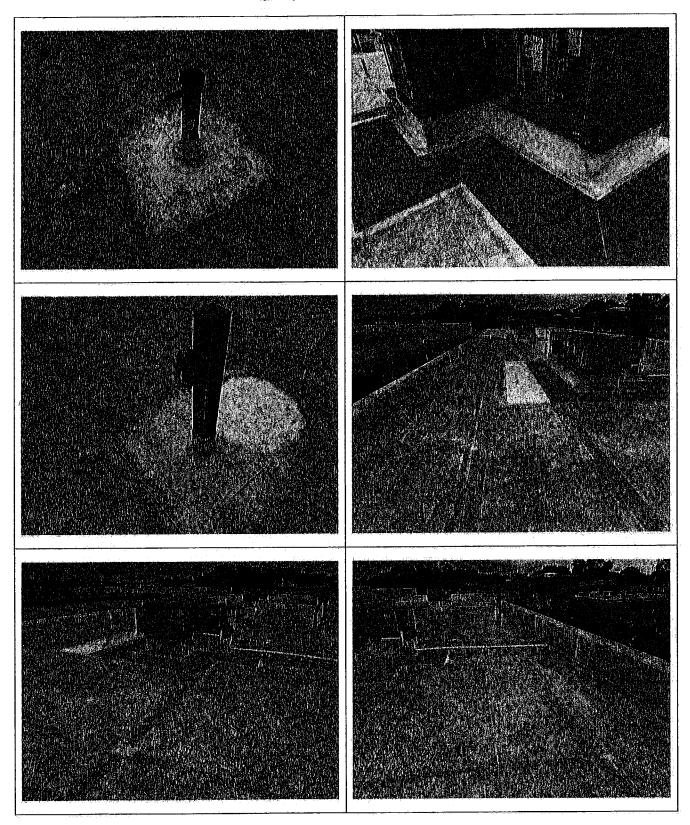




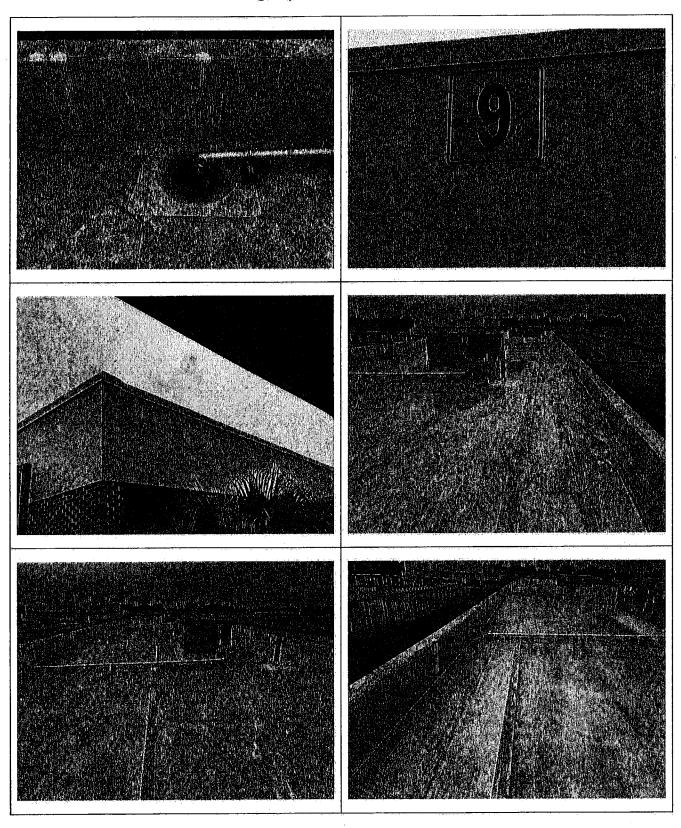




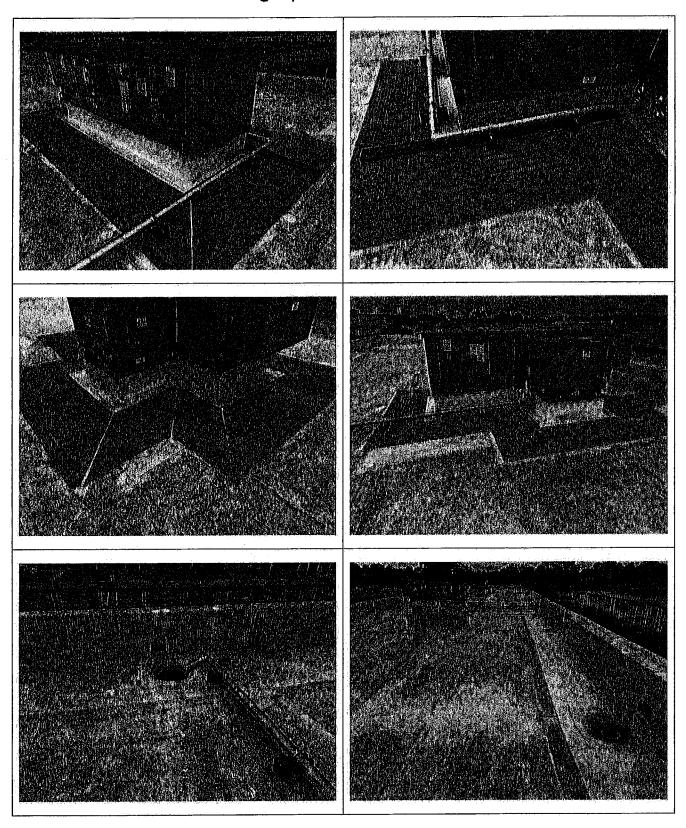




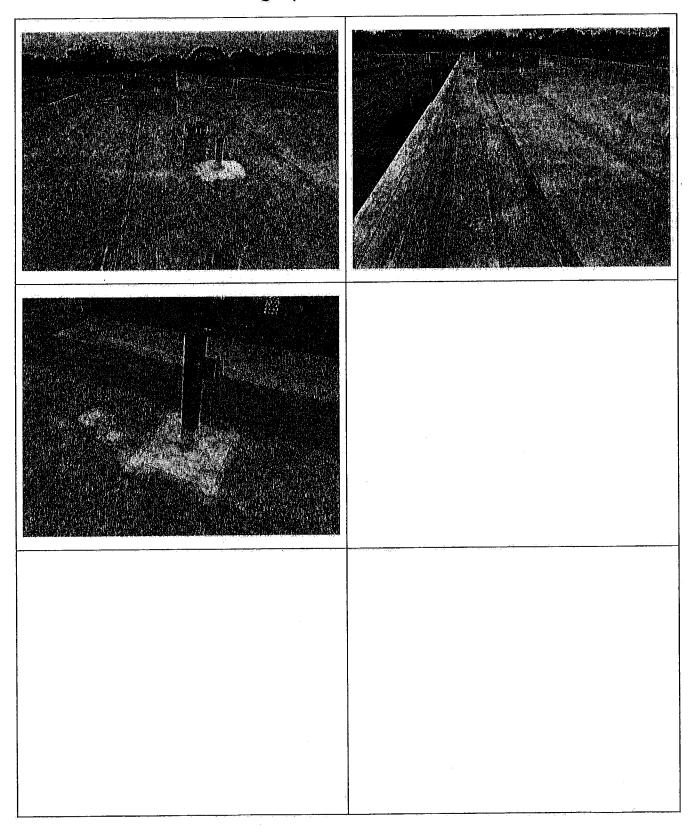












3300 Mariner Boulevard, Spring Hill, Florida 2021-049

HCPS Springstead HS HVAC Replacement

Prepared by lan hord Jul 12, 2024

Description

9 tasks in this report.

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#26 Mechanical	
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#23 Mechanical	
#22 Mechanical	,
#9 Mechanical	
#5 Mechanical	19

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#29 Mechanical

Status

Open

Type

Issue

Description

- 1. Repair all Arma flex insulation.
- 2. Provide handles for ball valves.
- 3. Provide specified labels general throughout project.

Created

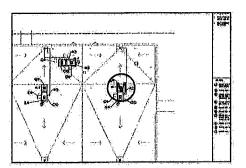
Jul 12, 2024 8:07 AM ihord@matern.net

Last Updated

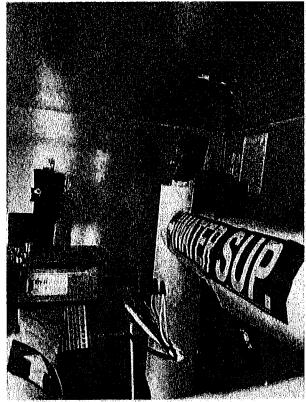
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Sheet

M101



Photos



IMG_3461 Ian hord Jul 12, 2024 8:08 AM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#28 Mechanical

Status

Created

Open

Jul 9, 2024 3:12 PM ihord@matern.net

Туре

Issue

Last Updated

Jul 12, 2024 9:04 AM

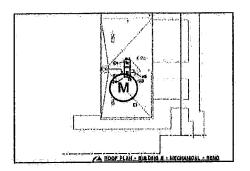
Description

- 1. Label all condensate lines. Typical throughout project.
- 2. Provide specified labels.
- 3. Provide equipment labels for all RTUs. Typical throughout project.
- 4. Coil drains and vent shall be red brass nipples refer to contract documents. Typical for all RTUs.

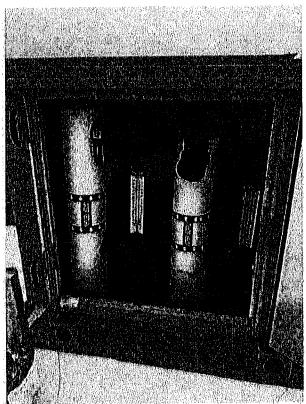
Photos

Sheet

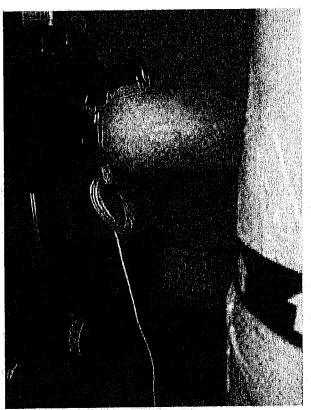
M102



3300 Mariner Boulevard, Spring Hill, Florida 2021-049



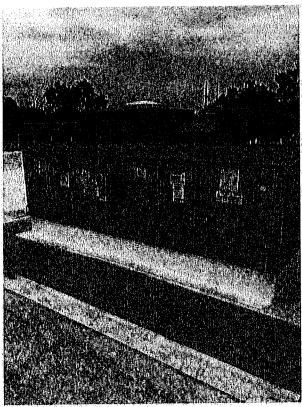
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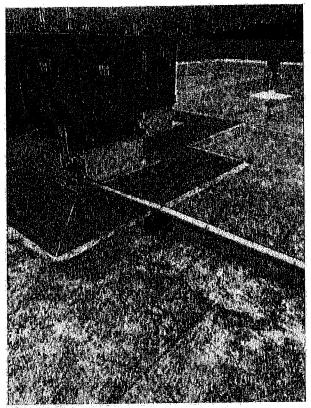
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HCPS Springstead HS HVAC Replacement 3300 Mariner Boulevard, Spring Hill, Florida

2021-049



20240709_151258_photo lan hord Jul 9, 2024 3:12 PM



lan hord Jul 9, 2024 3:12 PM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#27 Mechanical

Status

Open

Created

Jul 9, 2024 3:10 PM ihord@matern.net

Type

Issue

Last Updated

Jul 12, 2024 7:49 AM

Description

1. Provide label for equipment. Typical for all RTUs.

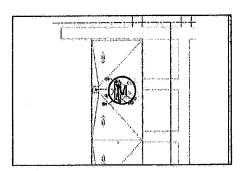
2, label all condensate lines. Typical throughout project.

3. Condensate trap to have removable cover. Typical throughout project.

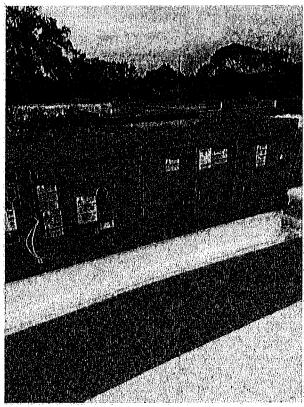
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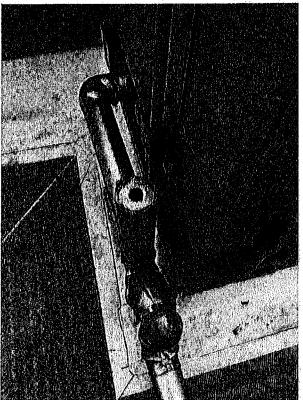
M102



3300 Mariner Boulevard, Spring Hill, Florida 2021-049



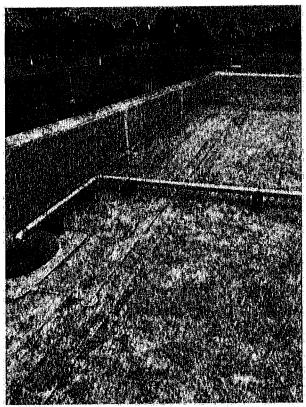
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20240709_151044_photo lan hord Jul 9, 2024 3:10 PM

HCPS Springstead HS HVAC Replacement 3300 Mariner Boulevard, Spring Hill, Florida

2021-049



20240709_151035_photo lan hord Jul 9, 2024 3:10 PM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#26 Mechanical

Status

Created

Open

Jul 9, 2024 3:05 PM ihord@matern.net

Туре

Issue

Last Updated

Jul 12, 2024 9:04 AM

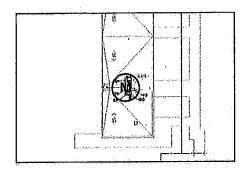
Description

- 1. Water leaking inside from RTU contractor to investigate and repair.
- 2. Repair insulation
- 3. Fab staple and mastic all seams. Typical throughout project.
- 4.Label all CHW pipes typical throughout project.

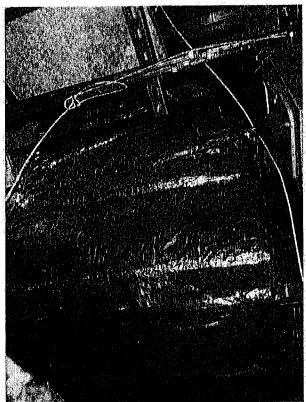
Photos

Sheet

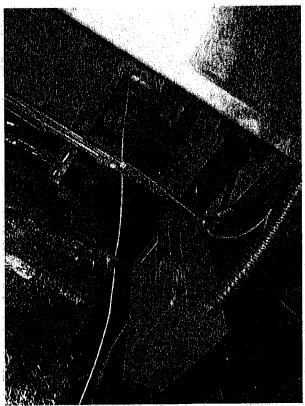
M102



3300 Mariner Boulevard, Spring Hill, Florida 2021-049



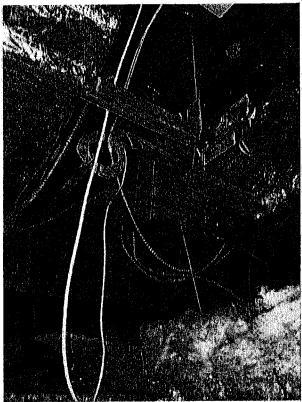
20240709_150601_photo lan hord Jul 9, 2024 3:06 PM



20240709_150547_photo lan hord Jul 9, 2024 3:05 PM

HCPS Springstead HS HVAC Replacement 3300 Mariner Boulevard, Spring Hill, Florida

2021-049



20240709_150536_photo lan hord Jul 9, 2024 3:05 PM



20240709_150522_photo lan hord Jul 9, 2024 3:05 PM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#25 Mechanical

Status

Open

Type Issue

Description

1. Drain over heater to be removed or re routed for accessibility.

2. Provide staples fab and mastic at insulation joints. Typical throughout project.

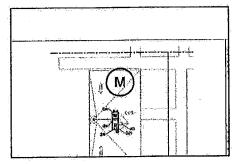
3. Provide new insulation around smoke detector. Typical throughout project.

Photos

Created

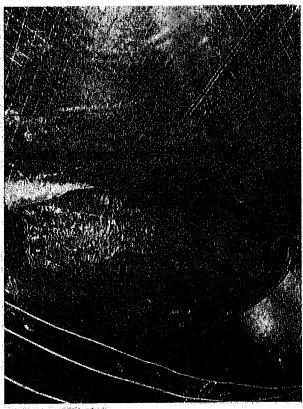
Jul 9, 2024 2:58 PM ihord@matern.net

Last Updated Jul 12, 2024 9:05 AM Sheet M102

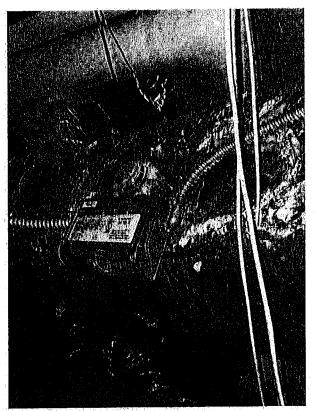


HCPS Springstead HS HVAC Replacement 3300 Mariner Boulevard, Spring Hill, Florida

2021-049

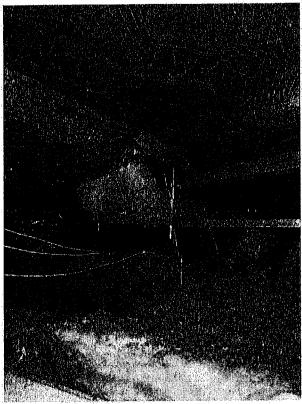


20240709_145851_photo lan hord Jul 9, 2024 2:58 PM

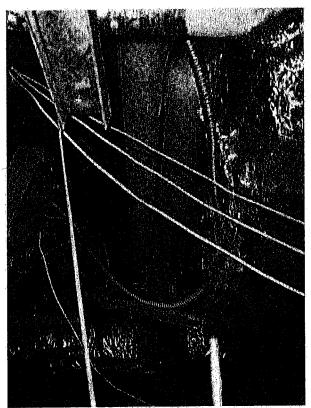


20240709_145835_photo ian hord Jul 9, 2024 2:58 PM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049



20240709_145822_photo lan hord Jul 9, 2024 2:58 PM



20240709_145813_photo lan hord Jul 9, 2024 2:58 PM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#23 Mechanical

Status

Open

Туре

Issue

Description

Insulation is to be repaired on CHW piping and hanger shall not be insulated with CHW piping.

Created

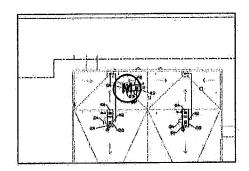
Jul 9, 2024 2:18 PM ihord@matern.net

Last Updated

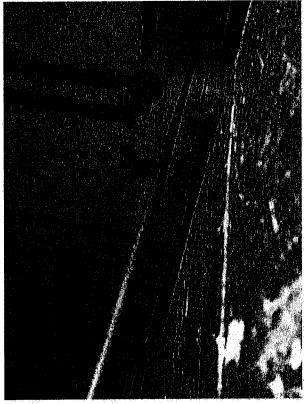
Jul 12, 2024 7:51 AM

Sheet

M101



Photos



20240709_141833_photo lan hord Jul 9, 2024 2;19 PM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#22 Mechanical

Status

Open

Type

Issue

Description

- 1. Provide staples fab and mastic at all insulation joints. Typical throughout project.
- 2. Provide insulation around smoke detectors.

Created

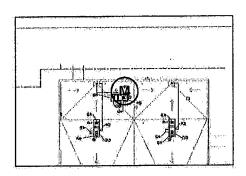
Jul 9, 2024 2:14 PM ihord@matern.net

Last Updated

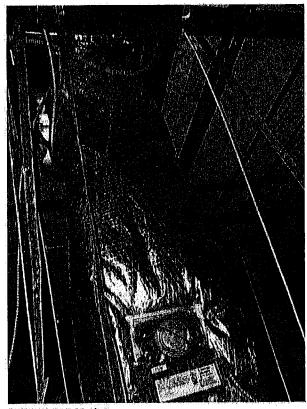
Jul 12, 2024 9:05 AM

Sheet

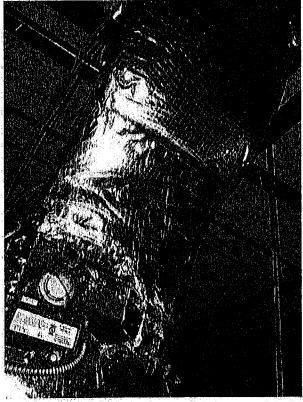
M101



Photos



20240709_141505_photo lan hord Jul 9, 2024 2:18 PM



20240709_141445_pholo lan hord Jul 9, 2024 2:14 PM

3300 Mariner Boulevard, Spring Hill, Florida 2021-049

#9 Mechanical

Status

Open

Created

Mar 30, 2024 10:22 AM ihord@matern.net

Туре

Issue

Last Updated

Jul 12, 2024 9:07 AM

Location

Building 9

Description

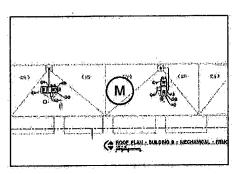
1. Contractor to ensure all duct work is sealed with mastic.

2. Insulation joints to be sealed with Fab and mastic.

Photos

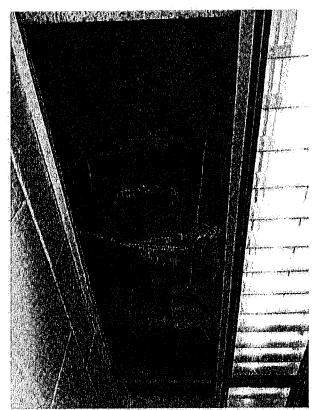
Sheet

M103



HCPS Springstead HS HVAC Replacement 3300 Mariner Boulevard, Spring Hill, Florida

2021-049



20240330_102252_photo ian hord Mar 30, 2024 10:22 AM

3300 Mariner Boulevard, Spring Hill, Florida. 2021,049

#5 Mechanical

Status

Created

Open

Mar 30, 2024 9:57 AM ihord@matern.net

Туре

Issue

Last Updated

Jul 12, 2024 7:59 AM

Location

General

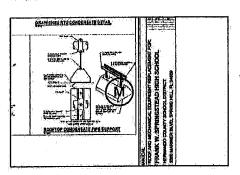
Description

Mount rubber condensate blocks to roof. Typical throughout project.

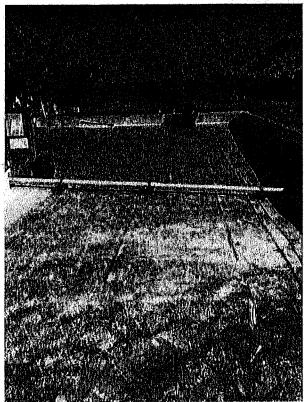
Photos

Sheet

M901



3300 Mariner Boulevard, Spring Hill, Florida 2021-049



20240330_095803_photo lan hord Mar 30, 2024 9:58 AM

FLORIDA DEPARTMENT OF EDUCATION Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO:		ENTIFICATE OF TIMAL INSPI			
	Office of Educational Facilities	(OEF)		OEF U	SE ONLY
	325 West Gaines Street, Rooi				
	Tallahassee, Florida 32399-0				
	(850) 245-0494				
	Fax (850) 245-9236 or (850) 2	245-9304			
	(/	one copy of the completed form for all p	roiects		
		0,000. Mark the appropriate term with			
		sufficient quantity for your use. S			
1013.37	(2)(c), F.S.				
RE:	2042200100			OEF	Assigned Project Number
	Hernando County School District			(□ School	District □ Florida College)
	Frank W. Springstead High Sc	hool		(School Name Campus
				(□ School	□ College) Code Number
	Roof and Mechanical Equipme	nt Replacement on Buildings 7,8, and 9.			Description of Project
					_
	A: BOARD'S ACCEPTANCE	Analitant Franciscon or continue Continue	D balancia a		2h 4042 F.C. THE
BOARD A	e recommendation of our Project (■ ACCEPTED the above-referenced pro	Architect □ Engineer) as certified in Section ject on	B below, in a	ccordance with (Snapter 1013, F.S., THE
Name (Ty	ype or Print)				
Signature	e:		Date:		,
	(□ Superintende	ent 🗆 President)			
SECTION	B: (■ ARCHITECT □ ENGINEER) (CERTIFICATION			
		t), I have inspected this project and, in my co	onsidered profe	ssional opinion,	the work required by the
contract f		accordance with approved contract document	ts; Chapter 101	3, Florida Statute	es; Rule 6A-2.0010, FAC;
		do		th	
Chapter 5	553, F.S.; and the Florida Building Co	UC. Illy signed by Joseph J. Williams	D-4 May 8		2025
Chapter 5 Signature	Digit Date	UE . Illy signed by Joseph J. Williams 2025.05.09 11:52:15 - 04'00'	Date: May 8		, 2025
Chapter 5 Signature Firm Nam	e:	lly signed by Joseph J. Williams 2025 55,06 8 11:52:15-0-4007	Date: May 8		, 2025
Chapter 5 Signature Firm Nam	Digit Date	Great By Joseph J. Williams 2003. 6/108 11:07:19-04/07 Orlando	Date: May 8	FL	32803
Chapter 5 Signature Firm Nam	e:	lly signed by Joseph J. Williams 2025 05.06 81 1527 15 - 04007 Orlando	Date: May 8		
Chapter 5 Signature Firm Nam Address:	e: A/R/C Associates, Inc. 601 North Fern Creek Avenue	lly signed by Joseph J. Williams 2026 05.00 11:02/1:0-04007 Orlando City	Date: May 8	FL	32803
Chapter 5 Signature Firm Nam Address:	e: A/R/C Associates, Inc. 601 North Fern Creek Avenue Street/P.O. Box C: Building Official Other (Speci	Orlando City fy) Certification		FL State	32803 Zip
Chapter 5 Signature Firm Nam Address:	e: A/R/C Associates, Inc. 601 North Fern Creek Avenue Street/P.O. Box C: Building Official Other (Speci	lly signed by Joseph J. Williams 2026 05.00 11:02/1:0-04007 Orlando City		FL State	32803 Zip
Chapter 5 Signature Firm Nam Address: SECTION	e: A/R/C Associates, Inc. 601 North Fern Creek Avenue Street/P.O. Box C: Building Official Other (Speci	Orlando City fy) Certification ered opinion, it is complete and in accordance v		FL State	32803 Zip
Chapter 5 Signature Firm Nam Address: SECTION I have ins	e: A/R/C Associates, Inc. 601 North Fern Creek Avenue Street/P.O. Box C: Building Official Other (Special Spected the project, and in my consider/pe or Print) Otto J Letzelter, BU129	Orlando City fy) Certification ered opinion, it is complete and in accordance v Digitally signed by Otto J Letzelter Date: 2025.05.12 09:15:43 .04'00'		FL State	32803 Zip
Chapter 5 Signature Firm Nam Address: SECTION I have ins	e: A/R/C Associates, Inc. 601 North Fern Creek Avenue Street/P.O. Box C: Building Official Other (Special Spected the project, and in my consider/pe or Print) Otto J Letzelter, BU129	Orlando City fy) Certification ered opinion, it is complete and in accordance v	with applicable s	FL State statutes, rules, ar	32803 Zip and codes.
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Chapter & Signature Firm Nam Address: SECTION I have ins Name (Ty Signature SECTION 1. TYP A B R 3. SOU L	a: A/R/C Associates, Inc. 601 North Fern Creek Avenue Street/P.O. Box C: Building Official Other (Special Spected the project, and in my consideration of the project of the project, and in my consideration of the project of the project, and in my consideration of the project of the project, and in my consideration of the project, and in my consideration of the project, and in my consideration of the project, and in my consideration of the project, and in my consideration of the project of the pr	Orlando City fy) Certification ered opinion, it is complete and in accordance v Digitally signed by Otto J Letzeller Date: 2025 05.12 09.15.43 -04'00' Cial Certified Inspector 2. CORRECTED "SPACE INVENTORY RI THE OEF: Yes No	with applicable s Date: EPORT" (land, N/A NT: \$1,133,0	FL State statutes, rules, ar 05.08. building, room) H If "No," explain:	32803 Zip and codes. , 2025 IAS BEEN FILED WITH
Chapter & Signature Firm Nam Address: SECTION I have ins Name (Ty Signature SECTION 1. TYP A B R 3. SOU L	a: A/R/C Associates, Inc. 601 North Fern Creek Avenue Street/P.O. Box C: Building Official Other (Special opected the project, and in my considerable of the project, and in	Orlando City fy) Certification Pered opinion, it is complete and in accordance votate: 2025.05.12 09:15.43 -04'00' Cial Certified Inspector 2. CORRECTED "SPACE INVENTORY RITHE OEF:	Date: EPORT" (land, N/A NT: \$1,133,0	FL State statutes, rules, ar 05.08. building, room) H If "No," explain:	32803 Zip and codes. , 2025 ASS BEEN FILED WITH

OEF 209 Rule 6A-2.0010, FAC Page 1 of 2 Effective November 2012

CERTIFICATE OF FINAL INSPECTION (CFI)

		FINAL INSPECTION	` ,	
8. BUILDING CONTRACT DA	ATE: March 10, 2022	COMPLETION DATE:	August 29, 2024	_
	of each Change Order and amount (ex	cluding Direct Purchase amount	s).	
C.O. No. 1	_{\$} 16,186.02		\$	
_{C.O. No.} 2	\$ 2,728.00	C.O. No	 \$	
C.O. No. 3	_{\$} 7,603.64		\$	
C.O. No	\$	C.O. No	 \$	
10. Date of Occupancy:				
_				
11. Additional Information:				

OEF 209 Rule 6A-2.0010, FAC Page 2 of 2 Effective November 2012



Change Order

PROJECT: (Name and address)
Frank W. Springstead High School:
Buildings 7, 8, and 9
3300 Mariner Boulevard Spring Hill,
Florida 34609

OWNER: (Name and address)
Hernando County School District
8008 Mobley Road
Brooksville, FL 34601

CONTRACT INFORMATION: Contract For: Roof and Mechanical

Equipment Replacement Date: February 22, 2022

ARCHITECT: (Name and address)
A/R/C Associates, Incorporated
601 North Fern Creek Avenue, Suite 100
Orlando, FL 32803

CHANGE ORDER INFORMATION: Change Order Number: 002

Date: May 29, 2025

CONTRACTOR: (Name and address) Ryman Roofing, Incorporated 36413 State Road 54 Zephyrhills, FL 33541

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

This zero-dollar Change Order is to rectify the construction duration time period, which surpassed the contractual 120 days to reach Substantial Completion due to delays that are enumerated by the contractor in the attached letter. In summary, the reasons the contractor has provided for the delays are as follows:

- The COVID pandemic caused supply chain issues that manifested most agressivley at the start of this project, with insulation delayed by one year, and the mechancial equipment delayed by two years.
- Mechanical equipment needed to be replaced while students were not present for no less than a week. This presented sheduling issues with the contractor, where they had equipment in hand to install, but could not. This affected air conditioning, which needed to be functional while students were present.
- The mechanical equiment had manufacturer defects that needed to be corrected prior to project closeout, which added delay after the project was Substantially Completed. The Inspocutiors would not allow the permit to be closed before this was corrected.

The original Contract Sum was	\$ 1,147,279.00
The net change by previously authorized Change Orders	\$ (14,257,34)
The Contract Sum prior to this Change Order was	\$ 1,133,021.66
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 1,133,021.66

The Contract Time will be increased by Seven Hundred Twelve (712) days. The new date of Substantial Completion will be July 09, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

AROO7684 BY ORDE Williams Pasient (Printed page Fluid and Heense number if regulated)	CHITECT, CONTRACTOR AND OWNER. CONTRACTOR (Signature) BY: Kevin Ryman, President (Printed name and title)	OWNER (Signature) BY: Desmond Maner, Facilities Construction Project Manager (Printed name and title)
5/29/2025 Date	5 30/25 Date	6-5-25
		Date

Ryman Roofing, Inc.

36413 SR 54 ZEPHYRHILLS, FL 33541 OFFICE 813-782-0825 FAX 813-788-6773

STATE CERTIFIED BUILDING & ROOFING CONTRACTOR CGC 1517771 / CCC 1325505

May 10, 2025

PROJECT NAME: F.W. Springstead High School 3300 Mariner Boulevard Spring Hill, Florida 34609

This letter is intended to explain the delay between substantial completion and final closeout for the project noted above. Both the school and Ryman Roofing were wellaware that this project had multiple delays during the project due to materials that were out of everyone's hands. We have no control over the economy and the manufacturer that was specified for this project and discussed this early on with the consultant and the school contacts. The insulation at the beginning of the project was back ordered 1 year as well as the AC units. Ryman Roofing even agreed to do the roofing portion over night during the school year as to not disrupt the day to day for teacher and students. Due to the delays with Trane getting the AC units to us (again what was specified in the drawings) we were restricted to utilizing spring break and then summer to replace the RTU's. At the end of the summer 2024 we finally reached substantial completion, however there were multiple units that were either missing pieces or had complications causing breakdowns that Trane need to fix. These delays took us until January 2025 to get corrected. Upon final inspection in February, we found that Trane and the ionizers were incorrect. These items were corrected within two weeks. We then had an additional final inspection that passed with the exception that the inspector wanted specific tags added, which we did not charge for, in the main wire coming from the breaker. This wasn't in the scope, but we had our electrician order them. These stickers took 20 days to get. We then sent the photos to Safe Built and in April 2025 we received the final inspection passed. We do realize the length of time this project took to complete and if you look at the days we were actually able to work and not wait we were on site for 150 days. We would not use or recommend Trane units again and we believe the school is well aware of this, but due to the existing proprietary Trane system, there was no choice.

Signature:

Title: Ture Don

Date: 05 77 25

AIA Document G704° – 2017

Certificate of Substantial Completion

PROJECT: (name and address) HCSB/Springstead H.S. Bldgs, 7,8, & 9

3300 Mariner Boulevard Spring Hill, Florida 34609

OWNER: (name and address) Hernando County School District 8008 Mobley Road

Brooksville, Florida 34601

CONTRACT INFORMATION:

Contract For: Roof and Mechanical Equipment Replacement

Date: March 10th, 2022

ARCHITECT: (name and address) A/R/C Associates, Incorporated

601 North Forn Creek Avenue, Suite 100 Orlando, Plovida 32809-4899

CERTIFICATE INFORMATION: Certificate Number: 001

Date: July 17th, 2024

CONTRACTOR: (name and address) Ryman Roofing, Incorporated 36413 State Road 54 Zophyrhills, Florida 33541

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete: Substantial Completion PARCE present the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contravil designates of the Project of the Pr

Incorporated ARCHITECT (Firm Name)

Joseph J. Williams, ATA, Plonda Registration

No.7684, President PRINTED NAME AND TITLE July 91, 2024

DATE OF BUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion that or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warrantles that do not commence on the date of Substantial Completion, If any, and indicate their date of commencement)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.) See attached Site Visit No. 18 from A/R/C and Matern Report dated July 911, 2024.

The fallure to include any items on such flet does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Decuments. Unless otherwise agreed to in writing, the date of commencement of warrantles for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or) days from the above date of Substantial Completion. correct the Work on the list of items attached hereto within

Cost astlinate of Work to be completed or corrected: \$51,352.84 (Balance to Finish from Pay Application No. 07)

The responsibilities of the Owner and Contractor for security, maintenance, hear, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby acceptable responsibilities assigned to them in this Certificate of Substantial Completions

Ryman Roofing, Inc.

CONTRACTOR (Firm

Name)

Hernando County School

District

OWNER (Firm Name)

Keyln L. Ryman - President 7/18/24 PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

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MAIA Document G702° – 1992

1027

T		70.00	766 -	AUTHORIZED FOR PAYMENT	
Applicati	Application and Certificate for Payment	ment		DATE: 6 - 5 - 2 s	
TO OWNER:	TO OWNER: School Board of Hernando County 919 North Broad St. Brooksville FL 34601	PROJECT:	Springstead High School 3300 Mariner Blvd Spring Hill, FL 34609	APPLICATION NO: 009 PERIOD TO: August 31, 2024 CONTPACT FOD: BOSEN CONTRACT	Distribution to: OWNER:
FROM	FROM Ryman Roofing, Inc. CONTRACTOR: 36413 State Road 54 Zephythills FL 33541 Roof & HCSC Replacement for Bldgs. 7.8,9 at Springstead HS	VIA ARCHITECT:		CONTRACT DATE: Rebriaty 22, 2022 PROJECT NOS: 2042200100 / School Board of Hernando County	ARCHITECT: CONTRACTOR: FIELD: OTHER:

CONTRACTOR'S APPLICATION FOR PAYMEN	PAYMENT		The undersigned Contractor certifies that to the best of the Contractor's knowledge,
Application is made for payment, as shown below, in connection with the Contract.	nnection with the Contrac	÷.	information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid
AIA Document G703®, Continuation Sheet, is attached.			by the Contractor for Work for which previous Certificates for Payment were issued and
1. ORIGINAL CONTRACT SUM		\$1,147,279.00	payments received from the Owner, and that current payment shown herein is now due.
2. NET CHANGE BY CHANGE ORDERS		-\$14,257.34	CONTRACTOR:
3. CONTRACT SUM TO DATE (Line 1 ± 2)		\$1,133,021.66	By: Date: September 03, 2024
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	n G703)	\$1,133,021.66	State of: Florida
5. RETAINAGE:			County of: Pasco
a. 0.00 % of Completed Work			Subscribed and sworn to before
(Column $D + E$ on $G703$)	80	80.00	me this 3rd day of September, 2024
b. 0 % of Stored Material			Marine O'Restine
(Column F on G703)	80	80.00	Notary Public: Maribel Rodriguez-Ocasio
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	of G703)	80.00	My Commission expires: May 07, 2027
6. TOTAL EARNED LESS RETAINAGE		\$1,133,021.66	ARCHITECT'S CERTIFICATE FOR PAYMENT
(Line 4 Less Line 5 Total)			In accordance with the Contract Documents, based on on-site observations and the data
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		\$1,019,719.49	comprisming any application, are Architect estimes to the Owner that to the Dest of the Architect's knowledge, information and belief the Work has progressed as information the
(Line 6 from prior Certificate)			quality of the Work is in acceptance with the Contract Documents, and the Contractor is
8. CURRENT PAYMENT DUE		\$113,302.17	entitled to payment of the Court
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$1		AMOUNT CERTIFIED (S113,302.17
(Line 3 less Line 6)	\$0	\$0.00	Somound .
			Application and on the Communion Street of the conform with the amount certified.)
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	ARCHITECK: A * 1 A A A A A A A A A A A A A A A A A
Total changes approved in previous months by Owner	-\$14,257.34	\$0.00	Date:
Total approved this Month	\$0.00	\$0.00	AR0007684
TOTALS	-\$14,257.34	\$0.00	\$0.00 named herein Issuant Coverent and account of the Nament are without prejudice to any rights of
NET CHANGES by Change Order		-\$14,257.34	_

*	1	L) (C	5	7
ARCHITECK CA *	The Course	AR0007684	I his Certificate is a region of a country o	Owner or Contractor Marie Gentrack	THE PARTY OF THE P
DEDUCTIONS AR	\$0.00 By:	\$0.00	\$0.00	-\$14,257.34 the O	
ADDITIONS	-\$14,257.34	\$0.00	-\$14,257.34		
CHANGE ORDER SUMMARY	Total changes approved in previous months by Owner	Total approved this Month	TOTALS	NET CHANGES by Change Order	

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MAIA Document G703° – 1992

Continuation Sheet

AIA D	ATA Document G702® Application and Certification for	ion and Certificati	on for Payment or G732TM	G732TM		APPI ICATION NO:		600	
Applica	Application and Certificate for Payment, Construction Manager as Adviser Edition,	yment, Constructi	ion Manager as Adv	viser Edition,		APPLICATION DATE:			
contain	containing Contractor's signed certification is attached.	rtification is attack	;	,		PERIOD TO:			
Use Co	Use Column I on Contracts where variable retainage for li	variable retainag	e for line items may apply.	y apply.		ARCHITECT'S PROJECT NO:	ö	A/R/C Associates	
A	B	၁	D	E	F	Ŋ		H	I
			WORK CO	COMPLETED	SIVIGATIVE	TOTAT			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE (D+E+F)	(O÷D)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	Bond	24,500.00	24,500.00	0.00	0.00	24,500.00	100.00%	0.00	0.00
2	Mobilization	37,500.00	37,500.00	00.00	00.0		100.00%	0.00	0.00
3	General Conditions	37,500.00	37,500.00	00.0	00'0	37,500.00	100.00%	00.00	0.00
4	HVAC Subcontractor Bldg 7	233,295.50	233,295.50	0.00	0.00	233,295.50	100.00%	0.00	0.00
2	Electrical Subcontractor Bldg 7	14,441.50	14,441.50	0.00	00.0	14,441.50	100.00%	0.00	0.00
9	Plumbing Subcontractor Bldg 7	6,380.00	6,380.00	0.00	00.0	6,380.00	100.00%	0.00	0.00
7	Roofing Materials Bldg	85,174.50	85,174.50	0.00	0.00	~	100.00%	0.00	0.00
8	Roofing Labor Bldg 7	54,468.00	54,468.00	0.00	00.0	54,468.00	100.00%	00'0	0.00
_ σ	Sheet Metal Fabrication Bldg 7	1,861.50	1,861.50	0.00	0.00	1,861.50	100.00%	00.0	0.00
10	Sheet Metal Material Bldg 7	1,436.50	1,436.50	0.00	0.00	1,436.50	100.00%	0.00	0.00
11	Sheet Metal Labor Bldg	2,686.00	2,686.00	0.00	0.00		100.00%	0.00	0.00
12	HVAC Subcontractor Bldg 8	146,690.80	146,690.80	0.00	0.00	146,690.80	100.00%	00:0	0.00
13	Electrical Subcontractor Bldg 8	9,174.60	9,174.60	0.00	0.00	9,174.60	100.00%	0.00	0.00
14	Plumbing Subcontractor Bldg 8	3,542.40	3,542.40	0.00	0.00	3,542.40	100.00%	00:00	0.00
15	Roofing Material Bldg 8	52,590.40	52,590.40	00.00	0.00		100.00%	00.0	0.00
16	Roofing Labor Bldg 8	34,603.20	34,603.20	0.00	0.00		100.00%	00.0	00.0
17	Sheet Metal Fabrication	1,182.60	1,182.60	00.00	0.00	1,182.60	100.00%	00.0	00.0

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I	RETAINAGE	(IF VARIABLE RATE)		0.00	0.00	0.00	0.00	0.00	00.0	00.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.00	00.00	00.00	00.00	\$0.00
Н	TO	FINISH (II (C - G)		0.00	0.00	0.00	00:00	00:00	00.00	00:0	00:00	0.00	0.00	00:0	0.00	0.00	00.00	00.0	0.00	00.00	00.00	80.00
		(G÷C)		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	%00.0	0.00%	100.00%
Ð	TOTAL COMPLETED AND	STORED TO DATE (D+E+F)		912.60	1,706.40	187,177.90	11,383.30	4,395.20	68,337.20	40,847.10	1,467.30	1,132.30	2,117.20	35,000.00	30,000.00	10,775.00	5,000.00	-14,257.34	0.00	00.0	0.00	\$1,133,021.66
F	MATERIALS PRESENTLY C	(E)		0.00	0.00	0.00	0.00	0.00	00.0	00.00	0.00	0.00	0.00	0.00	0.00	00.00	00:00	0.00	0.00	00.00	0.00	80.00
E	APLETED	THIS PERIOD		00:00	0.00	00:00	00:00	00:00	00.00	00.00	00.00	0.00	0.00	00.0	3,482.34	10,775.00	0.00	-14,257.34	0.00	00.0	0.00	80.00
D	WORK COMPLETED FROM	PREVIOUS APPLICATION (D+E)		912.60	1,706.40	187,177.90	11,383.30	4,395.20	68,337.20	40,847.10	1,467.30	1.132.30	2,117.20	35,000.00	26,517.66	0.00	5,000.00	00.0	00.0	0.00	0.00	\$1,133,021.66
၁	SCHEDULED	VALUE		912.60	1,706.40	187,177.90	11,383.30	4,395.20	68,337.20	40,847.10	1,467.30	1.132.30	2,117.20	35,000.00	30,000.00	10,775.00	5,000.00	-14,257.34	00.0	00:00	00.0	\$1,133,021.66
В	DESCRIPTION OF	WORK	Bldg 8	Sheet Metal Material Bldg 8	Sheet Metal Labor Bldg	HVAC Subcontractor Bldg 9	Electrical Subcontractor Bldg 9	Plumbing Subcontractor Bldg 9	Roofing Material Bldg 9	Roofing Labor Bldg 9	Sheet Metal Fabrication Bldg 9	Sheet Metal Material Blde 9	Sheet Metal Labor Bldg	Equipment Rental	Owner Contingency	Owner Contingency - Unit Costs	Demobilization / Close out	Change Order #1				GRAND TOTAL
A	ITEM	NO.		18	19	70		22		24	25				Γ		31	32		34	35	

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(389ADAB3) (3B9ADAB3)



Ryman Roofing, Inc.

a division of Ryman Construction, Inc. License # CCC 1325505/CGC 1517771

WAIVER AND RELEASE OF LIEN AND AFFIDAVIT OF FINAL PAYMENT

MARIBEL RODRIGUEZ-OCASIO

Notary Public - State of Florida
Commission # HH 395035

My Comm. Expires May 7, 2027

My Comm. Expires May 7, 2027

Signature of Notary Public – State of Florida (Print, Type or Stamp Commissioned Name of Notary Public)

x Personally Known OR Produced Identification
Type of Identification Produced N/A

36413 State Road 54 • Zephyrhills, FL 33541 Office: (813) 782-6094 • (813) 782-0825 Fax: (813) 788-6773 www.RymanRoofing.com

CONSENT OF SURETY TO FINAL PAYMENT	OWNBR CT ARCHITECT R
ALA Document G707	SURETY
Bond No. 2319780	
	ARCHITECT'S PROJECT NO.:
(Nantrand address) School Board of Hernando County, Florida 919 North Broad Street Brooksville, FL 34601	CONTRACT POR: Springstead High School
	CONTRACT DATED: February 22, 2022
Roof & HVAC Replacement for Bidgs 7, 8 & 9 Springstead High School 3300 Mariner Blvd. Spring Hill, FL 34609	
In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the	d the Contractor as Indicated above, the
Swiss Re Corporate Solutions America Insurance Corporation 1200 Main Street, Suite 800 Kansas City, MO 64105	
	, SURETY,
On bond of Insen name and oddress of Contractor)	
Ryman Roofing, Inc. 36413 SR 54 Zephyrhills, FL 33541	
	AND STATE OF
, CONTRACTOR, hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to the surections to the surection of	, CONTRACTOR, final payment to the Contractor shall not relieve the Surety of
School Board of Hernando County, Florida 919 North Broad Street Brooksville, FL 34601	
as any fresh in said Sunawe Irrard	, OWNER,
in sections in each year, ye read. IN WITNESS WHEREOR, the Surety has hereunto set its hand on this date: (near) in withing the month followed by the morre date and year.)	June 6, 2025

Swiss Re Corporate Solutions America Insurance Corporation Attorney-in-Fact (Printed name and take) Surefy Phone No. 813-498-6275 (Sprature of apborted representati James N. Congelio (dams) By:

(Seal): Kari Schmorr, Account Executive

SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC") SWISS RE CORPORATION ("SRCSPIC") WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and WIC, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint: KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and

JAMES C. CONGELIO and JAMES N. CONGELIO

JOINTLY OR SEVERALLY

obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings

TWO HUNDRED MILLION (\$200,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011. "RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation was affixed and in the future with regard to any bond, undertaking or contract of surety to which it sattached."



William William WissouR. ORPORAY EAI



3



By.



Gerald Jagrowski, Vice President of SRCSAIC & Vice President of SRCSPIC & Vice President of WIC

IN WITNESS WHEREOF, SRCSAIC, SRCSPIC, and WIC have caused their official seals to be hereunto affixed, and these presents to be signed by their 23 authorized officers

day of MAY this

Swiss Re Corporate Solutions America Insurance Corporation Swiss Re Corporate Solutions Premier Insurance Corporation

Westport Insurance Corporation

SS

County of Cook State of Illinois

On this 247 day of _______, 20 ______, before me, a Notary Public personally appeared <u>Erik Janssens</u>, Senior Vice President of SRCSAIC and Senior Vice President of WIC and <u>Gerald Jagrowski</u>, Vice President of SRCSAIC and Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies. On this 24T

CHRISTINA MANISCO
MOTIVE PROBLEM STATE OF BLINDS

I. Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 6th day of June , 20 2.



Jeffrey Goldberg, Senior Vice President & Assistant Secretary of SRCSAIC and SRCSPIC and WIC



WAIVER AND RELEASE OF LIEN AND AFFIDAVIT OF FINAL PAYMENT

which is hereby acknowledged, hereb	by waives, releases and	dollars, the receipt and sufficiency of d relinquishes any and all liens, claims, have for labor, services, or materials
furnished to School Board of Herna	ando County	(Contractor) on the
project of Springstead High School		(Name of Project) owned
by School Board of Hernando Co		(Name of Owner) at
the following property 3300 Ma		()
The state of the s	Hill FL 34609	
(Legal Descript	tion or Physical Addre	ess of property).
furnishing labor, services or materials in full, including any and all applicab	s to the undersigned wi ble taxes through the d	ciations, corporations, or other entities th respect to the project have been paid ate specified above.
INC.	Lienor:	Ryman Roofing, Inc.
	Address:	36413 SR 54
	radioos.	Zephyrhills, RL 33541
	By:	Zepriymiis, RL 33341
	Print Name:	Kevin L. Ryman
	Its:	President
This release is conditioned upon payn on the account of Ryman Roofing Incompression otherwise, it is void.		check or draft No. #9 Retainage issued to the amount of \$113,302.17;
S		
State of Florida County of Pasco		
Sworn to (or affirmed) and subscribe notarization, this 3 day of Septe	ed before me by mear	ns of ☑physical presence or ☐online by Kevin L. Ryman
bonded through national notary Assn. P	gnature of Notary Pub rint, Type or Stamp Co	lic – State of Florida ommissioned Name of Notary Public)
× Personally Known OR Type of Identification Produced N/A	Produced Identifi	cation

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

A. Item Currently Budgeted	1 -					
Account Name		High School Buil	ldings 7,8, and	9 HVAC & Roof C	Close-Out	
Account Number	3983E	7400	6800	0181	M2090	
	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	Budget + Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining Balance Available	
\$1,147,279.00	_{\$} 14,257.34	\$ 1,019,719.49	_{\$} 127,559.51	\$113,302.17	\$ 0.00	
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	Budget + Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
\$	\$	\$	\$	\$	\$	-
Funding Source Account Name Account Number Amount	Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>s</u>	\$	-				
C. History Check one:						
Prior Year Budget: (New for Current Year: (
	Prior Year Approved Budget	:				
1	Prior Year Actual Spent:					

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 34. 25-3108

6/24/2025

Title and Board Action Requested

Approve the Piggyback of OMNIA Partners/NCPA Region 14 Education Service Center, RFP No. 13-23/Contract No. 15-01 and 15-02: Retail and Wholesale Merchandise Solutions, Awarded to BJ's Wholesale Club and Walmart Business and Authorize the Purchase of Goods for an Estimated Annual Amount of \$75,000.00

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the piggyback of OMNIA Partners/NCPA Region 14 Education Service Center, RFP No. 13-23/Contract No. 15-01 and 15-02: Retail and Wholesale Merchandise Solutions, awarded to BJ's Wholesale Club and Walmart Business and authorize the purchase of goods for an estimated annual spending of \$75,000.00.

This piggyback will supplement the currently approved classroom instructional materials contract, offering schools and departments a wider variety and selection of products, ensuring competitive pricing and quality for the district. Purchases will be made utilizing school and sites already approved annual budgets.

HCSB Bid No. 25-998-43 PB has been assigned for internal tracking purposes.

My Contact

Dr. John Morris Director of Secondary Programs 352-797-7000 ext. 70443 morris j@hcsb.k12.fl.us

Tiffany Howard Director of Elementary Programs 352-797-7000 ext. 70433 howard t@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board	Approval Meetir	ng:	June 24, 2025				
Bid No. 25-998-43 PB			Bid Title: Retail and Wholesale Merchandise Solutions and Services				
Recommend approve	al of this agenda item un	nder the specif	ic category	below:			
☐ Lowest Bid(s) ☐ Revised Award ☐ Contract Termination ☐ Reversed Auction	☐ Request for Proposal(s) ☐ Renewal of Contract ☐ ☐ Amendments to Contrac ☑ Piggyback: Cooperative	□Sol et □Ext	e/Single Sour ension of Cor			□Rejection/Cancellation □Re-Award (Partial/Whole) □Emergency	
Bid Contract Perio	d : 06/24/2025 th	nrough 08/26	5/2026	□ N/A	A – One Ti	me Purchase	
Contract Type:	☐ Estimated Dollar Amount	☐ Firm, Fixed Dollar Amount		□ Firm, Fixed Unit Prices		ixed Unit Prices, tes, Fees and/or es	
Renewal Options:	No. of Terms <u>Remaining</u> 2		ngth of Term (month		gth of erm (year) L	□ None	
No. 15-01 and 15-02	: Piggyback OMNIA Part 2: Retail and Wholesale No. 25-998-43 PB has be	Merchandise	Solutions, a	awarded to BJ'	s Wholesa		
Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received:	No Bids:	Late Bids:	Rejected	d Bids:	N/A – Bids Not Required: Piggyback	
Submitted By:	Christopher Reckner Director of Purchasing	g & Warehou		School(s): Dis	trict Wide		
Requested By:	John Morris Director of Secondary	/ Curriculum		Department(s): Acader	nic Services	
	Tiffany Howard Director of Elementar	ry Curriculum	1				

Recommended award: (See attached)

T/C CODE: 2543

Awarded Vendors:

BJ's Wholesale Club Inc.

Ryan Geoffroy (774) 512-5904 rgeoffroy@bjs.com

Kristie Benvenuti kbenvenuti@bjs.com

The Business Club Membership Discount - \$20.00 Annually

Schools and sites may shop online, using BJ's mobile app or at any BJ's club location.

Walmart Business

Kara Briggs (479) 380-3549 <u>kara.briggs@walmart.com</u> www.business.walmart.com

Free Walmart Business Account

- Set up for in-store, online and mobile tax-exempt shopping
- Free shipping with no minimum
- Free delivery for orders over \$35.00
- Spend analytics, controls and reporting

(25-998-43 PB (06-24-25)

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

Account Name	-	Instructional Clas	ssroom Supplies				
Account Number	_	1100E	5100	Various	Various	Various	Various
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
0.00	\$	0.00	\$ 0.00	\$ 0.00	\$ 75,000.00	\$ 0.00	
Account Name	_						
Account Number	-	Fund	Function	Object	Cost Center	Project	Sub Project
Original		Budget	Expenditures /	Current	Present	Remaining	,
Approved Budget	+	Amendments		= Available Budget	- Request	= Balance Available	
3	\$		\$	\$	\$	\$	
Funding Source							
Funding Source Account Name Account Number	-	Fund	Function	Object	Cost Center	Project	Sub Project
Account Name	\$	Fund	Function	Object	Cost Center	Project	Sub Project
Account Name Account Number	\$		Function	Object	Cost Center	Project	Sub Project
Account Name Account Number Amount	\$		Function	Object	Cost Center	Project	Sub Project
Account Name Account Number Amount Funding Source	\$		Function	Object	Cost Center	Project	Sub Project
Account Name Account Number Amount Funding Source Account Name	-						
Account Name Account Number Amount Funding Source Account Name Account Number	-	Fund					,
Account Name Account Number Amount Funding Source Account Name Account Number	-	Fund					,
Account Name Account Number Amount Funding Source Account Name Account Number Amount	\$	Fund					
Account Name Account Number Amount Funding Source Account Name Account Number Amount . History Check one: Prior Year Budget:	\$	Fund					

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 35. 25-3119

6/24/2025

Title and Board Action Requested

Approve out of overnight field trip for D. S. Parrott Middle School Cheerleading to Tampa, Florida to attend the Universal Cheerleaders Association Cheer Camp at University of South Florida, Tampa Campus on July 12-14, 2025.

Executive Summary

The Principal of D.S. Parrott Middle School, on behalf of the Superintendent of Schools, hereby requests the Board approval for the overnight attendance to UCA cheerleading camp.

My Contact

Shana Felten, Cheerleading Coach 352-277-6775 dspcheerleading@gmail.com

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

Account Name		D. S. Parrott	Middle School	 Cheerleading 	l		
Account Number		8020	Q0000	0000	0241	92000	01300
	_	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved	+	Budget Amendments	Expenditures / - Encumbrances	Current = Available	Present - Request	Remaining = Balance	
Budget	-		To Date	Budget		Available	
_{\$} 14,899.85	\$		\$	§ 14899.85	_{\$} 12291.00	\$ 2608.85	
Account Name							
Account Number							
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved	+	Budget Amendments	Expenditures / - Encumbrances	Current = Available	Present - Request	Remaining = Balance	
Budget	-		To Date	Budget		Available	
\$	\$		\$	\$	\$	\$	
B. Item Currently Not Bu Funding Source Account Name Account Number Amount	-	_*** Fund	Function	Object	Cost Center	Project	Sub Project
Funding Course							
Funding Source				_			
	-						
Account Name	-						
Account Name Account Number	-	Fund	Function	Object	Cost Center	Project	Sub Project
	\$	Fund	Function	Object	Cost Center	Project	Sub Project
Account Number	\$		Function	Object	Cost Center	Project	Sub Project
Account Number	\$		Function	Object	Cost Center	Project	Sub Project
Account Number Amount C. History Check one: Prior Year Budget:	0		Function	Object	Cost Center	Project	Sub Project
Account Number Amount C. History Check one:	00		Function	Object	Cost Center	Project	Sub Project

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 36. 25-3128

6/24/2025

Title and Board Action Requested

Approve the Contract between PACE Center for Girls of Hernando County and the Hernando County School District for services to High Risk Females in Identified Schools with an estimated annual spending of \$151,603.

Executive Summary

The Assistant Superintendent of Teaching and Learning, on behalf of the Superintendent of Schools, hereby requests the Board to approve the contract between PACE Center for Girls of Hernando and the Hernando County School District for Providing comprehensive education and therapeutic prevention and intervention services to troubled adolescent girls.

My Contact

Gina Michalicka Assistant Superintendent of Teaching and Learning 352-797-7000, ext. 70404

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

The cost of this agenda is \$151,603, see attached budget sheet. The cost for the previous fiscal year was \$77,087.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

AGREEMENT

between

HERNANDO COUNTY SCHOOL BOARD, FLORIDA

and

PACE CENTER FOR GIRLS, INC.

For 2025-2026 School Year

This contract by and between The Hernando County School Board, hereinafter referred to as "SCHOOL BOARD," whose address is 919 North Broad Street, Brooksville, FL 34601, and PACE CENTER FOR GIRLS, Hernando County, hereinafter referred to as "PACE," whose address is 3139 Dumont Ave, Spring Hill, FL 34609, collectively referred to as "Parties."

WITNESSETH:

Whereas, PACE Is a non-profit, non-residential agency contracted by the Department of Juvenile Justice (DJJ) to provide comprehensive education and therapeutic prevention and intervention services to troubled adolescent girls eligible for this program by Florida Statute 1003.52; and,

Whereas, the SCHOOL BOARD has the authority as provided by Chapter 1001 and 1003, Florida Statutes, to engage in a contractual relationship with nonprofit corporations which have been formed for providing a cooperative educational service to the District; and,

Whereas, the SCHOOL BOARD is committed to providing appropriate educational programs for school age children In Department of Juvenile Justice dropout prevention programs when school enrollment in their regular school program Is not desired, available, recommended, or allowed; and,

Whereas, the parties in this Agreement desire a maximum degree of cooperation and administrative planning to provide an effective program of educational services for students placed in this program by eligibility under 1003.52, Florida Statutes.

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

1. **Term**. The term of this contract shall be for the period beginning July 1, 2025, and terminating June 30, 2026. The contract will be reviewed annually. This contract may be modified or amended only with the written consent of the parties consistent with all state and federal statutes, rules, and regulations. Either party may terminate this Contract upon thirty (30) days written notice to the other party. Compensation. The School Board agrees to pay PACE 95% of the weighted Full Time Equivalent (FEFP) revenue generated through the Florida Education Finance Program (FEFP) funds for eligible students enrolled at PACE. FEFP funds will be determined by using the Department of Education's DJJ funding worksheet for the applicable school year. The formula shall be as follows:

FTE x program cost factor x base student a/location x district cost differential factor= FEFP dollars, Including ESE Guaranteed A/location and DJJ Supplemental Allocation. The FTE is based on the DOE's re-calibration of FTE. The Distribution of funds will be consistent with the School Board procedures and policies. The FEFP funding components shall include the following components: Base Student Allocation, ESE Guaranteed A/location, DJJ supplemental Allocation, and Discretionary Local efforts.

2. Administration. PACE will serve a maximum of fifty (50) girls, aged 11-17, during this contract period. The SCHOOL BOARD will lease PACE access to five (5) portables at JD Floyd Elementary School (in attached identified area) for its use in conducting its program. The lease shall be a payment of twelve thousand dollars (\$12,000.00) which will be utilized to defray operational costs and to update and repair the five portables. PACE shall not erect thereon any equipment or structure unless pre-approved by the Hernando County School District Facilities Operations Department in writing. The parties acknowledge and agree that these portables are to be used on a temporary basis from July 1, 2025, through June 30, 2026, unless both parties agree in writing to an extension of this agreement. If the District's obligation to student capacity requirements for educational programs requires additional space, the portables must return to use for JD Floyd students. The District shall notify PACE of the facility need as soon as known in writing. PACE will have sixty (60) days from the date the District sends the notification to vacate the portables and to return the portables to the condition they were in prior to PACE's usage.

RESPONSIBILITIES of the SCHOOL BOARD:

- 1. Provide PACE staff a designated individual to contact for the purpose of accessing student educational data, records, grading system, and parent communication tools afforded to Hernando County School District teachers and administrators.
- 2. Provide PACE a designated school district contact on matters pertaining to Exceptional Student Education (ESE), 504 Plan, English for Speakers of Other Language ("ESOL") and agreement discussions.
- 3. Provide PACE a designated school district contact to consult with regarding entering schedules and attendance Into School District database.
- 4. Provide PACE designated school district contact for Guidance services to consult with regarding enrollment transitions to and from PACE school or other post PACE placements and for course/credit recovery, scheduling, graduation requirements, etc., as needed.
- 5. Provide testing materials as required by Florida Statute 1008 and allow PACE staff responsible for test administration to attend District training sessions for administering the tests.
- 6. Provide training and access to school district educational, student, and record keeping systems.

- 7. Provide timely testing by SCHOOL BOARD psychologists for PACE students who may be ESE eligible.
- 8. Provide PACE a designated school district contact to assist in identifying girls to receive PACE services and to approve of final PACE placement.
- 9. The Florida Department of Education provides a detailed calculation worksheet for DJJ programs. (see http://www.fldoe.org/finance/fl-edu-finance-program-fefp/department-of-juvenile-justice-revenue.stml). The SCHOOL BOARD agrees to pay PACE revenue earned through the Florida Education Finance Program as a result of weighted Full Time Equivalency (FTE) counts of eligible students taught by PACE during the period of this contract. Payments will be made monthly during the months of July, August, September, October, November, December, January, February, March, April, May and June on the basis of a 230-day student calendar year. The June payment will be adjusted to reflect payment for the actual number of FTE counted during July, October, February, and June. In the event of a state holdback or a pro-ration which reduces the SCHOOL BOARD'S funding, PACE's monthly funding will be reduced proportionately.
- 10. Education Accountability for DJJ Programs-Whereas sections 1003.52 and 985.619, F.S., requires juvenile detention, prevention, and day treatment programs be evaluated as alternative school under the school improvement ratings model, and that the evaluation of juvenile justice residential programs be conducted under an accountability model developed by the DJJ for the Florida Scholars Academy. Ratings are based solely upon data submitted to FDOE. To support compliance with this rule, the SCHOOL BOARD shall grant access to specific student data files for user access for PACE National Office designees to enter, retrieve and verify such data in system(s) used to submit PACE data to FDOE regarding FTE and DJJ accountability reporting. A school district designee shall work with a PACE designee(s) assigned by its National Office to verify that all such data, including student-enrollment data, accurate and reported timely to the FDOE. PACE shall comply with all applicable provisions and requirements of the Family Educational Rights and Privacy Act (FERPA) and shall provide to the SCHOOL BOARD verification of such compliance upon request.

RESPONSIBILITIES of PACE:

1. PACE shall provide a program of education, training, and related services to the referred students. PACE will at all times provide sufficiently trained and qualified professional staff for the proper instruction and supervision of students in the PACE program. Professional staff must be certificated or eligible to meet the certification requirements as required by Chapter 1012, Florida Statutes, FDOE State Board Rule, and as defined in F.A.C. 6A-4.003, 6A-1.0502, and 6A-4.004. PACE will not employ or engage any person who has been terminated or non-renewed for poor performance by the SCHOOL BOARD. PACE will also not employ or engage any person who has resigned from his or her employment by the SCHOOL BOARD. In lieu of disciplinary action with respect to child welfare or safety or has been dismissed for just cause. The qualification of PACE's employees and independent contractors shall be released to the SCHOOL BOARD and to parents as

required by Federal and Florida Statutes. PACE agrees to follow SCHOOL BOARD policies and procedures when hiring both short-term and long-term substitutes. PACE will ensure that all library materials and classroom materials are age appropriate, do not contain objectionable material, and compliant with Florida Statute(s). All curricula must be Florida Department of Education approved.

- 2. PACE will follow the Hernando County School District Student Code of Conduct and the Policy and Procedural Manual.
- 3. PACE shall ensure Florida certified teachers are responsible for the supervision of Instructional activities and student performance objectives of courses for credit toward a standard high school diploma, or when warranted, a General Education Diploma (GED).
- 4. If a student has expressed intent to terminate school enrollment, PACE will notify the student of the option of enrolling in a program for a GED.
- 5. PACE shall ensure that a minimum of one certified and highly qualified Exceptional Student Education (ESE) teacher will be available to provide resource services to ESE students through the support/facilitation model. The SCHOOL BOARD will continue to provide support and oversight of the delivery of ESE services as well as drafting Individual Education Plans ("IEP's"), Speech Language, ESOL and other services as needed and in compliance with all state and federal statutes related to ESE.
- 6. PACE shall make efforts to recruit and identify students who have dropped out of school and determine their eligibly and appropriateness for reentry into the PACE program.
- 7. PACE agrees to provide the SCHOOL BOARD with quarterly financial reports that include detailed information related to the expenditures of funds provided by the SCHOOL BOARD. These reports will be submitted according to the following timeline: July September Quarter Due October 30; October December Quarter Due January 30; January March Quarter Due April 30; April June Quarter Due July 30.
- 8. PACE will notify the SCHOOL BOARD within 48 business hours if an employee who PACE has certified as completing the background check and meeting the statutory standards is convicted of any disqualifying offense under Florida Statute section 1012.315.
- 9. PACE will obtain a student's current IEP prior to the student's entry into the program. The SCHOOL BOARD will provide regularly scheduled ESE consultant services, ESOL available resources, as needed, at no cost to PACE. PACE will comply with all IEP/ESOL requirements.
- 10. PACE will provide regular and special education services to students in accordance with the student's IPMPs or IEP as governed by Florida laws and IDEA.

- 11. PACE shall appoint a person/persons responsible for administering all assessments, inform the SCHOOL BOARD of the person/persons in charge of administering assessments and ensure they have been trained to administer and as appropriate score the test instrument.
- 12. PACE shall enter all appropriate student data into the Hernando County School District's student information system.
- PACE shall maintain student records in accordance with State requirements for Dropout Prevention/Juvenile Justice Programs, as well as the information for data reporting requirements prescribed by the SCHOOL BOARD and State and Federal agencies and shall follow Florida Department of Education and SCHOOL BOARD policies and procedures relating to Dropout Prevention Juvenile Justice Programs. PACE will abide by Florida Administrative Code 6A-6.05281; Educational Programs for Students in Department of Juvenile Justice Detention, Prevention, Residential or Day Treatment Programs. At PACE's discretion, PACE students shall have the opportunity to be involved in the Hernando County School District, or other qualified providers' breakfast and lunch program. PACE shall provide transportation of breakfasts and lunches from a satellite school or other provider as necessary. If PACE chooses to contract with the Hernando County School District for meals, a separate agreement will be required. All terms of those separate agreements are subject to separate and distinct negotiations, renewal, and expiration.
- 14. PACE will be responsible for any and all transportation of students. The Hernando County School District will not provide transportation for any students of PACE.
- 15. PACE shall comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1974 and Section 504 of the rehabilitation Act of 1973 and with local or state standards for health and safety of students.
- 16. PACE agrees not to disclose any information concerning a recipient of services under this contract for any purpose not in conformity with State and Federal regulations except with written consent of the recipient or his parent/guardian where authorized by law.
- 17. The designee of the SCHOOL BOARD shall be permitted to review the program and other performance reports for PACE and confer with its staff at reasonable times. Results of these reviews will be considered in the determination of contract renewals.
- 18. PACE shall prepare for the SCHOOL BOARD designee's review the educational exit portfolio, which is to include items in the student's DJJ discharge packet. These items shall include:
 - a. a copy of the student's exit plan: continuing education needs and goals, anticipated next educational placement and job/career or vocational training plans, and diploma option;
 - b. current permanent record information that includes results of any state and district-wide assessment, current cumulative total of credits attempted and earned, including those credits earned prior to commencement;
 - c. a school district withdrawal form that includes grades In progress for the program;
 - d. a current IEP and/or PMP (spell out plan);

- e. all entry and exit assessment data on reading, writing, and math;
- f. length of participation in the program (entry and exit dates);
- g. copies of certificate/diplomas earned at the program.
- 19. PACE will develop an individual transition plan cooperatively with the student, his/her parents, school district and/or contracted providers' personnel, probation officer, personnel from the student's home school district and Department of Juvenile Justice (DJJ) program staff. The transition plan must address:
 - a. Academic re-entry goals;
 - b. Career and employment goals; and
 - c. Recommended educational placement.
- 20. To develop exit portfolios for each student prior to exit from a commitment program. DJJ shall provide the following information as required by statutes:
 - a. Transition plan
 - b. Results of district and statewide assessments;
 - c. Academic improvement plan (AIP), 504 plan, and/or individual educational plan (IEP) for exceptional students;
 - d. Academic record or transcript; and
 - e. Work and/or project samples.

PACE and DJJ will provide an opportunity for parents or guardians to participate to the extent necessary in the review of placement process.

- 21. PACE agrees to provide a 250 day instructional calendar, or the equivalent expressed in hours as specified by the State Board of Education, of which twenty (20) days, or its hourly equivalent, may be used for in-service training and planning in day treatment programs according to PACE"s academic calendar.
- 22. PACE is responsible for custodial tasks and cleaning of the portables. PACE agrees that in the event of loss or damages to the SCHOOL BOARD's equipment, materials, or facilities due to PACE'S use, PACE will repair said damage or will replace the damaged item with a like kind item, if available, at its own expense. In the event said like-kind item is not available, PACE will provide the Board without expense to the Board an item of equal quality to replace that which was damaged or lost. All payment or replacement arrangements are subject to approval by the Superintendent.
- 23. PACE agrees that regarding any incidents requiring law enforcement, it is the responsibility of PACE to contact the Hernando County Sheriff's Office for support.

SCHOOL BOARD and PACE Mutually Agree:

1. To abide by all procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract.

- 2. To coordinate the preparation and planning for student movement in and between programs, involving educational, site, and re-entry staff, in addition to appropriate significant others and program or agency representatives.
- 3. To maintain access to DJJ commitment files for planning transitional services and progress monitoring in accordance with 6A-6.05281(5), F.A.C.
- 4. To develop a mutually agreed upon school improvement plan (SIP), as required by statute. Educational Administrators work cooperatively with the staff of the Board, program instructional personnel, student, and parents, to create a written SIP. The SIP must be specific to the program.
- 5. Internet Access & Protection. PACE and the SCHOOL BOARD mutually agree and understand that to provide personalized educational services, access to online, web-based, teaching, learning and assessment resources Is critical. PACE shall provide educationally appropriate Internet access for use by students, teachers and school administrators at the school campus as required to meet the noted educational needs while complying with the tenets and requirements of the CIPA (Child Internet Protection Act).
- 6. Both parties acknowledge that consumers of public behavioral health services are entitled to additional confidentiality protections awarded under the State of Florida rules, laws and regulations. Furthermore, consumers of services, including prevention, substance abuse, and mental health treatment services, will comply with confidentiality requirements of these and any other applicable state or federal laws, rules, or regulations.
- 7. If either party becomes aware of a material breach or any violation of its obligation to protect confidentiality and security of consumer's protected behavioral health information, then that party must immediately take reasonable steps to cure the breach or end the violation, and must report the breach or violation to the other party's designee. The alleged breach or violation will be investigation, and an appropriate sanction issued. Each party reserves the right to terminate this Agreement if it determines the other party has violated a material of the agreement.

TERMS and CONDITIONS:

- 1. If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay be either party to exercise a right under this agreement will be a waiver of that right.
- 2. This agreement may be modified subject to revenue shortfall, which reduces district funding. This modification shall be proportionate to the Board's reduction.

- 3. Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld.)
- 4. The Board and State of Florida requires all Providers/subcontracts to comply with the Jessica Lunsford Act (JLA) as described in section 1012.465. Providers, individuals, or entities under contract with the Board required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the Board for any claims made against the Board related to the failure to comply with Section 1012.465 and Section 1012.32, F.S.
- 5. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of Chapter 218, Florida Statutes.
- 6. The Agreement is to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court
- 7. The parties are independent contractors. This agreement does not create a partnership, franchise, joint venture, agency, or employment relationship between the parties. It is expressly acknowledged that the School District does not direct or control the work or services to be performed, or how to perform such work or services under this agreement.
- 8. PACE agrees to indemnify, defend and hold harmless the School Board, its elected and appoint officials, employees, and agents from and against all claims, suits, judgements, liability, or damages, including court costs, expenses, and attorney fees through and including appeals, arising out of or during the provision of the services called for in the agreement. PACE's indemnification obligations shall not extend to any acts or omissions of the School Board or any employee of the School Board. PACE shall execute and maintain in force liability insurance to provide such indemnification amount of at least one million dollars per occurrence and three million dollars in excess coverage and such insurance will name The Board, Board Members and School District Employees as additional insureds. To the extent PACE will maintain and furnish workers compensation insurance, a certificate of insurance will be furnished within ten business days from the execution of this agreement. Failure to provide such insurance allows the Board, the election to immediately terminate this agreement. Certain employees are subject to written waiver of indemnification, PACE will immediately give the School Board written notice of all claims asserted against PACE and the School Board will have the right but not the obligation to participate in any defense.

- 9. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 10. Confidentiality is pursuant to Florida Public Records Act and all Federal, State and Local Statutes, including but not limited to Trademark Protection, Copyright protection, Family Educational Rights and Privacy Act of 1996, Health Insurance Portability and Accountability Act of 1996, Family Medical Leave Act of 1993, Americans with Disabilities Act of 1990, and Genetic Information Non-Discrimination Act of 2008.
- 11. The parties acknowledge and agree that the School District, a political subdivision of the State of Florida, is a sovereign entity that is by law immune from suit except to the extent specified in Section 768.28 Florida Statutes. No provision of the agreement shall constitute, or be interpreted as, a waiver of sovereign immunity, and all defenses relative to sovereign immunity shall be preserved.
- 12. PACE will be held to the same standards of conduct as employees of the Hernando School District while conducting business with the Board. These standards, as defined in School Board Policies, will apply not only to employees of the PACE, but also to the employees of its sub-contractors. If any provision of this agreement is held to be contrary to law, the provision will be subjected to modification and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this agreement will remain in effect. No failure or delay by either party to exercise a right under this agreement will be a waiver of that right.
- 13. The term "FORCE MAJEURE" means circumstances beyond the reasonable control of a party, (such an act of God, government restrictions, wars, insurrections, labor disputes, financial insolvency, economic hardship, strife, failure of suppliers, communications, or data systems) which delay or prevent the party from performing under the terms of this agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. In the event that the Force Majeure persists more than 90 days, the party may elect to terminate this agreement upon written notice.
- 14. PACE agrees to comply with the provisions of the Civil Rights Act of 1991, The Civil Rights Act of 1964, and The Americans with Disabilities Act, Age Discrimination in Employment Act, Section 1000.05, Florida Statutes, and The Pregnancy Discrimination Act and the Family Medical Leave Act. PACE further agrees not to discriminate on the basis of race, sex, national origin, religion, handicap, disability, sexual orientation, age, or marital status.
- 15. This agreement is subject to the requirement by Executive Order 12549, Department and Suspension, 7 CFR Part 3017.510 and/or 34 CFR Part 85, Section 85.510.
- 16. Termination for Cause. The SCHOOL BOARD reserves the right to terminate this contract in whole or in part at any time before the date of completion, in the event it is determined that PACE has failed to comply with the conditions of the agreement. The SCHOOL

BOARD shall promptly notify PACE in writing of the determination and the reasons for the termination, together with the effective date of the termination. Payments made to PACE or recoveries by SCHOOL BOARD under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Termination for cause includes terminations under 215.4725, Florida Statutes.

- 17. Termination for Convenience. Termination of this contract in whole or in part may be made by SCHOOL BOARD at any time with 30 days' prior notice to PACE.
- 18. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the SCHOOL BOARD is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent PACE provides School Board any information which it believes is confidential or exempt, PACE shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that PACE has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), F.S., PACE agrees to use reasonable measures to maintain the confidentiality of such information.
- 19. The Florida Sunshine Law is a series of laws designed to guarantee that the public has access to the public records of governmental bodies in Florida, Section 286.011 Florida Statutes. et. seq. and Section 119.01 Florida Statutes. et. seq. PACE hereby acknowledges and agrees to comply with The Florida "Sunshine" Law, including but, not limited to keeping and maintaining all records that relate and/or pertain to the terms of this agreement available for inspection and copying, public records requests, internal audits and for any other informational purpose. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and PACE will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. PACE must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
 - a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
 - b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or

- copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
- d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

CUSTODIAN OF PUBLIC RECORDS: IF PACE HAS QUESTIONS REGARDING THE APPLICABILITY OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:

919 North Broad Street Brooksville, Florida, 34601 ellerman a@hcsb.k12.fl.us or (352) 797-7009.

- 20. Notwithstanding any other provisions of law or statutory interpretation, failure of PACE to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.
- 21. If PACE receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to PACE's delivery of its services to the School Board, the Department of Juvenile Justice and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. PACE agrees to comply with the Student Online Personal Information Protection Act, section 1006.1494, Florida Statutes. Furthermore, PACE agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested, PACE shall comply with the FERPA regulations.

- 22. In accordance with Hernando County School Board Policy and Procedures, no contract for providing supplies, equipment or services shall be affected with any individual or business entity in which any member of the School Board or the Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which the Superintendent, Board Member or their spouse or child has an employment relationship or a material interest. No School Board employee may directly or indirectly purchase or recommend for purchase of goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.
- 23. Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by PACE will in no way be a cause for relief from responsibility. PACE shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this contract. PACE must not be in violation of any zoning or other ordinances in the performance of this contract.
- 24. All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards thereunder.
- 25. When purchasing directly from a supplier the Hernando County School District, Florida, is exempt from Federal Excise, State Sales and Use Taxes. Tax exemption certificates and numbers will be furnished on request.
- 26. All vendors, providers and sub-contractors must comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR Part 5).
- 27. PACE confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that PACE knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by PACE.
- 28. Possession of firearms will not be tolerated on provider's property or any Hernando County School District property. No person who has a firearm in their vehicle may park their vehicle on School District property. Furthermore, no person may possess or bring a firearm on School District property. If any employee or independent contractor of PACE, or any of its sub-contractors, is found to have brought a firearm on School District property, said employee or independent contractor shall be immediately removed and terminated from the project by PACE. If a sub-contractor fails to terminate said employee or independent contractor, PACE shall terminate its agreement with the sub-contractor. If PACE fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this

- agreement may be terminated by the Hernando County School Board. "Firearm" has the meaning given in Subsection 790.001(6) Florida Statutes.
- 29. Employment on PACE's property by PACE, or any of its subcontractor, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude will not be tolerated. If it is determined that any person with such criminal history is on the project site, PACE agrees to take all steps necessary to remove such person the project and the property. The Board shall have the right to terminate this agreement if PACE does not comply with this provision.
- 30. Possession/use and/or being under the influence of any illegal mind-altering substances, such as, but not limited to alcohol and/or substances delineated in Chapter 893, Florida Statutes, by Provider's employees or independent contractors or its sub-contractors' employees or independent contractors will not be tolerated on School District property. If any employee or independent contractor is found to have brought and/or used or is under the influence of any illegal mind-altering substances as described above on School District property, said employee or independent contractor shall be removed and terminated from the project by PACE. If a sub-contractor fails to terminate said employee or independent contractor, PACE shall terminate its agreement with the sub-contractor. If PACE fails to terminate said employee or independent contractor or fails to terminate the agreement with the sub-contractor who fails to terminate said employee or independent contractor, this agreement may be terminated by the Board.
- 31. Employment Eligibility Verification ("E-VERIFY"): By entering into a contract with the Board (a public employer in Florida) to provide goods or services in exchange for salary, wages or other renumeration, this section applies to verify employment eligibility. Therefore, pursuant to Section 448.095, Florida Statutes and beginning January 1, 2021, every public employer, Contractor and Subcontractor shall register with and use the United States Department of Homeland Security's E-Verify system, located at https://e-verify.uscis.gov/emp to verify the work authorization status of all newly hired employees. The Parties may not enter into a contract unless each party registers with and uses the federal E-Verify system.
- 32. PACE agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.
- 33. If the PACE receives access to an individual s personal identifying information as a result of this agreement, PACE agrees to provide the School Board with an affidavit signed by an officer or representative of the PACE under penalty of perjury attesting that the PACE does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.
- 34. Notice: When any of the parties desire to give notice to the other, such notice must be in writing, sent by United State Postal Service certified mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the

provision of the paragraph. For the present, the parties designate the following addresses for giving notice:

Hernando County School Board Office of Superintendent Attn: Superintendent of Schools 919 North Broad Street Brooksville, FL 34601

Hernando County School Board Attn: Board Chair 919 North Broad Street Brooksville, FL 34601

Copies to:

Office of Legal Services Attn: School Board Attorney & General Counsel 919 North Broad Street Brooksville, FL 34601

PACE CENTER FOR GIRLS 3139 Dumont Ave Spring Hill, FL 34609

- 35. This agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements, proposals, or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any of any provision of this agreement will be effective unless in writing and signed by both parties.
- 36. Neither party shall individually assign this agreement; however, the parties may modify it in writing or attach an addendum, if changes are mutually agreed upon and signed by persons of authority in both organizations.

SIGNATURES TO FOLLOW

Date: Shannon Rodriguez, Board Chair Date: Ray Pinder, Superintendent PACE CENTER FOR GIRLS, INC. Yessica Cancel (Jun 16, 2025 13:29 EDT) Date: 13 June 2025

HERNANDO COUNTY SCHOOL BOARD

Yessica Cancel, Interim Chief Executive Officer

Approved as to Content & Form

Caroline Mockler, Esq.
Staff Counsel, HCSD
3:42 pm, 06/16/2025

Pace Contract 25-26 Clean Hernando school board

Final Audit Report

2025-06-16

Created:

2025-06-13

By:

Glenda McClendon (g.mcclendon@pacecenter.org)

Status:

Signed

Transaction ID:

CBJCHBCAABAA8uxK6w9f3oII2QctCfeP6wJGwAFQSmxu

"Pace Contract 25-26 Clean Hernando school board" History

- Document created by Glenda McClendon (g.mcclendon@pacecenter.org) 2025-06-13 7:37:36 PM GMT
- Document emailed to Yessica Cancel (y.cancel@pacecenter.org) for signature 2025-06-13 7:38:28 PM GMT
- Email viewed by Yessica Cancel (y.cancel@pacecenter.org) 2025-06-13 7:38:37 PM GMT
- Document e-signed by Yessica Cancel (y.cancel@pacecenter.org)
 Signature Date: 2025-06-16 5:29:51 PM GMT Time Source: server
- ✓ Agreement completed. 2025-06-16 - 5:29:51 PM GMT

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in Rule 60A-1.020, F.A.C.

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Yessica Cancel

Title: President & CEO

Signature: Yelica Cancel (Jun 17, 2025 10:51 EDT)

Date: 17 June 2025

Approved as to Content & Form

Caroline Mocker, Esq. Staff Counsel, HCSD

8:49 am, 04/25/2025

PUR 1355 (10/23)

Page 1 of 1

Rule 60A-1.020, F.A.C.

(PUR 1355) - Hernando 2025 - 2026

Final Audit Report

2025-06-17

Created:

2025-06-17

Ву:

Glenda McClendon (g.mcclendon@pacecenter.org)

Status:

Signed

Transaction ID:

CBJCHBCAABAAM7xwJShA8U3clCIR1AkHeBAH0F1WHTJn

"(PUR 1355) - Hernando 2025 - 2026" History

- Document created by Glenda McClendon (g.mcclendon@pacecenter.org) 2025-06-17 1:53:55 PM GMT
- Document emailed to Yessica Cancel (y.cancel@pacecenter.org) for signature 2025-06-17 1:54:19 PM GMT
- Email viewed by Yessica Cancel (y.cancel@pacecenter.org) 2025-06-17 1:54:30 PM GMT
- Document e-signed by Yessica Cancel (y.cancel@pacecenter.org)
 Signature Date: 2025-06-17 2:51:11 PM GMT Time Source: server
- Agreement completed.
 2025-06-17 2:51:11 PM GMT



State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor		Center for	Girls,	Inc.		
Vendor FEIN:F5	592414492030					
Vendor's Authorized Representative Name and Title: Yessica Cancel, Interim Pres. & CEO						
Address: 6745 Philips Industrial Blvd						
City:Jacksonvil	le	_State: _	Fl		ZIP:	32256
Phone Number:	904-253-6204					_
Email Address:	Y.Cancel@pace	center.org	7			

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are
 pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not
 applied toward the liquidation of the debt, the length and nature of the labor or services are not
 respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- · Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated are true.	in it
By: Yeldica Cancel (Jun 17, 2025 10:57 EDT)	
AUTHORIZED SIGNATURE	
Print Name and Title:Yessica Cancel	
Date: 17 June 2025	

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:46 am, 04/25/2025

State of FL Affidavit Regarding the Use of Coercionfor Labor and Services (003) Hernando 2025-2026

Final Audit Report

2025-06-17

Created:

2025-06-17

Bv:

Glenda McClendon (g.mcclendon@pacecenter.org)

Status:

Signed

Transaction ID:

CBJCHBCAABAAFSQgm3olHX95TONQWI2FVCaQAuRkAZiQ

"State of FL Affidavit Regarding the Use of Coercionfor Labor and Services (003) Hernando 2025-2026" History

- Document created by Glenda McClendon (g.mcclendon@pacecenter.org) 2025-06-17 1:56:04 PM GMT
- Document emailed to Yessica Cancel (y.cancel@pacecenter.org) for signature 2025-06-17 1:56:37 PM GMT
- Email viewed by Yessica Cancel (y.cancel@pacecenter.org) 2025-06-17 1:56:54 PM GMT
- Document e-signed by Yessica Cancel (y.cancel@pacecenter.org)
 Signature Date: 2025-06-17 2:57:47 PM GMT Time Source: server
- Agreement completed. 2025-06-17 - 2:57:47 PM GMT



MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION. (For Donations, use Section B)

Account Name	_							
Account Number			_	_				
		Fund	Fur	nction	Object	Cost Center	Project	Sub Project
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^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 37. 25-3083

6/24/2025

Title and Board Action Requested

Approval of the Florida School Board Association (FSBA) Advocacy Committee Member and Alternate. The term starts July 1, 2025, and runs through June 30, 2026.

Executive Summary

The Board Chair hereby requests the approval of the FSBA Advocacy Committee Member and Alternate. The Board will discuss and select a committee member and alternate.

The roles and responsibilities include:

- Representing your district in statewide advocacy
- Engaging with policymakers and education stakeholders
- Attending monthly meetings
- Leading local advocacy and reporting efforts

Participation ensures Hernando County School District has a voice in statewide education advocacy.

My Contact

Shannon Rodriguez Board Chair

2023-28 Strategic Focus Area

Other

Financial Impact

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

Account Name Account Number Original Approved + Budget - \$ Item Currently Not Budgeted - Funding Source Account Name Account Number	Fund Budget Amendments Fund Budget Amendments	Function Expenditures / Encumbrances To Date \$ Function Expenditures / Encumbrances To Date \$	Object Current Available Budget \$ Object Current Available Budget \$	Cost Center Present Request Cost Center Present Request \$	Project Remaining Balance Available	Sub Project Sub Project
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Approved + Budget - \$ Account Name Account Number Original Approved + Budget - \$ Item Currently Not Budgeted - Funding Source Account Name Account Name Account Number	Amendments Fund Budget Amendments	Function Expenditures / Encumbrances Function Expenditures / Function Expenditures / Function	= Available Budget \$ Object Current Available Budget	- Request \$ Cost Center Present Request	= Balance Available \$ Project Remaining Balance Available	Sub Project
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Approved + Budget - \$ Item Currently Not Budgeted - Funding Source Account Name Account Number	Amendments	- Encumbrances To Date	= Available Budget	- Request	= Balance Available	
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Amount \$		-				
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History Check one:						
Prior Year Budget: O New for Current Year:						
Prior Ye	ear Approved Budget:					

^{**} WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT**



Hernando School District

School Board Regular Meeting

Agenda Item # 38. 25-3107

6/24/2025

Title and Board Action Requested

Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Executive Summary

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

My Contact

Ray Pinder Superintendent of Schools

2023-28 Strategic Focus Area

Other

Financial Impact

There is no financial impact.

NON-AGENDA ITEM COMMENT FORM FOR SPEAKERS

Failure to complete this form or to sign below will prevent the Citizen Input form from being presented to the Board Chair.

LEGAL NAME/PRINTED:	
LEGAL ADDRESS:	
PHONE: ()	
Identify topics not included on the agenda. Topics need to address educational co	
Guidelines:	
 Limited agenda time and the need to conduct meetings in an orderly fashion requifollowing Citizen's Input guidelines: The speaker will adhere to a three (3) minute time limit per speaker. Time may not be yielded to other speakers. The Chairperson has the authority to limit discussion if the subject is outsid Board Members regarding an issue that is repetitive or is addressing a lega Materials or documents you wish to share with the School Board must be at The Chairperson may deny all forms submitted after the Board Meeting is compared to the subject in the HCSD Code of Civility is in effect at all times (see other side). The Board typically does not respond to remarks or questions made during 0 	e of the authority of the School Illy confidential issue. ttached to this form. called to order.
My signature is confirmation that I have read, understand, and agree to abide by al Civility:	ll guidelines and HCSD Code of
Signature of speaker:	
Chairperson's Approval of form: Date Rec	FOR OFFICE USE ONLY:

Revised: March 2024
PINK SPEAKER FORM

ne Received: _____ **106**

Hernando County School Board CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.

^{*}Any lack of civility by any person will result in that person being directed by the Superintendent, or Chairperson, to leave the premises. Failure to follow a directive will result in law enforcement assistance.