



Hernando School District

School Board Regular Meeting

Agenda - Final

Tuesday, June 11, 2024

6:00 PM

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

CALL TO ORDER

REFLECTION

by Gus Guadagnino, Board Member

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

1. [24-2361](#) Approval to adopt the agenda dated 6/11/2024.

ELECTED OFFICIALS

PRESENTATIONS

2. [24-2312](#) Recognize the Graduation of the Citizens Academy Class of 2024

Attachments: [Budget Sheet - NO Financial Impact](#)

APPROVAL OF THE MINUTES

3. [24-2359](#) Approval of the Minutes from the Workshop, Employee Discipline Appeal Hearing and Regular School Board Meeting of 5/28/2024.

Attachments: [05-28-24 Workshop Minutes DRAFT with links](#)
[05-28-24 Employee Appeal Hearing Minutes DRAFT with links](#)
[05-28-24 Meeting Minutes DRAFT with links](#)

PUBLIC HEARING ITEMS

4. [24-2354](#) Public Hearing and Final Approval of the Neola-Standards of Ethical Conduct Policies Originally Presented at the April 9, 2024, Board Workshop and Tentatively Approved at the April 23, 2024 Board Workshop.

Attachments: [Standards of Ethical Conduct Policies](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

EXPULSION RECOMMENDATIONS

5. [24-2335](#) Enter a Final Order Expelling the Student in Case No. E2024-05-01 for One (1) Year.

Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

6. [24-2336](#) Enter a Final Order Expelling the Student in Case No. E2024-05-02 for One (1) Year.

Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

7. [24-2362](#) Citizen Input on agenda items (Green Form)

Attachments: [Citizen Input Speaker Green Form 031424 ACC](#)

ADOPTION OF CONSENT AGENDA**Personnel Recommendations**

8. [24-2338](#) Approval of the Personnel Recommendations

Attachments: [23-24 BOARD AGENDA JUNE 11 2024](#)
[June 11, 2024 Agenda ESOL](#)
[2024 Inst. Supplements & Differentiated Pay for 6-11-24](#)
[2024 Noninst., PTS & Adm. Supplements for 6-11-24](#)

All Other Teaching & Learning Agenda Items

9. [24-2315](#) Approve overnight field trip/travel for WWHS Yearbook Staff to Kissimmee, FL to attend the 24-25 Yearbook Seminar on June 18 - 20, 2024

Attachments: [Yearbook SB Letter](#)
[AliCarr TDL](#)
[Yearbook Financial Form](#)

10. [24-2321](#) Approve the Contractual Service Agreement between Pasco-Hernando State College and Hernando County School District for Wilton Simpson Technical College

Attachments: [P Hernando County School Wilton Simpson Technical College](#)
[7-1-2024to 6-30-2025 - stamped](#)
[Budget Sheet](#)

11. [24-2337](#) Approve Out of State Field Trip for Students of Nature Coast Technical High School (NCTHS) to Washington, DC to Attend the Annual Senior Class Trip from March 30 - April 4, 2025

Attachments: [2025 DC Letter](#)
[Budget Sheet 2025 DC](#)

12. [24-2345](#) Approve the Overnight Field Trip for Maritza James, F.W. Springstead High School (SHS) Yearbook Club Sponsor and Students to Kissimmee, Florida to Attend the Balfour Florida Yearbook Seminar from June 18, 2024 - June 21, 2024.

Attachments: [SHS Leave of Absence Form - Balfour Florida Yearbook Seminar 6-18-2024 thru 6-21-2024](#)
[Budget Sheet - SHS Balfour Florida Yearbook Seminar](#)

Job Descriptions

13. [24-2251](#) Approve the job description Director of Finance & Budget and the job description changes that were affected by the reorganization of Business Services.

Attachments: [Director of Finance & Budget Clean](#)
[Accountant Strikethrough](#)
[Accountant Clean](#)
[Accounting Assistant Strikethrough](#)
[Accounting Assistant Clean](#)
[Accounting Clerk Strikethrough](#)
[Accounting Clerk Clean](#)
[Budget Analyst Strikethrough](#)
[Budget Analyst Clean](#)
[Coordinator of Finance Strikethrough](#)
[Coordinator of Finance Clean](#)
[Financial Analyst Strikethrough](#)
[Financial Analyst Clean](#)
[Grant Accounting Compliance Specialist Strikethrough](#)
[Grant Accounting Compliance Specialist Clean](#)
[Budget NO Financial Impact ACC](#)

14. [24-2301](#) Approval of the re-organization of Food and Nutrition Services (FNS).

Attachments: [3Progressive Re-Organization Plan](#)
[2Copy of Proposed FNS Staff - 23.24](#)
[2023-2024 PTS 2Combined-Strike](#)
[2023-2024 PTS 2Combined-Clean](#)
[2023-2024 Confidential-Index-ACC STRIKE](#)
[2023-2024 Confidential-Index-ACC CLEAN](#)
[Administrative Assistant FNS NEW STRIKE](#)
[Administrative Assistant FNS NEW CLEAN](#)
[Director of Food and Nutrition Services STRIKE](#)
[Director of Food and Nutrition Services CLEAN](#)
[FNS Catering Manager NEW STRIKE](#)
[FNS Catering Manager NEW CLEAN](#)
[FNS Nutrition and Wellness Coordinator NEW STRIKE](#)
[FNS Nutrition and Wellness Coordinator NEW CLEAN](#)
[FNS Operations Manager STRIKE](#)
[FNS Operations Manager CLEAN](#)
[FNS Specialist \(formerly manager\) STRIKE](#)
[FNS Specialist \(former Manager\) CLEAN](#)
[FNS Team Development Marketing STRIKE](#)
[FNS Team Development Marketing CLEAN](#)
[Food and Nutrition Assistant Specialist tracking STRIKE \(1\)](#)
[Food and Nutrition Assistant Specialist CLEAN](#)
[2259 Budget](#)

15. [24-2306](#) Approval of updates to the attached job descriptions for Professional/Technical/Supervisory roles regarding exemption status based on increases to the standard salary level for FLSA earnings thresholds.

Attachments: [Updated PTS JDs Combined STRIKE](#)
[Updated PTS JDs Combined CLEAN](#)
[Budget Sheet NO Financial Impact](#)

16. [24-2346](#) Approve Job Description for Discipline Hearing Officer.

Attachments: [Discipline Hearing Officer Job Description-strike through](#)
[Discipline Hearing Officer Job Description-clean](#)
[2023-2024 PTS Combined-Index-01-23-24-ACC](#)
[Discipline Hearing Officer Salary Budget](#)
[Discipline Hearing Officer Budget Sheet](#)

17. [24-2347](#) Approve Job Description for Registered Nurse (RN) to help oversee clinics in Hernando County.

Attachments: [Registered Nurse \(RN\) Job Description- STRIKE](#)
[Registered Nurse \(RN\) job description- CLEAN](#)
[RN to Student Ratio Map](#)
[2023-2024 PTS Combined-Index-01-23-24-ACC](#)
[Millage RN Salary Budget](#)
[Registered Nurse \(RN\) Budget Sheet](#)

18. [24-2353](#) Approval of the School Counselor Intern job description.

Attachments: [NEW -School Counselor Intern](#)
[CLEAN -School Counselor Intern](#)
[CLEAN - Intern Salary](#)
[Budget Sheet - No Budget Impact](#)

All Other Purchase Order/Bid Agenda Items

19. [24-2319](#) Approve the Renewal of the piggyback of OMNIA Partners/US Communities, contract #2017001135, Playground Equipment, Outdoor Fitness Equipment, Site Accessories, Surfacing and Related Products and Services, awarded to Kompan, and authorize the purchase for repairs at estimated annual amount of \$50,000.00 and \$300,000.00 for capitalized replacement/installations based on the availability of future capital funds.

Attachments: [24-2319 Bid Tab Playground Equipment \(06-11-24\).pdf](#)
[24-2319 Budget Sheet Playground Equipment.pdf](#)

20. [24-2326](#) Approve the renewal of Bid #21-990-52RN: Inspection, Certification and Repairs of Water Based Fire Protection Systems, to Davis Ulmer Sprinkler, dba Beach Lake Sprinkler, for continuing services of Inspection, Certification and Repairs of Water Based Fire Protection Systems and authorize the purchase of products/services for an estimated annual spending of \$50,000.00 using allocated budget.

Attachments: [24-2326 Bid Tab 21-990-52 RN Water Based Fire Protection.pdf](#)
[24-2326 Budget Sheet Water Based Fire Protection.pdf](#)

21. [24-2334](#) Approve the Purchase of the Expansion of Canvas-Instructure District License for Grades 3-12 and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$156,080.00

Attachments: [Canvas Instructure Presentation](#)
[Canvas Instructure Committee May 3 24](#)
[Canvas LMS Stakeholder Benefits](#)
[Canvas Quote Q3681491](#)
[HCSD Standard Addendum](#)
[Budget Sheet Canvas](#)

22. [24-2339](#) Approve the agreement and authorize the purchase of Virtual Curriculum from Florida Virtual School (FLVS) and multiple vendors and authorize the issuance of Purchase Orders on an as needed basis for an estimated annual amount of \$111,619.00.

Attachments: [2024-2025 FLVS Franchise Agreement \(002\)-AAH stamped Budget Sheet - FLVS 2024-2025](#)

23. [24-2340](#) Approve the Closeout/Final Acceptance to the contract with Air Mechanical and Service Corp. for Suncoast Elementary School HVAC Renovation (Phase 1) and Authorize Final Payment in the Amount of \$45,204.74.

Attachments: [24-2340 Certificate of Completion.pdf](#)
[24-2340 Final Release of Lein.pdf](#)
[24-2340 Final Reconciling Change Order SES HVAC Phase 1.pdf](#)
[2024-2340 Notice Final Acceptance.pdf](#)
[24-2340 Notice of Final Settlement.pdf](#)
[24-2340 Final Ap for Payment phase I SES HVAC.pdf](#)
[24-2340 Budget Sheet - SES Phase I Close Out r2.pdf](#)

24. [24-2341](#) Approve the Closeout/Final Acceptance to the contract with Air Mechanical and Service Corp. for Suncoast Elementary School HVAC Renovation (Phase 2) and Authorize Final Payment in the Amount of \$35,185.82.

Attachments: [24-2341 Certificate of Final Completion.pdf](#)
[24-2341 Release of Lien.pdf](#)
[24-2341 Final Reconciling Change Order.pdf](#)
[24-2341 Notice of Final Acceptance.pdf](#)
[24-2341 Notice of Final Settlement.pdf](#)
[24-2341 Final Application for Payment.pdf](#)
[24-2341 Budget Sheet - SES Phase II Close Out r2.pdf](#)

ACTION ITEMS

25. [24-2313](#) Approval of the Florida School Board Association (FSBA) Advocacy Committee Member and Alternate. The term starts July 1, 2024, and runs through June 30, 2025.

Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

26. [24-2350](#) Approve the Selection of an Interim Superintendent for the 2024-25 School Year

Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

27. [24-2363](#) 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 June 25, 2024:
2:00 PM - Workshop
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.



Hernando School District

School Board Regular Meeting

Agenda Item # 1. 24-2361

6/11/2024

Title and Board Action Requested

Approval to adopt the agenda dated 6/11/2024.

Executive Summary

The Superintendent of Schools, hereby requests the Board adopt the agenda dated 6/11/2024.

My Contact

John Stratton
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.



Hernando School District

School Board Regular Meeting

Agenda Item # 2. 24-2312

6/11/2024

Title and Board Action Requested

Recognize the Graduation of the Citizens Academy Class of 2024

Executive Summary

The Director of Communications, on behalf of the Superintendent of Schools, hereby requests the Board recognize the graduation of the Citizens Academy Class of 2024.

My Contact

Karen Jordan
Director of Communications
(352) 797-7009 ext. 129

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.

A. Item Currently Budgeted -

Account Name		<u>No Financial Impact</u>								
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 -**

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: \$

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 # 3. 24-2359

6/11/2024

Title and Board Action Requested

Approval of the Minutes from the Workshop, Employee Discipline Appeal Hearing and Regular School Board Meeting of 5/28/2024.

Executive Summary

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

My Contact

Kelly A. Pogue

Secretary to the School Board and General Counsel

Pogue_k@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Other

Financial Impact

No Financial Impact



Hernando School District

School Board Workshop

Minutes - Draft

Tuesday, May 28, 2024

2:00 PM

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

CALL TO ORDER

Present: Vice Chair Susan Duval
Board Member Gus Guadagnino
Board Member Mark Johnson
Board Chair Shannon Rodriguez

Absent: Board Chair Linda Prescott

The Workshop was called to order at 2:00 P.M. Also present were David Delaney, School Board Attorney and John Stratton, Superintendent.

INFORMAL BOARD DISCUSSION

Mark Johnson - Non-coercion clause for contracts - law effective July 1st

PRESENTATIONS

5. [24-2318](#) Presentation on Multi-Year Contracts for District and School-Based Administrators

Attachments: [Florida Statute 1012.33](#)
[District Based Multi-Year Admin Contract strike through](#)
[District-Based Multi Year Admin Contract](#)
[School Based Administrator Strike Through](#)
[School Based Administrator Contract Clean](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

Matt Goldrick, Director of Human Resources; Lara Silva, Principal of Chocachatti Elementary School; and Ed La Rose, Principal of Weeki Wachee High School came forward to present this item.

Consensus granted.

1. [24-2303](#) Presentation of the Expansion of Canvas-Instructure District License for Grades 3-12

Attachments: [Canvas Instructure Presentation](#)
[Canvas Instructure Committee May 3 24](#)
[Canvas LMS Stakeholder Benefits](#)
[Canvas Quote Q3681491](#)
[HCSD Standard Addendum](#)
[Budget Sheet Canvas](#)

Jesse Diaz, Supervisor of Instructional Technology; Katie Morgan, Regional Director of Instructure; Michael Zuccolo, SHS Teacher; Kathleen DiLorenzo, Academic Services; Chris Rocanelli, Pine Grove Teacher; and Teresa Morris, WWHS Teacher, came forward to present this item. Thomas Turano of Instructure participated virtually.

Consensus granted.

2. [24-2227](#) Presentation of Legislative Update by Sunrise Consulting Group

Attachments: [Budget Sheet - NO Financial Impact](#)

Shawn Foster of Sunrise Consulting came forward to present this item.

The Board recessed at 3:55 P.M. and reconvened at 4:04 P.M.

3. [24-2308](#) Review and tentative approval of the 2024-2025 Athletic Handbook.

Attachments: [2023-2024 Striken Athletic Handbook](#)
[2024- 2025 Athletic Handbook - Clean](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

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

Consensus granted.

6. [24-2272](#) Review and Tentative Approval of the Wilton Simpson Technical College Handbook.

Attachments: [STC Program Catalog 2024_25 strikethrough \(2\)](#)
[STC Program Catalog 2024_25 clean \(3\)](#)
[2024 Summary of Major Changes to STC handook \(1\)](#)
[Budget Sheet](#)

Sophia Watson, Director of Wilton Simpson Tech came forward to present this item.

Consensus granted.

The board recessed at 4:30 P.M. and reconvened at 4:37 P.M.

4. [24-2259](#) Presentation of the re-organization of Food and Nutrition Services (FNS).

Attachments: [h b2Progressive Re-Organization Plan](#)
[2Copy of Proposed FNS Staff - 23.24](#)
[2023-2024 Confidential-Index-ACC STRIKE](#)
[2023-2024 Confidential-Index-ACC CLEAN](#)
[2023-2024 PTS Combined-STRIKE](#)
[2023-2024 PTS Combined-CLEAN](#)
[Administrative Assistant FNS NEW STRIKE](#)
[Administrative Assistant FNS NEW CLEAN](#)
[Director of Food and Nutrition Services STRIKE](#)
[Director of Food and Nutrition Services CLEAN](#)
[FNS Catering Manager NEW STRIKE](#)
[FNS Catering Manager NEW CLEAN](#)
[FNS Nutrition and Wellness Coordinator NEW STRIKE](#)
[FNS Nutrition and Wellness Coordinator NEW CLEAN](#)
[FNS Operations Manager STRIKE](#)
[FNS Operations Manager CLEAN](#)
[FNS Specialist \(formerly manager\) STRIKE](#)
[FNS Specialist \(former Manager\) CLEAN](#)
[FNS Team Development Marketing STRIKE](#)
[FNS Team Development Marketing CLEAN](#)
[Food and Nutrition Assistant Specialist tracking STRIKE \(1\)](#)
[Food and Nutrition Assistant Specialist CLEAN](#)
[2259 Budget](#)

Holly Longo, Director of Food and Nutrition and Jennifer Patrick, Assistant Director came forward to present this item.

Consensus granted to move forward with this item and come back with a salary increase for the school board's secretary and the superintendent's secretary.

7. [24-2221](#) Review and Tentative Approval of the School Counselor Intern job description.

Attachments: [NEW -School Counselor Intern](#)
[CLEAN -School Counselor Intern](#)
[STRIKE - Intern Salary](#)
[CLEAN - Intern Salary](#)
[Budget Sheet - No Budget Impact](#)

Carrie Wilson, Supervisor of School Counselor Services and Matt Goldrick, Director of Human Resources came forward to present this item.

Consensus granted.

GENERAL COUNSEL

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

Mr. Guadagnino - Odyssey of the Mind Program

Mr. Stratton - Reception reminder tonight at 5:15 P.M.

ADJOURNMENT

The Workshop adjourned 4:54 P.M.

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.



Hernando School District

Employee Disciplinary Appeal Hearing

Minutes - Draft

Tuesday, May 28, 2024

4:00 PM

District Office-Board Room

CALL TO ORDER

Present Vice Chair Susan Duval
Board Member Gus Guadagnino
Board Member Mark Johnson
Board Member Shannon Rodriguez

Absent Board Chair Linda Prescott

The hearing was called to order at 4:30 P.M. Also present were David Delaney, School Board Attorney and John Stratton, Superintendent.

EMPLOYEE DISCIPLINE APPEAL HEARING

1. [24-2307](#) Disciplinary Hearing Regarding Filed Exceptions for Recommended Order Issued by the Department of Administrative Hearings (DOAH) for Appeal by Reginald Curtis

Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

RESULT: ADOPTED AS AMENDED

MOVER: Gus Guadagnino

SECONDER: Mark Johnson

AYES: Vice Chair Duval, Board Member Guadagnino, Board Member Johnson, and Board Member Rodriguez

Greg Hearing, Labor Attorney and Matt Goldrick, Director of Human Resources came forward to present this item. Mr. Goldrick explained that the name in paragraph 35 needs to be changed, as the DOAH judge accidentally listed Mr. Goldrick's name.

ADJOURNMENT

The hearing adjourned at 4:35 P.M.

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.



Hernando School District

School Board Regular Meeting

Minutes - Draft

Tuesday, May 28, 2024

6:00 PM

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

CALL TO ORDER

Present: Vice Chair Susan Duval
Board Member Gus Guadagnino
Board Member Mark Johnson
Board Member Shannon Rodriguez

Absent: Board Chair Linda Prescott

The meeting was called to order at 6 P.M. Also present were David Delaney, School Board Attorney and John Stratton, Superintendent.

REFLECTION

by Mark Johnson, Board Member

PLEDGE OF ALLEGIANCE by Powell Middle School

ADOPTION OF AGENDA

1. [24-2322](#) Approval to adopt the agenda dated 5/28/2024.

RESULT: ADOPTED AS AMENDED

MOVER: Gus Guadagnino

SECONDER: Mark Johnson

AYES: Duval, Guadagnino, Johnson, Rodriguez

Vice Chair Duval stated that she finds good cause to add item 24-2330 (add to addendum section) and the revision of item 4. 24-2295 (move to consent agenda).

ELECTED OFFICIALS

PRESENTATIONS

2. [24-1911](#) Recognition of the May HCSD Veteran

Attachments: [Budget Sheet - No Financial Impact](#)

Dr. Lastra, Principal of EES, came forward to introduce this month's veteran, Kerri Ousley.

3. [24-2292](#) Recognition of the Hernando County School District's All State Musicians
Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)
Gina Michalicka, Assistant Superintendent of Teaching and Learning and Dave Pletincks, Choral Director at Powell Middle School, came forward to present this item.
5. [24-2302](#) Recognition of the Active Members and Advisors of the Career and Technical Student Organization (CTSO)
Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC - Copy](#)
Beth Lastra, Supervisor of College and Career Programs and Danyl Williams, College and Career Specialist came forward to present this item.
6. [24-2314](#) Recognition of Hernando County School Teacher, Jamie Suarez, as one of the top 5 finalist for 2025 Florida Teacher of the Year.
Attachments: [No Impact Budge Sheet](#)
Tammy Brinker, CEO of Hernando County Education Foundation; Rosemarie Maiorini, Principal of CK8 came forward to present this item.

APPROVAL OF THE MINUTES

7. [24-2320](#) Approval of the Minutes from the Workshop, Employee Appeal Hearing, Student Expulsion Appeal Hearing and Regular School Board Meeting of 5/14/2024.
Attachments: [05-14-24 Workshop Minutes DRAFT with links](#)
[05-14-24 Employee Hearing DRAFT with links](#)
[05-14-24 Student Hearing DRAFT with links](#)
[05-14-24 Meeting Minutes DRAFT with links](#)
RESULT: **ADOPTED**
MOVER: Mark Johnson
SECONDER: Shannon Rodriguez
AYES: Duval, Guadagnino, Johnson, Rodriguez

PUBLIC HEARING ITEMS

13. [24-2193](#) Public Hearing and Final Approval of the Neola-Standards of Ethical Conduct Policies Originally Presented at the April 9, 2024, Board Workshop and Tentatively Approved at the April 23, 2024 Board Workshop.
Attachments: [Standards of Ethical Conduct Policies](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)
RESULT: **FAILED**
MOVER: Gus Guadagnino
SECONDER: Mark Johnson
AYES: Duval, Guadagnino
NAYS: Johnson, Rodriguez
Mr. Johnson stated that he believes that each word in each section should be capitalized.

Mrs. Rodriguez stated that she does not agree with the word "intentionally" and it should be omitted. Mr. Delaney explained that this language is from state statute. Mr. Delaney explained the legal complication of changing the verbiage and explained the process with Neola backing up changes made to policies. Mr. Stratton stated that this policy has been workshopped twice and consensus was reached to leave the language. Mrs. Rodriguez stated that we have changed Neola in the past. Ms. Duval shared that the changes made in the past have not been substantial.

Motion fails 2-2.

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

8. [24-2323](#) Citizen Input on agenda items (Green Form)

Attachments: [Citizen Input Speaker Green Form 031424 ACC](#)

Mr. Delaney read the instructions for this item. The following citizen's came forward to speak: Kimberly Mulrooney and Tina Vieira.

ADOPTION OF CONSENT AGENDA

The following items were removed from the consent agenda for discussion:

9. 24-2297: Approval of the Personnel Recommendations

15. 24-2290: Approve the revised Job Description for Lead School Safety Guardian

RESULT: APPROVED THE CONSENT AGENDA

MOVER: Gus Guadagnino

SECONDER: Mark Johnson

AYES: Duval, Guadagnino, Johnson, Rodriguez

Personnel Recommendations

All Other Teaching & Learning Agenda Items

4. [24-2295](#) Approve Graduation Dates for 2024-2025 School Year

Attachments: [2024-25 Proposed Graduation Dates \(1\)](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

10. [24-2218](#) Approve the Addendum to Umbrella Memorandum of Understanding between Pasco Hernando Workforce Board, Inc. dba CareerSource Pasco Hernando, Pasco Hernando Workforce Development Consortium, and Hernando County School Board

Attachments: [Hernando County School Board MOU IFA Careersource and Workforce - AAH APPROVED AND STAMPED](#)
[Umbrella MOU Addendum - Hernando County School Board - AAH APPROVED AND STAMPED \(2\)](#)
[Budget Sheet](#)

11. [24-2267](#) Approve out of state field trip for Hunter Schwefringhaus, Digital Video Tech teacher, and WWHS Digital Tech Students, to New York City to attend the All American High School Film Festival with a date range October 15, 2024 through October 21, 2024.

Attachments: [NYC SB letter](#)
[Schwef TDL NYC](#)
[NYC Budget](#)

All Other Business Services Agenda Items

12. [24-1930](#) Ratify Changes to the Contract Between Hernando Classroom Teachers Association (HCTA) and the Hernando County School Board.

Attachments: [Signed TAs & MOU](#)
[Budget Sheet - HCTA TA8 MOU UniSIG](#)

14. [24-2249](#) Approve Fiscal Year 2023-2024 Budget Amendment No. 3 for Quarter Ending March 31, 2024

Attachments: [24 GF BA 3](#)
[24 DSF BA 3](#)
[24 CPF BA 3](#)
[24 FSF BA 3](#)
[24 SRF BA 3](#)
[24 ESSER II BA 3](#)
[24 ESSER III BA 3](#)
[24 ARP-HCY BA 3](#)

Job Descriptions

All Other Purchase Order/Bid Agenda Items

16. [24-2274](#) Approve to Reject Bid #2024-DSPMS-001, DS Parrott Middle School Roof and Soffit Replacement.

Attachments: [24-2274 Bid Rejection Letter.pdf](#)
[24-2274 Budget sheet No Financial Impact.pdf](#)

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17. [24-2286](#) Award Bid #2024-HHS-1, Hernando High School Tennis Courts, to Waller Construction, Inc. and approve the contract and the purchase of construction goods and services for \$503,716.00.
- Attachments:** [24-2286 ITB HHS Tennis Courts Ad.pdf](#)
[24-2286 Bid Submittal Waller Construction.pdf](#)
[24-2286 HHS Tennis Court Bid Tabulation.pdf](#)
[24-2286 Letter of Recommendation-HHS Tennis Courts.pdf](#)
[24-2286 A101-2017 Agreement Signed.pdf](#)
[24-2286 A101 EXHIBIT A-2017 Final.pdf](#)
[24-2286 EXHIBIT C HCSB Contractor's Insurance & Bond Reqmts.pdf](#)
[24-2286 EXHIBIT D Standard Addendum to Agreements Signed.pdf](#)
[24-2286 EXHIBIT E Conflict of Interest Signed.pdf](#)
[24-2286 Budget Sheet- HHS Tennis Court CM Project.pdf](#)
18. [24-2289](#) Award Bid No. 24-285-35, Electrical Parts, Supplies, Equipment & Related Products, to City Electric Supply, for electrical parts, supplies, equipment, and related products, and authorize expenditures for an estimated annual spending of \$100,000.00.
- Attachments:** [24-285-35 Electrical Parts \(05-28-24\)](#)
[City Electric Budget Sheet 2024](#)
19. [24-2291](#) Approve renewing Bid No. 21-910-50 RN, Pest Control Services, to Turner Pest Control for pest control services and authorize the purchase for an estimated annual spending of \$75,000.00.
- Attachments:** [21-910-50 RN Pest Control Services \(05-28-24\)](#)
[Pest Control Services Budget Sheet 2024](#)
20. [24-2294](#) Approval of 2024 - 2025 Articulation Agreements between PHSC and Wilton Simpson Technical College for the Welding, Cosmetology and Applied Cybersecurity programs.
- Attachments:** [Wilton Simpson Career Pathways Articulation Agreement - CyberSecurity revised APR 2024 - AAH APPROVED AND STAMPED](#)
[Wilton Simpson Career Pathways Articulation Agreement - Welding Technology revised APR 2024 - AAH APPROVED AND STAMPED](#)
[Wilton Simpson Career Pathways Articulation Agreement - Cosmetology revised APR 2024 - AAH APROVED AND STAMPED](#)
[Budget Sheet](#)

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

9. [24-2297](#) Approval of the Personnel Recommendations

Attachments: [23-24 BOARD AGENDA MAY 28 2024](#)
[2024 Inst. Supplements & Differentiated Pay for 5-28-24](#)
[2024 Noninst., PTS & Adm. Supplements for 5-28-24](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Duval, Guadagnino, Johnson

NAYS: Rodriguez

This item was pulled by Mr. Johnson and Mrs. Rodriguez for discussion. Matt Goldrick, Director of Human Resources came forward to answer questions addressed by the Board.

15. [24-2290](#) Approve the revised Job Description for Lead School Safety Guardian.

Attachments: [Lead_School_Safety_Guardian_ACC\(2\)_STRIKETHROUGH](#)
[Lead Guardian Supplement Description](#)
[Budget sheet 24_2290 Lead Guardian Supplement](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Duval, Guadagnino, Johnson, Rodriguez

This item was pulled by Mr. Johnson and Mrs. Rodriguez for discussion. Angel Pagan, Assistant Director of Safe School, came forward to answer questions addressed by the Board.

ADDENDUM ITEMS

[24-2330](#) Approve changes made to the Ad-Valorem Tax Resolution No. R24-007

Attachments: [Resolution R24-007 - with AAH Revisions for 5.28.24 Meeting](#)
[Resolution R24-007 - with AAH Track-Changed Revisions for 5.28.24 Meeting \(1\)](#)
[Budget Sheet](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Duval, Guadagnino, Johnson, Rodriguez

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

21. [24-2324](#) 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](#)

Mr. Delaney read the instructions for this item. The following citizens came forward to speak: Hamilton Hanson, Samuel "Tyrone" Thompson, Samantha Thompson, Susan Pribil, Kimberly Mulrooney, Gracie Mulrooney, Diane Liptak and Jennifer Cook.

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

Mr. Delaney explained that today the board had some discussion at the workshop regarding anti-coercion/anti-trafficking law will take effective July 1st. Vendors to agree that no work is being done through coercion. The district is prepared to follow this statute when it becomes effective. Policies will be forthcoming.

SCHOOL BOARD COMMENTS

Comments were made by board members and the superintendent on the following topics: student code of conduct, Teacher of the Year, safety while school is out, school guardian program, appreciation to instruction staff, and upcoming graduations.

ADJOURNMENT

The meeting adjourned at 8:15 P.M.

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.



Hernando School District

School Board Regular Meeting

Agenda Item # 4. 24-2354

6/11/2024

Title and Board Action Requested

Public Hearing and Final Approval of the Neola-Standards of Ethical Conduct Policies Originally Presented at the April 9, 2024, Board Workshop and Tentatively Approved at the April 23, 2024 Board Workshop.

Executive Summary

The Executive Director of Business Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the School Board policy updates for the below listed sections.

Section 0000 - Bylaws

Section 1000 - Administration

Section 3000 - Instructional

Section 4000 - Support Staff

My Contact

Jill Renihan

Executive Director of Business Services

(352)797-7000 ext. 402

renihan_j@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 Update Sept. 2023 REVISED
Title	STANDARDS OF ETHICAL CONDUCT
Code	*po0124 am 1-24, jdr 2-12-24
Status	
Adopted	June 13, 2017
Last Revised	February 23, 2021

0124 - **Standards of Ethical Conduct**

Members of the School Board recognize their individual duty to promote the best interests of the District. Public schools as a whole and each Board member shall adhere to the following educational and ethical standards.

Board members must have a sincere desire to serve the educational needs of the community. Decisions must be based on the best interests of students and not on political or personal interests.

Board members recognize their individual duty to promote the best interests of the District. In doing so, members of the Board shall be guided by the *Principles of Professional Conduct for the Education Profession in Florida*, F.A.C. 6A-10.081, which outlines the following ethical principles:

- A. Board members value 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. Board members share the primary professional concern for the student and for the development of the student's potential. Members of the Board will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.
- C. Board members strive to achieve and sustain the highest degree of ethical conduct because they are aware of the importance of maintaining the respect and confidence of their colleagues, of students, of parents, and of other members of the community.

Members of the Board shall strive to fulfill the following obligations:

- A. Obligation to the student requires that members of the Board do what is necessary and appropriate so that:
 - 1. students are protected from conditions harmful to learning and/or to the students' mental and/or physical health and/or safety is protected as well.
 - 2. students are not unreasonably restrained from independent action in pursuit of learning.
 - 3. students are not unreasonably denied access to diverse points of view.
 - 4. subject matter relevant to a student's academic program is not intentionally suppressed or distorted.
 - 5. students are not intentionally exposed to unnecessary embarrassment or disparagement.

6. students are not intentionally provided classroom instruction in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.
7. students are not intentionally provided 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 by F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.
8. student's legal rights are not intentionally violated.
9. parents are not discouraged or prohibited 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 F.S. 39.01.
10. students are not harassed or discriminated against on the basis of race, color, nationality or ethnic 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, political beliefs, social and family background, military status, ancestry, or genetic information and each student is protected from harassment or discrimination.
11. District staff members, administrators, or officials do not exploit a relationship with a student for personal gain or advantage.
12. personally identifiable information obtained in the course of professional service is kept in confidence unless disclosure serves professional purposes or is required by law.
13. the Board member shall not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
14. the Board member shall not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the members of the Board do what is necessary and appropriate so that:

1. District staff members, administrators, and officials distinguish between personal views and those of the District.
2. facts concerning an educational matter are not intentionally distorted or misrepresented in direct or indirect public expression.
3. institutional privileges are not used for personal gain or advantage. (see also Bylaw 0141.2, *Conflict of Interest*)
4. District staff members, administrators, and officials do not accept a gratuity, gift, or favor that might influence professional judgment. (see also Bylaw 0141.2, *Conflict of Interest*)
5. District staff members, administrators, and official do not offer a gratuity, gift, or favor to obtain special advantages. (see also Bylaw 0141.2, *Conflict of Interest*)

C. Obligation to the profession of education requires that members of the Board do what is necessary and appropriate so that:

1. all District staff members, administrators, and official maintain honesty in all professional dealings.
2. a District staff member, administrator, or official is not denied professional benefits or advantages or participation in any professional organization not on the basis of race, color, national or ethnic 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, political beliefs, social and family background, military status, ancestry, or genetic information.
3. District staff members, administrators, or officials do not interfere with a District staff member's, administrator's, or official's exercise of political or civil rights and responsibilities.

4. a District staff member, administrator, or official does 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, so that each District staff member, administrator, or official is protected from such harassment or discrimination.
 5. a District staff member, administrator, or official does not make malicious or intentionally false statements about another District staff member, administrator, or official.
 6. a District staff member, administrator, or official does not use coercive means or promises of special treatment to influence professional judgments of a colleague.
 7. a District staff member, administrator, or official does not misrepresent one's own professional qualifications.
 8. District staff members, administrators, or officials do not submit fraudulent information on any document in connection with professional activities.
 9. District staff members, administrators, or officials do 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. District staff members, administrators, or officials do not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 11. a District staff member, administrator, or official does not assist with entry into or continuance in the profession of any person known to be unqualified in accordance with the *Principles of Professional Conduct for the Education Profession in Florida*, other applicable Florida statutes, State Board of Education rules, and Board policies.
 12. a District staff member, administrator, or official self-reports within forty-eight (48) hours to appropriate authorities (as determined by the District) any arrests/charges. 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, Board members 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.
 13. a District staff member, administrator, or officials understand their duty to report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).
 14. a District staff member, administrator, or official does not seek 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 F.S. 1012.795(1).
- D. Members of the Board shall not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Bylaw 0141.2, *Conflict of Interest*)
- E. Each Board member must recognize that decisions must be made by the Board as a whole and that when made, these decisions must be supported by the entire Board.
- F. All Board members shall adhere to the principles enumerated above.

Mandatory Training

Members of the Board shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory *Code of Ethics for Public Officers and Employees* (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered.

Members of the Board are also required to complete training annually on the standards of ethical conduct established in this bylaw.

Gifts

Members of the Board may not solicit any gift or knowingly accept, directly or indirectly, a gift or an honorarium from a person, vendor, potential vendor or other entity doing business with the Board, from a political committee, or from a lobbyist (and related individuals and entities) who lobbies the reporting individual's agency (see F.S. 1001.421). "Vendor" is defined by F.S. 112.3148 relating to gifts and F.S. 112.3149 relating to honoraria to mean a business entity doing business directly with an agency, such as renting, leasing, or selling realty, goods, or services. The term "gift" has the same meaning as in F.S. 112.312(12). This prohibition applies as well to relatives, as defined in F.S. 112.312(21).

In addition to the foregoing, members of the Board shall not solicit or accept anything of value including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the Board member would be influenced thereby.

Board members are further required to follow all Florida laws applicable to the solicitation or acceptance of gifts, including F.S. 112.313 and 112.3148. Board members must review these laws upon taking office and are encouraged to do so periodically during the course of their term in office.

Responsibilities Related to Allegations of Misconduct

Pursuant to F.S. 1001.42(7), a Board member may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Board member knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel or school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of this provision will result in the forfeit of the Board member's salary for one (1) year.

Appointment or Employment of Relative

Pursuant to F.S. 1012.23(2), Board members may not appoint or employ a relative, as defined in F.S. 112.3135, to work under their direct supervision. This limitation does not apply to employees appointed or employed before the election or appointment of the Board member.

Revised 8/27/19

Revised 2/23/21

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Legal	F.S. 112.312
	F.S. 112.313
	F.S. 112.3142
	F.S. 112.3148
	F.S. 112.3149
	F.S. 1001.42(6)
	F.S. 1001.421
	F.S. 1012.23
	F.A.C. 6A-10.081

Last Modified by Jill Renihan on February 12, 2024

Book	Policy Manual
Section	Special Update Sept. 2023 REVISED
Title	STANDARDS OF ETHICAL CONDUCT
Code	*po1210 am 1-24, MG 2/20/2024
Status	
Adopted	June 13, 2017
Last Revised	August 27, 2019

1210 - **STANDARDS OF ETHICAL CONDUCT**

Definitions

For purposes of this policy, the term "administrator" means those individuals identified in F.S. 1012.01(3). Administrative personnel typically perform management activities such as developing broad policies for the District and executing those policies through the direction of personnel at all levels within the District. Administrative personnel are generally high-level, responsible personnel who have been assigned the responsibilities of systemwide or schoolwide functions, including the following:

- A. the superintendent;
- B. District-based instructional administrators;
- C. District-based noninstructional administrators;
- D. school administrators;
- E. others who perform management activities, such as assistant Directors, Supervisors, Coordinators, Managers, and those with supervisory responsibilities.

Standards of Ethical Conduct

I. Administrators shall be guided by and adhere to the following ethical principles:

- A. The administrator 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 administrator's primary professional concern will always be for the student and for the development of the student's potential. The administrator will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.
- C. The administrator strives to achieve and sustain the highest degree of ethical conduct because s/he is 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.

II. Administrators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual administrator's certificate, or the other penalties as

deemed appropriate with the District's discipline policy up to and including termination.

A. Obligation to the student requires the administrator shall:

1. make a 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. not unreasonably restrain a student from independent action in pursuit of learning;
3. not unreasonably deny a student access to diverse points of view;
4. not intentionally suppress or distort subject matter relevant to a student's academic program;
5. not intentionally expose a student to unnecessary embarrassment or disparagement;
6. not intentionally provide classroom instruction to students in ~~kindergarten~~prekindergarten through grade 38 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46;
7. 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 F.A.C. 6A-1.09401, as is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend;
8. 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 efforts to assure that each student is protected from harassment or discrimination;
9. 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 F.S. 39.01;
10. not exploit a relationship with a student for personal gain or advantage;
11. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
12. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution; and,
13. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the administrator shall:

1. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;
2. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;
3. not use institutional privileges for personal gain or advantage; (see also Policy 1129, Conflict of Interest)
4. accept no gratuity, gift, or favor that might influence professional judgment; (see also Policy 1129, Conflict of Interest)

(NOTE: Pursuant to F.S. 112.313, no administrator shall solicit or accept anything of value including a gift (see F.S. 112.312), loan, reward, promise of future employment, favor, or service based upon an understanding that the vote, official action, or judgment of the

administrator would be influenced thereby.)

5. offer no gratuity, gift, or favor to obtain special advantages; (see also Policy 1129, Conflict of Interest)

C. Obligation to the profession of education requires that the administrator shall:

1. maintain honesty in all professional dealings;
2. 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. not interfere with a colleague's exercise of political or civil rights and responsibilities;
4. 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 efforts to assure that each individual is protected from such harassment or discrimination;
5. not make malicious or intentionally false statements about a colleague;
6. not use coercive means or promise special treatment to influence professional judgments of colleagues;
7. not misrepresent one's own professional qualifications;
8. not submit fraudulent information on any document in connection with professional activities;
9. 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. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
11. provide upon the request of a certificated individual a written statement of the specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment;
12. 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. self-report within forty-eight (48) hours to their supervisor who will alert the Professional Standards Office any arrests/charges;

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, administrators 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 F.S. 943.0585(4) (c) and F.S. 943.059(4)(c).

14. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);
15. 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 F.S. 1012.795(1);
16. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice; **and**

17. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

D. No administrative staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Policy 1129, Conflict of Interest)

E. No administrator shall solicit or accept anything of value including a gift (See F.S. 112.312), loan, reward, promise of future employment, favor, or service, based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.

F. All administrative staff members shall adhere to the ethical and disciplinary principles enumerated above.

Training

All administrators shall be required to complete training on the standards established herein upon employment and annually thereafter.

Responsibilities Related to Allegations of Misconduct

Pursuant to F.S. 1001.42(7), the superintendent may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the superintendent knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel and school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of these provisions will result in the forfeit of the superintendent's salary for one (1) year.

Revised 2/5/19

Revised 8/27/19

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Legal	F.S. 112.312
	F.S. 112.313
	F.S. 1001.42
	F.S. 1001.42(6)
	F.S. 1001.421
	F.S. 1006.32
	F.S. 1012.23
	F.A.C. 6A-10.081

Last Modified by Annette Martinson on March 13, 2024

Book	Policy Manual
Section	Special Update Sept. 2023 REVISED
Title	STANDARDS OF ETHICAL CONDUCT
Code	*po3210 am 1-24, MG 2/20/2024
Status	
Adopted	June 13, 2017
Last Revised	February 5, 2019

3210 - **STANDARDS OF ETHICAL CONDUCT**

I. Instructional staff members shall be guided by and adhere to the following ethical principles:

- A. The instructional staff member 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 instructional staff member's primary professional concern will always be for the student and for the development of the student's potential. The instructional staff member will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.
- C. The instructional staff member strives to achieve and sustain the highest degree of ethical conduct because s/he is 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.

II. District instructional staff members shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual instructional staff member's certificate, or the other penalties as deemed appropriate with the District discipline policy up to and including termination.

A. Obligation to the student requires that the instructional staff member shall:

1. make a 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. not unreasonably restrain a student from independent action in pursuit of learning.
3. not unreasonably deny a student access to diverse points of view.
4. not intentionally suppress or distort subject matter relevant to a student's academic program.
5. not intentionally expose a student to unnecessary embarrassment or disparagement.
6. not intentionally provide classroom instruction to students in kindergarten through grade 38 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.

7. 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 F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.
 8. 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 F.S. 39.01.
 9. not intentionally violate or deny a student's legal rights.
 10. 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 F.S. 39.01.
 11. offer no gratuity, gift, or favor to obtain special advantages. (see also Policy 3129, Conflict of Interest)
 12. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
 13. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.
- B. Obligation to the profession of education requires that the instructional staff member shall:
1. maintain honesty in all professional dealings.
 2. 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. not interfere with a colleague's exercise of political or civil rights and responsibilities.
 4. 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 efforts to assure that each individual is protected from such harassment or discrimination.
 5. not make malicious or intentionally false statements about a colleague.
 6. not use coercive means or promise special treatment to influence professional judgments of colleagues.
 7. not misrepresent one's own professional qualifications.
 8. not submit fraudulent information on any document in connection with professional activities.
 9. 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. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 11. provide upon the request of a 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. 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. self-report within forty-eight (48) hours to their supervisor who will alert the Professional Standards office any arrests/charges. 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, instructional staff members 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 F.S. 943.0585(4) (c) and 943.059(4)(c).

14. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).
 15. 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 F.S. 1012.795(1).
 16. 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. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
- C. No instructional staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her/their duties in the public interest. (see also Policy 3129, Conflict of Interest)
- D. All instructional staff members shall adhere to the principles enumerated above.

All instructional staff members shall be required to complete training on the standards established herein upon employment and annually thereafter.

Revised 2/5/19

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Legal	F.S. 112.312
	F.S. 112.313
	F.S. 1001.42(6)
	F.S. 1001.421
	F.S. 1006.32
	F.S. 1012.23
	F.A.C. 6A-10.081

Last Modified by Matthew Goldrick on February 20, 2024

Book	Policy Manual
Section	Special Update Sept. 2023 REVISED
Title	STANDARDS OF ETHICAL CONDUCT
Code	*po4210 am 1-24, MG 2/20/2024
Status	
Adopted	June 13, 2017
Last Revised	December 11, 2019

4210 - **STANDARDS OF ETHICAL CONDUCT**

I. Support staff members shall be guided by and adhere to the following ethical principles:

- A. The support staff member 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 support staff member's primary professional concern will always be for the student and for the development of the student's potential. The support staff member will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.
- C. The support staff member strives to achieve and sustain the highest degree of ethical conduct because s/he is 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.

II. All support staff members shall comply with the following disciplinary principles.

Individuals who violate any of these principles shall be subject to disciplinary action, as well as other penalties as may be provided by law.

A. Obligation to the student requires that the support staff member shall:

- 1. make a 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. not unreasonably restrain a student from independent action in pursuit of learning;
- 3. not unreasonably deny a student access to diverse points of view;
- 4. not intentionally suppress or distort subject matter relevant to a student's academic program;
- 5. not intentionally expose a student to unnecessary embarrassment or disparagement;
- 6. not intentionally provide classroom instruction to students in kindergarten through grade 38 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46;

7. 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 F.A.C. Rule 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend;
 8. not intentionally violate or deny a student's legal rights;
 9. 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 F.S. 39.01;
 10. 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 efforts to assure that each student is protected from harassment or discrimination;
 11. not exploit a relationship with a student for personal gain or advantage.
 12. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 13. not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution; and,
 14. not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.
- B. Obligation to the public requires that the support staff member shall:
1. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;
 2. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;
 3. not use institutional privileges for personal gain or advantage; (see also Policy 4129, Conflict of Interest)
 4. not use coercive means or promise special treatment to influence professional judgments of colleagues;
 5. not misrepresent one's own professional qualifications;
 6. not submit fraudulent information on any document in connection with professional activities;
 7. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a position;
 8. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
 9. provide upon the request of a 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;
 10. 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;
 11. self-report within forty-eight (48) hours to their supervisor who will inform the Professional Standards any arrests/charges. 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, support staff members 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 F.S. 943.0585(4) (c) and 943.059(4)(c).

12. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);

13. 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 F.S. 1012.795(1)

C. No support staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Policy 4129, Conflict of Interest)

D. All support staff members shall adhere to the principles enumerated above.

All support staff members shall be required to complete training on the standards established herein upon employment and annually thereafter.

Revised 2/5/19

Technical Change 12/11/19

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Legal	F.S. 112.312
	F.S. 112.313
	F.S. 1001.42(6)
	F.S. 1001.421
	F.S. 1006.32
	F.S. 1012.23
	F.A.C. 6A-10.081

Last Modified by Matthew Goldrick on February 20, 2024

B. Item Currently Not Budgeted -**

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: \$ _____

Prior Year Actual Spent: \$ _____

39



Hernando School District

School Board Regular Meeting

Agenda Item # 5. 24-2335

6/11/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2024-05-01 for One (1) Year.

Executive Summary

The Director of Student Services on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from Hernando High School for One (1) 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 5: Safe and Healthy Learning Environment

Financial Impact

The cost for 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.

A. Item Currently Budgeted -

Account Name		<u>No Financial Impact</u>								
Account Number										
		<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$		\$		\$		\$		\$		\$

Account Name										
Account Number										
		<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$		\$		\$		\$		\$		\$

B. Item Currently Not Budgeted -**

Funding Source						
Account Name						
Account Number	<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>
Amount \$						

Funding Source						
Account Name						
Account Number	<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>
Amount \$						

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

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 # 6. 24-2336

6/11/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2024-05-02 for One (1) Year.

Executive Summary

The Director of Student Services on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from F. W. Springstead High School for One (1) Year for committing Level III and Level IV violations of the Student Code of Conduct.

My Contact

Jill Kolasa, Director
Student Services
(352) 797-7008

2023-28 Strategic Focus Area

Priority 5: Safe and Healthy Learning Environment

Financial Impact

The cost for 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.

A. Item Currently Budgeted -

Account Name		<u>No Financial Impact</u>								
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 -**

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: \$

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 # 7. 24-2362

6/11/2024

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

Kelly A. Pogue

Secretary to the School Board and General Counsel

Pogue_k@hcsb.k12.fl.us

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. 24-2100

Agenda item #: _____

Agenda item #: _____

Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following 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 outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the School Board Meeting is called to order.
- The HCSD Code of Civility will be in effect at all times (see other side).
- The Board typically does not respond to remarks or questions made during Citizen Comments.

My signature is confirmation that I have read, understand, and agree to abide by all guidelines and HCSD Code of Civility:

Signature of speaker: _____

Chairperson's Approval of form: _____

FOR OFFICE USE ONLY:

Date Received: _____

Time Received: _____

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

*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.

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.



Hernando School District

School Board Regular Meeting

Agenda Item # 8. 24-2338

6/11/2024

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

Matthew Goldrick
Director of Human Resources
352-797-7070 Ext. 451
goldrick_m@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. Instructional Leaves

Christine Miller – Teacher, MES – 05/10/2024 through 06/04/2024

Sherry Speigle – Teacher, Hernando eSchool – 04/24/2024 through 05/24/2024

Return From Leave Early

Christina Blair – College and Career Specialist, Academic Services – 05/14/2024

Taylor Schoonover – Teacher, JDFES – 05/06/2024

2. Instructional Appointments and Approval of Probationary Contract

Alexis Newberry – Speech/Language Pathologist, Exceptional Student Support – 05/17/2024

3. Approve Out-of-Field Teachers: (ESOL) See Attached

4. Instructional Transfers

Nanette Billick – From Teacher, CHS – to Teacher, NCTHS – 05/13/2024

Kasey Cavanaugh – From Reading Coach, DSPMS – to Reading Coach, WWHS – 05/13/2024

5. Instructional Separations

Srinivas Andalam Manohar – Teacher, HHS – 06/04/2024 (Resignation)

John Bliffen – Teacher, DSPMS – 06/03/2024 (Probationary Release)

Ethan Cain – Teacher, CK8 – 06/04/2024 (Resignation)

Sara Carbonell – Teacher, FCMS – 06/03/2024 (Probationary Release)

Alexandria Claudio – Teacher, WHMS – 06/03/2024 (Probationary Release)

Stephanie D’Anna – Teacher, EK8 – 06/04/2024 (Resignation)

Angeline del Pilar – Teacher, DES – 06/04/2024 (Resignation)

Mary Dodolak – Teacher, MES – 06/03/2024 (Probationary Release)

Yasmin Elward – Teacher, CK8 – 06/04/2024 (Resignation)

Diana Estes – School Social Worker, Student Services – 06/04/2024 (Resignation)

Zilmary Garcia Velasquez – Teacher, FCMS – 06/03/2024 (Probationary Release)

Anessia Gricki – Teacher, FCMS – 06/03/2024 (Probationary Release)

Heidi Heath – Teacher, WHMS – 06/04/2024 (Resignation)

Frances Jackson – Teacher, WWHS – 06/04/2024 (Resignation)

Vandana Kapilesh – Teacher, FCMS – 06/04/2024 (Resignation)

David Kordack – Teacher, ENDV – 06/04/2024 (Retirement)

Amanda Lawson – Teacher, WHMS – 06/04/2024 (Resignation)

Monae McKenzie – Teacher, FCMS – 06/03/2024 (Probationary Release)

Christine Miller – Teacher, MES – 06/04/2024 (Resignation)

Viviana Palka – Teacher, CK8 – 06/04/2024 (Resignation)

Hilary Pellar – Teacher, MES – 06/04/2024 (Resignation)

Nagaraju Pishke – Teacher, HHS – 06/03/2024 (Probationary Release)

Robert Rusk – Teacher, CHS – 06/03/2024 (Probationary Release)

Martha Sobieski – Certified School Counselor, FCMS – 06/03/2024 (Probationary Release)

Deborah Stahl – Teacher, PMS – 06/03/2024 (Probationary Release)

Stephanie Stewart-Vinson – Teacher, FCMS – 06/03/2024 (Probationary Release)

Kerry Thornton – Certified School Counselor, JDFES – 06/03/2024 (Probationary Release)

Victoria Vadell – Teacher, CHS – 06/04/2024 (Resignation)

Thomas Walsh – Teacher, FCMS – 06/03/2024 (Probationary Release)

Michael Warburton – Teacher, DSPMS – 06/03/2024 (Probationary Release)

Andrew Williams – Teacher, FWSHS – 06/03/2024 (Probationary Release)

6. Administrative Leaves

Pamela Loder – Assistant Principal, NCTHS – 05/02/2024 through 06/30/2024 (Intermittent)

7. Administrative Separations

Brent Gaustad – Assistant Principal, HHS – 06/28/2024 (Resignation)

8. Non-instructional and Professional/Technical/Supervisory Leaves

Darren Bartley – Environmental Services Tech III, WWHS – 05/16/2024 through 06/28/2024

Lauren Blackwell – Manager of Federal Programs, Title I – 05/07/2024 through 06/28/2024 (Intermittent)

Haley Davis – Environmental Services Tech I, WHMS – 04/08/2024 through 06/28/2024

Inna Young – Environmental Services Tech III, WHMS – 05/16/2024 through 06/30/2024 (Intermittent)

9. Non-instructional and Professional/Technical/Supervisory Appointments

Yuleissy Candelaria – Environmental Services Tech I, MES – 05/20/2024

Victoria Granger – Students and Families in Transition Specialist, Title I – 05/21/2024

10. Non-instructional and Professional/Technical/Supervisory Separations

Debra Bonak – Paraprofessional PK Handicap, EES – 05/31/2024 (Resignation)

Carrie Clement – Paraprofessional II, DSPMS – 05/21/2024 (Resignation)

Brent Coleman – School Safety Guardian, Office of Safe Schools – 05/31/2024 (Resignation)

Jairo Cordova – Environmental Services Tech I, EK8 – 05/31/2024 (Resignation)

Patricia Dooley – Bus Attendant, Transportation Dept – 05/31/2024 (Resignation)

Jonathan Hidalgo – Athletic Trainer, Academic Services – 04/05/2024 (Resignation)

Devan Kirkland – Paraprofessional PK Handicap, EK8 – 05/16/2024 (Resignation)

Aarika Krawczak – Bus Operator, Transportation Dept – 05/20/2024 (Probationary Release)

Sandra Rivera – Food & Nutrition Assistant Rover, Food & Nutrition Dept – 05/06/2024 (Resignation)

Yanizaleth Ruiz – Bus Operator, Transportation Dept – 05/10/2024 (Resignation)

Peter Russell – Bus Attendant, Transportation Dept – 05/30/2024 (Retirement)

Paula Shaw – Bus Operator, Transportation Dept – 05/10/2024 (Resignation)

Rahmanah Steward-Butler – ISS Monitor, EK8 – 05/31/2024 (Resignation)

Rebekah Walker – Paraprofessional PK Handicap, PGES – 05/31/2024 (Resignation)

Carolyn Yelich – Paraprofessional PK Handicap, PGES – 05/31/2024 (Resignation)

Janine Zanos – School Health Professional, BES – 05/31/2024 (Resignation)

11. Other

Additional Duty, and/or Additional Days/Hours

Ivone Agard – Paraprofessional II ESOL, JDFES (ESOL Summer Camp 2024) – 06/05/2024 – 100 Total Hrs. (ESSER Supplemental Programming)

Amanda Andres – Food and Nutrition Assistant, FWSHS (Summer Paint Crew) – 06/10/2024 – 256 Total Hrs. (General Fund)

Trina Blevins – Reading Coach, FCMS (Data Disaggregation) – 06/10/2024 – 40 Total Hrs. (Title I)

Diana Bordonaba-Rivera – Teacher, SES (ESOL Summer Camp 2024) – 06/05/2024 – 100 Total Hrs. (ESSER Supplemental Programming)

Lisa Caceres – ESOL/Lead Teacher, EK8 (Summer Facilitated Lesson Planning) – 06/10/2024 – 10 Total Hrs. (Title I)

Jason Cephus – Paraprofessional II, FCMS (Summer VPK) – 06/01/2024 – 300 Total Hrs. (VPK)

Elizabeth Coniglio – Teacher, Hernando eSchool (Assessment-Summer Testing) – 07/01/2024 – 30 Total Hrs. (Supplemental School Improvement Grant)

Robin Crawford – Teacher, PGES (Summer VPK) – 06/10/2024 – 300 Total Hrs. (VPK)

Trina Crawford – Teacher on Administrative Assignment, FCMS (Data Disaggregation) – 06/10/2024 – 40 Total Hrs. (Title I)

Toni Cuevas – Reading Coach, EK8 (Summer Facilitated Lesson Planning) – 06/10/2024 – 10 Total Hrs. (Title I)

Hector Escobar – Paraprofessional I ESOL, PMS (ESOL Summer Camp 2024) – 06/05/2024 – 100 Total Hrs. (ESSER Supplemental Programming)

Alfred Holmes – Teacher, WWHS (Summer Paint Crew) – 06/10/2024 – 256 Total Hrs. (General Fund)

Jodi LaRocca – Teacher, NCTHS (Assessment-Summer Testing) – 07/01/2024 – 30 Total Hrs. (Supplemental School Improvement Grant)

Connie Jeppesen – Teacher, BES (Summer VPK) – 06/01/2024 – 155 Total Hrs. (VPK)

Shone Jung – Teacher, CK8 (Assessment-Summer Testing) – 07/01/2024 – 30 Total Hrs. (Supplemental School Improvement Grant)

Debra Kelly – Students and Families in Transition Unaccompanied Youth Specialist, Title I (School & Community Outreach Activities; Identification Support; Attending, planning and conducting PD) – 06/11/2024 – 30 Total Hrs. (ARP-HCY)

Debra Kelly – Students and Families in Transition Unaccompanied Youth Specialist, Title I (School & Community Outreach Activities; Identification Support; Attending, planning and conducting PD) – 07/08/2024 – 150 Total Hrs. (ARP-HCY)

Julia Kelly – Paraprofessional II, WES (Summer VPK) – 06/10/2024 – 120 Total Hrs. (VPK)

Cynthia Kufner – Certified School Counselor, FCMS (Data Disaggregation) – 06/10/2024 – 40 Total Hrs. (Title I)

Dustin Kupcik – District Athletic Director, Academic Services (Athletic Director meetings, facilities visits, Tool Box project, compliance) – 06/05/2024 – 240 Total Hrs. (Millage)

Laura Mendoza – Elementary Assistant, EK8 (Summer Facilitated Lesson Planning) – 06/10/2024 – 10 Total Hrs. (Title I)

Juan Ortiz – Teacher, EK8 (8th Grade Science Boot Camp Teacher) – 04/01/2024 – 5 Total Hrs. (ESSER Supplemental Programming)

Carolyn Piechowicz – Certified School Counselor, Hernando eSchool (Grading Support for Hernando eSchool) – 05/06/2024 – 60 Total Hrs. (Hernando eSchool Budget)

Charlene Ragan – Food and Nutrition Assistant II, JDFES (Summer Paint Crew) – 06/10/2024 – 256 Total Hrs. (General Fund)

Jillian Roman – Teacher, EK8 (Assessment-Summer Testing) – 07/01/2024 – 30 Total Hrs. (Supplemental School Improvement Grant)

Bruce Royce, Jr. – Computer Lab Manager, WWHS (Summer Paint Crew) – 06/10/2024 – 256 Total Hrs. (General Fund)

Leslie Shephard – Paraprofessional ESE, DES (Summer VPK) – 06/01/2024 – 300 Total Hrs. (VPK)

Brandy Sladek-Carsillo – Teacher, WWHS (Assessment-Summer Testing) – 07/01/2024 – 30 Total Hrs. (Supplemental School Improvement Grant)

James Slone – Paraprofessional ESE, SHES (Summer Paint Crew) – 06/10/2024 – 256 Total Hrs. (General Fund)

James Slone – Paraprofessional ESE, SHES (Summer VPK) – 06/10/2024 – 300 Total Hrs. (VPK)

Wilson Sommer – ESE Specialist, Exceptional Student Support (Summer Facilitated Lesson Planning) – 06/05/2024 – 20 Total Hrs. (Title I)

Nicole Stanina – School Social Worker, WES (Summer Facilitated Lesson Planning) – 06/05/2024 – 20 Total Hrs. (Title I)

Patricia Sullivan – Paraprofessional PK Handicap, PGES (Summer VPK) – 06/10/2024 – 300 Total Hrs. (VPK)

Colleen Talpa – Teacher, HHS (Assessment-Summer Testing) – 07/01/2024 – 30 Total Hrs. (Supplemental School Improvement Grant)

Vanessa Torres – Students and Families in Transition Specialist, Title I (School & Community Outreach Activities; Identification Support; Attending, planning and conducting PD) – 06/11/2024 – 30 Total Hrs. (ARP-HCY)

Katya Villodas-Ramos – Paraprofessional II ESOL, FCMS (ESOL Summer Camp 2024) – 06/05/2024 – 100 Total Hrs. (ESSER Supplemental Programming)

Alwayne Wallace – Teacher, FCMS (Extended Learning/Grade Recovery/Bootcamp) – 04/08/2024 – 58 Total Hrs. (Title I)

Ariel White – Teacher, EES (Summer VPK) – 06/05/2024 – 300 Total Hrs. (VPK)

Melissa Wilkerson – College and Career Specialist, Academic Services (Grading Support for Hernando eSchool) – 05/06/2024 – 60 Total Hrs. (Hernando eSchool Budget)
Roxanne Witt – Teacher, FCMS (Assessment-Summer Testing) – 07/01/2024 – 30 Total Hrs. (Supplemental School Improvement Grant)
Maria Woop – Teacher on Administrative Assignment, WES (Summer Facilitated Lesson Planning) – 06/05/2024 – 20 Total Hrs. (Title I)
Martha Zopf – Teacher on Administrative Assignment, Academic Services (Summer VPK) – 05/23/2024 – 155 Total Hrs. (VPK)

Approve Teacher(s), Tutoring (CK8) – 04/18/2024 – 10 Total Hrs. (Title I)

Eyvonne Bognetti
Nicole Hagler
Kelly Kamin
Briana Ray
Lindsay Ryan
Heather Zielinski

Approve Teacher(s), Tutoring (EK8) – 04/18/2024 – 10 Total Hrs. (Title I)

Denise Manning
Lisa McIntyre

Approve Teacher(s), Summer Camps Travel/Government Property Inventory (CHS) – 06/01/2024 – 160 Total Hrs. (General Fund)

Christian Cruz
Michael Santiago

Approve Teacher(s), Summer Facilitated Lesson Planning (WES) – 06/05/2024 – 4 Total Hrs. (Title I)

Phyllis Addie
Theresa Badala
Cheryl Baeza
Loren Ballard
Christine Blevins
Adrienne Boysel
Tracey Burke
Thomas Child
Heather Cochrane
Daniel Cohen
April Crisci
Tina Deets
Michael Dimuro
Christine Ferro
Rebecca Fields
Kimberly Gibson
Krista Hagen
Amy Howard
Emily Joswick
Jennifer Kelly
Jennifer Lane
Tracy Maeder
Deanna Molina
Brenda Morris-Mercer
Danielle Parshook

Theresa Reed
Brittany Rhoads
Dawn Rivera
Gisette Roebuck-Korman
Chelsi Schauss
Alyssa Thibodeaux
Kelly Thompson
Donna Urban
Scott Urban
Jaqueline Weimern
Allison Williams

**Approve Teacher(s), Summer Facilitated Lesson Planning (EK8) – 06/10/2024 – 10 Total Hrs.
(Title I)**

Jessica Adams
Nicole Anderson
Haley Box
Lindsay Caldwell
Jennifer Campbell
Emilie Cannon
Shelley Colston
Ann Connell
Katherine Cubillo
Sara Currier
Anne Daigle-McDonald
Tina Elefante-Edwards
Jocelyn Fischer
Tiffany Foti
Cassidy Green
Nicole Hagler
Beth Huntley
Kelly Kamin
Jennifer Kruck
Jessica Langdon
Denise Manning
Almark Martin
Jennifer McDowell
Lisa McIntyre
Kristin Melton
Amber Murphy
Tamela Neuwirth
Toni Olsson
Juan Ortiz
Toni Palmieri-Ortiz
Briana Ray
Tammy Rodriguez
Jillian Roman
Julia Rivera
Keshia Russell
Lindsay Ryan
Bethany Seitz
Philip Scire
Kaitlin Toler

Sara Toxen
Jeanette Wadsworth
Heather Zielinski

Approve Bus Operator(s), Youth Mental Health First Aid Training (Transportation Dept) – 05/13/2024 – 6.5 Total Hrs. (Mental Health)

Kodi Allen
Johnny Bonner Jr
Diallo Bryant
Sandra Descault
Michelle Holtzlander
Misty Holtzlander
John Kuhn
Cindy Laskowski
John Mannino
Joan McNiff
Loren Opperman
Aurea Ortiz
Cynthia Randall
Stacey Redman
Octavio Rubert
Steven Speir Jr
Penny Turner
Wayne Zierden

Approve Bus Attendant(s), Youth Mental Health First Aid Training (Transportation Dept) – 05/13/2024 – 6.5 Total Hrs. (Mental Health)

Susan Bonner
Odalis Galan
Shamanique Hall
Tina Horan
Latoya Nathan
John Rabideau
Tedra Sanders
Taresh Smith

Approve Substitute Bus Staff, Youth Mental Health First Aid Training (Transportation Dept) – 05/13/2024 – 6.5 Total Hrs. (Mental Health)

Angel Corujo
Ashley Rossi
Daina Simons
Richard Smith

Approve Office Clerk(s), Youth Mental Health First Aid Training (WWK8) – 03/15/2024 – 6.5 Total Hrs. (Mental Health)

Elizabeth Proietto
Tina Gamino

Approve Students and Families in Transition Specialist(s), School & Community Outreach Activities; Identification Support; Attending, planning, and conducting PD (Title I) – 07/08/2024 – 150 Total Hrs. (ARP-HCY)

Pamela Barron
Vanessa Torres

Approve Associate Teacher Substitute(s), Facilitated Lesson Planning-ATS (Human Resources) – 06/05/2024 – 10 Max Total Hrs. (General Fund)

Jennifer Blakely
Rachel Guido
Amy Hunter
Rachel Jarrett-Pettigrew
Victor Jimenez
Taylor Neblock
Yvette Novomestky
Kathleen Pritchard
Damari Sierra Rivera
Fiona Varno
Chasity Willman

Approve ESOL/Lead Teacher(s), ESOL Summer Camp 2024 (Title I) – 06/05/2024 – 125 Max Total Hrs. (ESSER Supplemental Programming)

Pamela Gauvin
Lizette Moreno
Kathleen Santana

Approve Teacher(s), Data Disaggregation (FCMS) – 06/10/2024 – 48 Max Total Hrs. (Title I)

Tina Hall
Tiffany Howland
Kelly Pelfrey
Roxanne Witt

Approve Instructional Practices Coaches, Data Disaggregation (FCMS) – 06/10/2024 – 40 Total Hrs. (Title I)

David Schlechter
Danielle Zammetti

Approve Instructional Technology Specialist(s), Developing IT professional learning, Supporting facilitated lesson planning (Academic Services) – 06/10/2024 – 80 Total Hrs. (Millage)

Corey Duncan
Nadia Helton King
Vanessa Hurd

Approve Bus Operator(s), Summer Paint Crew (Transportation Dept) – 06/10/2024 – 256 Total Hrs. (General Fund)

Sandra Descault
Michelle Holtzlander
Misty Holtzlander
Kimberly Howe
John Kuhn
John Pazar
Octavio Rubert
Penny Turner
Marcia Vicente

Approve Bus Attendants(s), Summer Paint Crew (Transportation Dept) – 06/10/2024 – 256 Total Hrs. (General Fund)

Samuel Nunes
Charles Shortt

**Approve Food and Nutrition Assistant(s), Summer Paint Crew (JDFES) – 06/10/2024 – 256
Total Hrs. (General Fund)**

Mariam Obeid
Elizabeth Spalding

Approve Teacher(s), Summer VPK (WES) – 06/10/2024 – 190 Max Total Hrs. (VPK)

Jennifer Kelly
Jennifer Lane

12. Drop Program Participant(s)

Maureen Keiper

13. Supplements - see attached list(s)

Running Total (Per Attached List) 2023-2024 School Year

\$	2,807,497.30	Instructional
\$	103,135.55	Noninstructional
\$	2,910,632.85	Sub-Total
\$	652,563.88	Benefits (22.42%)
\$	3,563,196.73	Total

2023 - 2024 ESOL: Out-of-Field Teachers

Agenda June 11, 2024

Site	Last Name	First Name	Assignment	Total Points Needed	Required Points This Year	Total Points Completed as of 4/25/24	Class Taken	Category
381	Martin	Almark	Elem Ed	300	60	0	0	1
				300	60	0	0	1
				300	60	0	0	1

NONINSTRUCTIONAL, PROFESSIONAL/TECHNICAL & ADMINISTRATIVE SUPPLEMENTS 2023/2024			
		Board Action 6/11/2024	
Bishop, Lisa	WHMS	Invasive Procedure - eff 8/16/23	\$ 741.89
		Total From Previous Agenda 5/28/24	\$ 102,393.66
		Total Noninstructional/PTS/Adm. Supplements	\$ 103,135.55



Hernando School District

School Board Regular Meeting

Agenda Item # 9. 24-2315

6/11/2024

Title and Board Action Requested

Approve overnight field trip/travel for WWHS Yearbook Staff to Kissimmee, FL to attend the 24-25 Yearbook Seminar on June 18 - 20, 2024

Executive Summary

The Principal of WWHS, Edward Larose, on behalf of the Superintendent of Schools, hereby requests the Board approve the 24-25 Yearbook Seminar overnight for June 18-20, 2024.

My Contact

Dawn Ali-Carr, Yearbook Advisor
407-376-0920
ali-carr_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.



Phone
(352) 797-7029

Website:
www.hernandoschools.org/schools/weeki-wachee-high-school

Weeki Wachee High School
12150 Vespa Way
Weeki Wachee, FL 34614

Fax
(352) 797-7129

Facebook:
www.facebook.com/wwhsbuzz/



To Whom It May Concern,

Edward LaRose
Principal

I am writing to request permission for our Journalism students to attend the Florida Yearbook Seminar 2024 to dive into the world of journalism, book production, photography, and computer skills, scheduled from June 18th to June 20th.

Mildred
Murrman-
Dudley
Assistant
Principal

The primary objective of our participation in the Yearbook Seminar is to provide our students hands on training on how yearbooks are made. Meet and hear from nationally recognized instructors on all thing's yearbooks. Attend several general session and work to build lasting relationships with their staff. Meet with a professional cover artist who will assist in bringing their yearbook ideas to life. Through training sessions, students will go home with yearbook plans in place to have a successful year.

Our local representative is Steve Ferguson steve.ferguson@balfour-rep.com 727.488.3374. He, among other Florida representatives, will be present at the seminar.

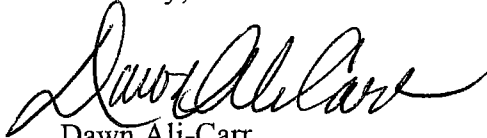
Attached is the itinerary for our trip, which includes accommodations at the Embassy Suites by Hilton Orlando for 2 nights, all meals, and classes in Leadership, editing, photography, advising, and tools for designing.

John Weaver
Assistant
Principal

The estimated cost per student is \$400, covering all expenses for the 3-day, 2-night stay.

Thank you for considering our request,

Sincerely,


Dawn Ali-Carr,
Yearbook Advisor

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) <i>Alcar</i>	FIRST <i>Dawn</i>	INITIAL <i>C</i>	EMPLOYEE I.D. NUMBER <i>10571</i>
POSITION <i>Teacher</i>			SCHOOL/COST CENTER <i>111118</i>

Except in the case of an emergency, all leave, other than sick leave, must be approved in advance. If the request for sick leave is pre-planned (i.e. doctor's appointment), it must be pre-approved. For sick leave absences that are not pre-planned, this form must be completed upon return within five (5) working days.

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

This leave is requested: ☐ With Pay ☒ Without Pay ☐ Substitute Needed

- ☐ Sick Leave
☐ Personal Leave (charged to Sick Lv.)
☐ Personal Leave (Without Pay)
☐ Professional Leave
☒ Other _____

- ☐ Worker's Comp
☐ Military Leave
☐ Vacation Leave
☐ Temporary Duty (Attach documentation)
☐ Compensatory Time (non-exempt employees only)

***Note:** This leave does not constitute any salary in addition to that which the individual would normally receive for the dates indicated herein.

- ☐ Per Diem
☐ Mileage
☐ Meals
☐ Hotel Expense (Single Room Rate)

Number of Hours Requested *72 Hrs.*

Purpose/Benefit (DO NOT use acronyms) *Yearbook Annual Seminar*

Destination *Embassy Suites Kissimmee, FL*

BEGINNING		ENDING	
Day of Week <i>Tuesday</i>	Time <i>6:00</i> AM PM	Day of Week <i>Thursday</i>	Time <i>2:00</i> AM PM
Date <i>6/18</i>		Date <i>6/20</i>	

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

☒ Signature of Applicant *Dawn Alcar*

Date *20 May 2024*

FOR OFFICE USE ONLY:

☒ APPROVED

☐ NOT APPROVED

Site Administrator/Supervisor *[Signature]*

Date *5/21/24*

Project Director (if applicable) _____

Date _____

TO BE COMPLETED BY PRINCIPAL OR SUPERVISOR AND SUBMITTED WITH THE REGULAR PAYROLL.

This leave constitutes _____ hour(s) for the regular employee listed above.

Name of substitute(s) (if any): _____

Amount of Time substituting:

_____ hours: _____ days.
 _____ hours: _____ days.

Complete Section A or B; and C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -										
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
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____

B. Item Currently Not Budgeted -**							
Funding Source	Student Self Pay						
Account Name	Journalism Account						
Account Number	8020	9800	3310	0391	22000	00000	
	Fund	Function	Object	Cost Center	Project	Sub Project	
Amount	\$ 2,800.00						

Funding Source	_____						
Account Name	_____						
Account Number	_____	_____	_____	_____	_____	_____	
	Fund	Function	Object	Cost Center	Project	Sub Project	
Amount	\$ _____						

C. History	
Check one:	
Prior Year Budget:	<input checked="" type="radio"/>
New for Current Year:	<input type="radio"/>
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 # 10. 24-2321

6/11/2024

Title and Board Action Requested

Approve the Contractual Service Agreement between Pasco-Hernando State College and Hernando County School District for Wilton Simpson Technical College

Executive Summary

The Director of Adult and Technical Education, on behalf of the Superintendent of Schools, hereby requests the Board approval for the Contractual Agreement between Pasco-Hernando State College and Hernando County School District for Wilton Simpson Technical College.

My Contact

Sophia Watson
Director, Wilton Simpson Technical College
352-797-7018

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

There is no cost for this agenda item. There was no cost for the previous fiscal year. If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved.

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.

Contractual Service Agreement
Between
Pasco-Hernando State College
And
Hernando County School District
Wilton Simpson Technical College

This Contractual Service Agreement is made by and between Pasco-Hernando State College, hereafter referred to as PHSC, and the Hernando County School District hereafter referred to as HCSD and the Wilson Simpson Technical College, hereafter referred to as WSTC.

This agreement covers the period beginning July 1, 2024 and ending June 30, 2025.

WHEREAS PHSC AND the HCSD, WSTC wish to collaborate in the administration of the 2024-25

Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Postsecondary Grant project. The partnership herein will provide for the enhancement of the existing postsecondary career and technical educational programs in Hernando County by maximizing the use of resources and by collaborating on services offered in the educational service area. The funds will be used to provide the following mutually beneficial services to Career & Technical Education (CTE) students served by the postsecondary career and technical institutions.

- Improve, or expand access to career planning services and work-based opportunities for CTE students.
- Develop, improve, or expand career access opportunities and industry related job placement for CTE students.

THEREFORE, in consideration of the mutual agreement in the provisions, terms, and conditions herein set forth, the HCSD, WSTC, and PHSC mutually agree to the following:

1. HCSD, WSTC Agrees:
 - a) Provide access to CTE students for the purpose of delivering services outlined in this agreement.
 - b) Collaborate with PHSC in the administration of the 2024-25 Perkins V Postsecondary Grant project.
2. PHSC Agrees:
 - a) Treat as confidential any student information received pursuant to this agreement.

- b) To serve as fiscal agent for the funds received from the Carl D. Perkins Postsecondary Grant, and as such, will be the administrative entity in the management of the grant funds.
- c) Process the payroll from the Perkins V Postsecondary grant funds for the Placement Coordinator for Workforce Programs.
- d) To provide the Florida Department of Education with all necessary documentation, reports, etc., as required for grant funds.

3. PHSC and the HCSD, WSTC mutually agree that:

- a) Funds made available through the Perkins V Postsecondary grant will be used by partners in accordance with existing Florida Department of Education grant guidelines and the approved grant project.
- b) This Collaborative Partnership Agreement may be terminated by either party at any time upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF the parties caused this agreement to be executed by their duly Authorized officials.

Jesse Pisors Ed.D., President

Date

John Stratton, Superintendent of Hernando County Schools

Date

Approved as to form
& content for HCSB:
S^çã Á È ù ||ãæ
Ced !} ^ ^ ÉÓÜBP
3:42 pm, May 20, 2024

A. Item Currently Budgeted -**No Financial Impact**

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
\$		\$		\$		\$		\$		\$

B. Item Currently Not Budgeted -**

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: \$

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 # 11. 24-2337

6/11/2024

Title and Board Action Requested

Approve Out of State Field Trip for Students of Nature Coast Technical High School (NCTHS) to Washington, DC to Attend the Annual Senior Class Trip from March 30 - April 4, 2025

Executive Summary

The Principal Toni-Ann Noyes of NCTHS, on behalf of the Superintendent of Schools, hereby requests the Board to approve the out of state field trip for students of NCTHS to Washington, DC to attend the Annual Senior Class Trip from March 30 - April 4, 2025.

My Contact

Tara Ferlita, NCTHS
352-797-7088 ext. 234

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 2025 is requesting to visit Washington DC in the spring of 2025. This will be the school's 10th trip as a senior class to the Nation's Capital. Our ideal dates to travel will be Sunday, March 30th through Friday, April 4th of 2025. We would like to request a date range of 3/28/25 through 4/8/25. 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 2024 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 we have deposits from students attending the trip. Airlines require an exact number of passengers flying when booking a group reservation and we are given a 2-week window pay the \$50 per ticket deposit. Airlines require the deposit to be paid with a credit card as well as the remaining balance typically due in February prior to the trip. 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 \$1150. 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 2024 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

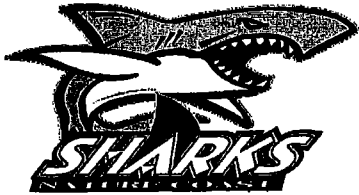
Hotel room	@ \$428.20
Flight	@ \$492.16
Metro Cards	@ \$43.33
Dinners	@ \$150.00
Sponsorship shirts	@ \$20.00
Total estimated cost of trip	@ \$1133.69

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 \$1150 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. Rumor has it that China will be sending a new set of pandas, and they should be there by 2025!!
- 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

A. Item Currently Budgeted -

Account Name	Senior Class Trip - Washington DC					
Account Number	8020	3000	9130	0351	92200	2025
	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 -**

Funding Source	Fees & Fundraising & Sponsors					
Account Name	Class of 2025					
Account Number	8020	3000	9130	0351	92200	2025
	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: \$

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 # 12. 24-2345

6/11/2024

Title and Board Action Requested

Approve the Overnight Field Trip for Maritza James, F.W. Springstead High School (SHS) Yearbook Club Sponsor and Students to Kissimmee, Florida to Attend the Balfour Florida Yearbook Seminar from June 18, 2024 - June 21, 2024.

Executive Summary

The Principal, Dana Pearce of SHS, on behalf of the Superintendent of Schools, hereby requests the Board to approve the overnight field trip for the students of the SHS Yearbook Club to Kissimmee, Florida to attend the Balfour Florida Yearbook Seminar from June 18, 2024 - June 21, 2024.

My Contact

Dana Pearce, SHS
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	EMPLOYEE I.D. NUMBER
James		Maritza	J	12047
POSITION				SCHOOL/COST CENTER
TEACHER				SHS

Except in the case of an emergency, all leave, other than sick leave, must be approved in advance. If the request for sick leave is pre-planned (i.e. doctor's appointment), it must be pre-approved. For sick leave absences that are not pre-planned, this form must be completed upon return within five (5) working days.

TO BE COMPLETED BY APPLICANT:

I hereby apply for: _____ This leave is requested: ☐ With Pay ☒ Without Pay ☐ Substitute Needed

<input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal Leave (charged to Sick Lv.) <input type="checkbox"/> Personal Leave (Without Pay) <input type="checkbox"/> Professional Leave <input type="checkbox"/> Other _____	<input type="checkbox"/> Worker's Comp <input type="checkbox"/> Military Leave <input type="checkbox"/> Vacation Leave <input checked="" type="checkbox"/> Temporary Duty (Attach documentation) <input type="checkbox"/> Compensatory Time (non-exempt employees only)	<div style="border: 1px solid black; padding: 2px; font-size: small;"> *Note: This leave does not constitute any salary in addition to that which the individual would normally receive for the dates indicated herein. </div> <input type="checkbox"/> Per Diem <input type="checkbox"/> Mileage <input type="checkbox"/> Meals <input type="checkbox"/> Registration <input type="checkbox"/> Hotel Expense (Single Room Rate)
--	---	---

Number of Hours Requested _____

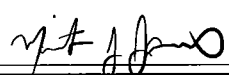
Purpose/Benefit (DO NOT use acronyms) FLORIDA YEARBOOK SEMINAR


Destination Embassy Suites by Hilton Orlando Lake Buena Vista

BEGINNING	ENDING
Time <u>7:00</u> AM _____ PM _____	Time <u>11:00am</u> AM _____ PM _____
Day of Week <u>Tuesday</u> Date <u>6/18/24</u>	Day of Week <u>Friday</u> Date <u>6/21/24</u>

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:	TRAVEL EXPENSE CHARGED TO:																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">FUND</th> <th style="width:10%;">FUNCTION</th> <th style="width:10%;">OBJECT</th> <th style="width:10%;">CENTER</th> <th style="width:10%;">PROJECT</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	FUND	FUNCTION	OBJECT	CENTER	PROJECT						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">FUND</th> <th style="width:10%;">FUNCTION</th> <th style="width:10%;">OBJECT</th> <th style="width:10%;">CENTER</th> <th style="width:10%;">PROJECT</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	FUND	FUNCTION	OBJECT	CENTER	PROJECT					
FUND	FUNCTION	OBJECT	CENTER	PROJECT																	
FUND	FUNCTION	OBJECT	CENTER	PROJECT																	

X Signature of Applicant  Date 5/30/24

FOR OFFICE USE ONLY:	
Site Administrator/Supervisor <u></u>	<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
Date <u>5/21/24</u>	
Project Director (if applicable) _____	Date _____

TO BE COMPLETED BY PRINCIPAL OR SUPERVISOR AND SUBMITTED WITH THE REGULAR PAYROLL.	
This leave constitutes _____ hour(s) for the regular employee listed above.	
Name of substitute(s) (if any): _____	Amount of Time substituting:
_____	_____ hours: _____ days.
_____	_____ hours: _____ days.

A. Item Currently Budgeted -

Account Name	Yearbook									
Account Number	8020	9800	3310	0181	92400	43500				
	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
\$ 15383.06		\$ 0		\$ 0		\$ 15,383.06		\$ 8000		\$ 7383.06

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 -**

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: \$ **6000**

Prior Year Actual Spent: \$ **5588.0**

**** 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. 24-2251

6/11/2024

Title and Board Action Requested

Approve the job description Director of Finance & Budget and the job description changes that were affected by the reorganization of Business Services.

Executive Summary

The Director of Finance, on behalf of the Superintendent of Schools, hereby requests the Board approve the job description Director of Finance and approve the updated job descriptions for the Finance Department that were affected by the superintendent's reorganization. Updates have been made to existing job descriptions such as who the employee reports to, along with minor changes.

My Contact

Joyce McIntyre
Director of Finance
(352)797-7004 ext.438

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

The cost for this agenda item is \$0, see attached budget sheet. The cost for the previous fiscal year was \$0.

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 Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF FINANCE & BUDGET

Required Qualifications:

- Bachelor's degree in finance or accounting from an accredited educational institution
- Minimum of five (5) years successful experience in financial accounting or auditing with at least two (2) of the five (5) years in a public school district or governmental entity
- Knowledge of State Board of Education rules and School Board policy
- Must possess a valid Florida driver's license

Desired Qualifications:

- Previous experience in governmental fund accounting
- Extensive experience in areas of finance, budget, and other related functions in a school system or governmental agency

Performance Responsibilities:

- Responsible for the preparation and submission of the applicable local and state budget documents required by law
- Monitor and report the status of the district's revenue and expenditures
- Plan, organize, and direct activities of the Finance Department in a manner which conforms with the Governmental Accounting Standards Board, the accepted standards of the accounting profession, and the rules of the State Board of Education
- Maintain uniform system of financial accounting and reporting
- Analyze budget requests and prepare cost comparisons
- Assist school and district administration with preparing and monitoring budget
- Assist school and district administration with resolving budget problems
- Approve budget transfers as directed, make recommendations, and calculate budget allocations to schools based on FTE
- Prepare Annual Financial Report (AFR)
- Review journal entries, cash receipts, budget amendments, and wire transfers
- Oversee the district's cash management, debt service, and investment plan
- Oversee the accounting of school internal funds
- Oversee the financial activities and compliance for charter schools
- Coordinate annual external audits by the Auditor General or external CPA firms
- Develop, recommend, and implement corrective actions relative to any financial deficiencies identified in audits
- Provide leadership, coordination, and supervision in the areas of budget, finance, grants, and internal accounts

- Supervise assigned staff, conduct annual evaluations, and make appropriate personnel recommendations
- Demonstrate initiative in identifying potential problems and opportunities for improvement and take appropriate action
- Keep Chief Financial Officer abreast of all ongoing situations, program changes, and practices in the areas of assigned responsibility
-

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Chief Financial Officer and/or designee

Evaluation:

Evaluated by the Chief Financial Officer and/or designee

Terms of Employment:

12-month

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

75005

Board Approved:

Revised:

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTANT

Required Qualifications:

- Bachelor's Degree from an accredited educational institution in Accounting, Business or related field and three years of professional business experience related to accounting and or banking. Or an associate degree from an accredited educational institution in Accounting, Business or related field and 5 years of progressively responsible professional business experience related to accounting and or banking.
- Knowledge of auditing procedures
- Must possess a Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools

Performance Responsibilities:

- Monitor all daily bank balances for all funds and determine daily cash requirements
- Prepare monthly bank reconciliations
- Assist in the investment of excess funds in accordance with the District's Board-approved Investment Policy
- Act as representative for all bank institutions for the district and school internal bank accounts
- Advise ~~Chief Financial Officer~~Director of Finance on the status of cash, investments, and debt on a regular basis
- Assist in the coordination of the reconciliation of special journals, subsidiary ledgers, and cash
- Assist in the analysis, review, and reconciliation of general ledger accounts
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Assist with balancing general ledgers
- Initiate and record wire transfers as requested and authorized by accounting personnel
- Initiate and record funding of payroll and accounts payable disbursements
- Assist in the preparation and coordination of monthly and annual financial statements
- District liaison for providing reports for outside auditors

- Assist bookkeepers by resolving finance and internal accounts related issues, including issues on internal accounts, monthly financial reports, annual close out procedures, and accounting software related issues
- Assist Charter and Private schools resolving finance related issues and prepare FEFP worksheet and make necessary adjustments throughout the fiscal year during survey periods
- Assist ~~Director of Finance~~Chief Financial Officer with Year End Annual Financial Statement notes
- Prepare annual debt schedules
- Provide backup to department as needed
- Respond to inquiries and concerns in a timely manner
- Keep ~~Director of Finance~~Chief Financial Officer informed of potential problems or unusual events
- Represent the District in a positive professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the ~~Director of Finance~~Chief Financial Officer or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the ~~Director of Finance~~Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by the ~~Director of Finance~~Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

75031

Board Approved: 3/13/12

Revised: 07/06/2015, 10/13/2020, 07/26/2022

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTANT

Required Qualifications:

- Bachelor's Degree from an accredited educational institution in Accounting, Business or related field and three years of professional business experience related to accounting and or banking. Or an associate degree from an accredited educational institution in Accounting, Business or related field and 5 years of progressively responsible professional business experience related to accounting and or banking.
- Knowledge of auditing procedures
- Must possess a Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools

Performance Responsibilities:

- Monitor all daily bank balances for all funds and determine daily cash requirements
- Prepare monthly bank reconciliations
- Assist in the investment of excess funds in accordance with the District's Board-approved Investment Policy
- Act as representative for all bank institutions for the district and school internal bank accounts
- Advise Chief Financial Officer on the status of cash, investments, and debt on a regular basis
- Assist in the coordination of the reconciliation of special journals, subsidiary ledgers, and cash
- Assist in the analysis, review, and reconciliation of general ledger accounts
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Assist with balancing general ledgers
- Initiate and record wire transfers as requested and authorized by accounting personnel
- Initiate and record funding of payroll and accounts payable disbursements
- Assist in the preparation and coordination of monthly and annual financial statements
- District liaison for providing reports for outside auditors
- Assist bookkeepers by resolving finance and internal accounts related issues, including issues on internal accounts, monthly financial reports, annual close out procedures, and accounting software related issues

- Assist Charter and Private schools resolving finance related issues and prepare FEFP worksheet and make necessary adjustments throughout the fiscal year during survey periods
- Assist Chief Financial Officer with Year End Annual Financial Statement notes
- Prepare annual debt schedules
- Provide backup to department as needed
- Respond to inquiries and concerns in a timely manner
- Keep Chief Financial Officer informed of potential problems or unusual events
- Represent the District in a positive professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the Chief Financial Officer or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by the Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

75031

Board Approved: 3/13/12

Revised: 07/06/2015, 10/13/2020, 07/26/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTING ASSISTANT

Required Qualifications:

- High School Diploma
- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools
- Knowledge of auditing procedures

Desired Qualifications:

- A.A Degree in Accounting or business related degree
- Minimum of two(2) years of similar accounting experience

Performance Responsibilities:

- Receive, sort and verify invoices and purchase orders and process them for payment as required
- Identify any problems with invoices and report to ~~Director of Finance~~ Chief Financial Officer when necessary
- Review travel vouchers and ensure compliance with District policy prior to paying
- Review and approve Purchasing Card purchases
- Be responsible for reconciling accounts payable prior to check run
- Prepare and post cash receipts and revenue journal entries
- Input and analyze SATSY as part of the annual program cost report
- Record payment of all sales tax deposits in the district's financial records
- Be responsible for preparing tangible property tax claims to Property Appraiser
- Assist in the preparation of various financial reports and statements
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep ~~Director of Finance~~ Chief Financial Officer informed of potential problems and unusual events
- Perform other duties as assigned by the ~~Director of Finance~~ Chief Financial Officer and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the ~~Director of Finance~~ Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by the ~~Director of Finance~~ Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75032

Board Approved: 08/18/1998

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 3/13/12, 7/6/2015, 07/26/2022

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTING ASSISTANT

Required Qualifications:

- High School Diploma
- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools
- Knowledge of auditing procedures

Desired Qualifications:

- A.A Degree in Accounting or business related degree
- Minimum of two(2) years of similar accounting experience

Performance Responsibilities:

- Receive, sort and verify invoices and purchase orders and process them for payment as required
- Identify any problems with invoices and report to Chief Financial Officer when necessary
- Review travel vouchers and ensure compliance with District policy prior to paying
- Review and approve Purchasing Card purchases
- Be responsible for reconciling accounts payable prior to check run
- Prepare and post cash receipts and revenue journal entries
- Input and analyze SATSY as part of the annual program cost report
- Record payment of all sales tax deposits in the district's financial records
- Be responsible for preparing tangible property tax claims to Property Appraiser
- Assist in the preparation of various financial reports and statements
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Chief Financial Officer informed of potential problems and unusual events
- Perform other duties as assigned by the Chief Financial Officer and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by the Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75032

Board Approved: 08/18/1998

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 3/13/12, 7/6/2015, 07/26/2022

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTING CLERK

Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices and procedures
- Knowledge of general bookkeeping procedures
- Ability to deal effectively with other personnel
- General computer knowledge

Performance Responsibilities:

- Process district-wide purchase orders and invoices
- Input, balance, and maintain files on all accounts payable
- Operate and monitor the check signing and bursting of all accounts payable and insurance checks
- Prepare and process all manual checks for payment
- Be responsible for the daily bank deposits and preparation of cash receipts of all monies received district-wide
- Prepare, enter, and post all journal entries, fund transfers and cash receipts
- Check all time sheets for assigned sites for accuracy; enter data for subs, extra duty, leave forms and calculate average salary for overtime for employees with two (2) positions; edit and balance for processing
- Process meal reimbursement requests
- Process use of vehicle reports for entry
- Verify first check calculation letters and send with checks
- Verify hourly Personnel Action forms, check rates, position control number and deductions for FRS, FICA, FICA Alt., etc.
- Sign checks in the Technology Information Services Department; separate checks and direct deposit forms for delivery and mail
- Process, verify and update all direct deposit authorizations, credit union deductions and W4 forms as required
- Prepare report for Unemployment Compensation Claims to be paid
- Complete employment verifications and return to proper agencies
- Open and distribute mail
- Verify and complete various annual reports and enter totals in mainframe
- Operate switchboard as required
- Perform other duties as assigned by the ~~Director of Finance~~ Chief Financial Officer and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the ~~Director of Finance~~ Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by ~~Director of Finance~~ Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level D

Job Code:

75093

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 7/26/2022

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ACCOUNTING CLERK

Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices and procedures
- Knowledge of general bookkeeping procedures
- Ability to deal effectively with other personnel
- General computer knowledge

Performance Responsibilities:

- Process district-wide purchase orders and invoices
- Input, balance, and maintain files on all accounts payable
- Operate and monitor the check signing and bursting of all accounts payable and insurance checks
- Prepare and process all manual checks for payment
- Be responsible for the daily bank deposits and preparation of cash receipts of all monies received district-wide
- Prepare, enter, and post all journal entries, fund transfers and cash receipts
- Check all time sheets for assigned sites for accuracy; enter data for subs, extra duty, leave forms and calculate average salary for overtime for employees with two (2) positions; edit and balance for processing
- Process meal reimbursement requests
- Process use of vehicle reports for entry
- Verify first check calculation letters and send with checks
- Verify hourly Personnel Action forms, check rates, position control number and deductions for FRS, FICA, FICA Alt., etc.
- Sign checks in the Technology Information Services Department; separate checks and direct deposit forms for delivery and mail
- Process, verify and update all direct deposit authorizations, credit union deductions and W4 forms as required
- Prepare report for Unemployment Compensation Claims to be paid
- Complete employment verifications and return to proper agencies
- Open and distribute mail
- Verify and complete various annual reports and enter totals in mainframe
- Operate switchboard as required
- Perform other duties as assigned by the Chief Financial Officer and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level D

Job Code:

75093

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 7/26/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

BUDGET ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Support the ~~Director of Budget~~Chief Financial Officer in managing all operations and functions consistent with District priorities and goals
- Assist with the development of the annual budget
- Analyze budget documents to identify discrepancies to ensure compliance with related policies and procedures and advise of budget changes and reclassifications if needed
- Prepare required reports on various projects, grants, and categorical programs throughout the fiscal year
- Post budget transfers as requested by schools and departments
- Create new projects and account strips in Skyward as needed; maintain/edit account strips and project codes
- Independently compose and prepare monthly budget to actual reports for ~~Director of Budget~~Chief Financial Officer to review and for distribution to the departments
- Prepare quarterly budget amendment reports for Board approval
- Review and reconcile payroll liability accounts monthly and annually
- Prepare journal entries for budget adjustment and amendments
- Prepare annual calculations for salary increases
- Prepare end of year compensated absence report
- Act in a lead capacity and review work of and provide training to staff
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others

- All work responsibilities are subject to having performance goals and/or targets established
- Maintain focus and attention
- Other duties as assigned by the ~~Director of Budget~~Chief Financial Officer
- Keep ~~Director of Budget~~Chief Financial Officer informed of potential problems or unusual events
- Sustain focus and attention
- Perform other duties as directed by ~~Director of Budget~~Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the ~~Director of Budget~~Chief Financial Officer &/or designee

Evaluation:

Evaluated by the ~~Director of Budget~~Chief Financial Officer &/or designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

75030

Board Approved: 10/25/22
Revised:

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

BUDGET ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Support the Chief Financial Officer in managing all operations and functions consistent with District priorities and goals
- Assist with the development of the annual budget
- Analyze budget documents to identify discrepancies to ensure compliance with related policies and procedures and advise of budget changes and reclassifications if needed
- Prepare required reports on various projects, grants, and categorical programs throughout the fiscal year
- Post budget transfers as requested by schools and departments
- Create new projects and account strips in Skyward as needed; maintain/edit account strips and project codes
- Independently compose and prepare monthly budget to actual reports for Chief Financial Officer to review and for distribution to the departments
- Prepare quarterly budget amendment reports for Board approval
- Review and reconcile payroll liability accounts monthly and annually
- Prepare journal entries for budget adjustment and amendments
- Prepare annual calculations for salary increases
- Prepare end of year compensated absence report
- Act in a lead capacity and review work of and provide training to staff
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others

- All work responsibilities are subject to having performance goals and/or targets established
- Maintain focus and attention
- Other duties as assigned by the Chief Financial Officer
- Keep Chief Financial Officer informed of potential problems or unusual events
- Sustain focus and attention
- Perform other duties as directed by Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Chief Financial Officer &/or designee

Evaluation:

Evaluated by the Chief Financial Officer &/or designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

75030

Board Approved: 10/25/22

Revised:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF FINANCE

Required Qualifications:

- Bachelor's Degree from an accredited educational institution
- Five (5) years progressively responsible professional business experience related to accounting with at least two (2) years at a managerial or supervisory level
- Must possess a valid Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting

Performance Responsibilities:

- Maintain knowledge of such requirements as accounting standards, audit findings, budget changes, and federal and state reporting requirements
- Direct accounting and reporting of all District financial transactions in accordance with Florida Statutes, State Board of Education rules, and School Board Policy
- Direct and summarize District reporting to other governmental agencies and other periodic financial reports
- Ensure that all funds are properly accounted for and regular reports are prepared and filed in a timely manner
- Analyze, review and reconcile general ledger accounts in a timely manner
- Coordinate activities between the Technology Information Services and Finance Department
- Plan, assign work and review Finance Department operations
- Supervise assigned personnel, conduct annual performance appraisals, and make appropriate personnel recommendations
- Attend various District meetings
- Work closely with Human Resources, Technology and Information Services, and Risk Management to ensure compliance with federal, state and School Board / Union laws and regulations
- Assist in fiscal year-end closing and rollover to new fiscal year
- Prepare the Annual Financial Report
- Assist with the preparation and submission of the Program Cost Report
- Assist in preparing the Comprehensive Annual Financial Report
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Serve as liaison with the auditor(s)
- Assist in providing reports for outside auditors

- Respond to inquiries and concerns in a timely manner
- Keep ~~Director of Finance~~Chief Financial Officer informed of potential problems or unusual events
- Represent the District in a positive and professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the ~~Director of Finance~~Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the ~~Director of Finance~~Chief Financial Officer

Evaluation:

Annual evaluation done by the ~~Director of Finance~~Chief Financial Officer

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

75020

Board Approved: 10/07/97

Revised: 01/02, 01/20/09, 03/03/09, 09/06/11, 06/23/2015

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF FINANCE

Required Qualifications:

- Bachelor's Degree from an accredited educational institution
- Five (5) years progressively responsible professional business experience related to accounting with at least two (2) years at a managerial or supervisory level
- Must possess a valid Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting

Performance Responsibilities:

- Maintain knowledge of such requirements as accounting standards, audit findings, budget changes, and federal and state reporting requirements
- Direct accounting and reporting of all District financial transactions in accordance with Florida Statutes, State Board of Education rules, and School Board Policy
- Direct and summarize District reporting to other governmental agencies and other periodic financial reports
- Ensure that all funds are properly accounted for and regular reports are prepared and filed in a timely manner
- Analyze, review and reconcile general ledger accounts in a timely manner
- Coordinate activities between the Technology Information Services and Finance Department
- Plan, assign work and review Finance Department operations
- Supervise assigned personnel, conduct annual performance appraisals, and make appropriate personnel recommendations
- Attend various District meetings
- Work closely with Human Resources, Technology and Information Services, and Risk Management to ensure compliance with federal, state and School Board / Union laws and regulations
- Assist in fiscal year-end closing and rollover to new fiscal year
- Prepare the Annual Financial Report
- Assist with the preparation and submission of the Program Cost Report
- Assist in preparing the Comprehensive Annual Financial Report
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Serve as liaison with the auditor(s)
- Assist in providing reports for outside auditors

- Respond to inquiries and concerns in a timely manner
- Keep Chief Financial Officer informed of potential problems or unusual events
- Represent the District in a positive and professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Chief Financial Officer

Evaluation:

Annual evaluation done by the Chief Financial Officer

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

75020

Board Approved: 10/07/97

Revised: 01/02, 01/20/09, 03/03/09, 09/06/11, 06/23/2015

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FINANCIAL ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the fiscal operation of the district in accordance with established principles and procedures, including the development, maintenance, and documentation of fiscal procedures and audit controls, developing schedules and reports as needed by the ~~Director of Finance~~ Chief Financial Officer
- Plan and organize accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinate training of personnel
- Perform various accounting and data-entry activities related to general accounting, accounts payable, grants, capital projects, and internal service funds, in accordance with established principles and procedures while maintaining confidentiality
- Provide guidance to support staff and assist employees performing bookkeeping activities by resolving finance related issues
- Monitor and review district finance systems, analyze district accounting data, and perform reviews as necessary
- Prepare journal entries and maintain applicable ledgers, including various project ledgers
- Prepare and reconcile bank deposits
- Prepare receivable invoices and statements
- Analyze and maintain budgets, expenditures, and prospective plans for Debt Service and Capital Projects
- Analyze and balance the general ledger accounts monthly and annually
- Audit vendor invoices, approve for payment, generate, and analyze check runs
- Supervise staff in the absence of the ~~Director of Finance~~ Chief Financial Officer

- Act in a lead capacity and review work of and provide training to staff
- Develop and maintain the district chart of accounts
- Analyze Charter School financial statements and review applications for compliance
- Maintain, update, and submit monthly reports as required by outside agencies
- Review and monitor local, state, and federal grants including financial reporting
- Sustain focus and attention
- Keep ~~Director of Finance~~Chief Financial Officer informed of any areas of concern
- Perform other duties as assigned by ~~Director of Finance~~Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the ~~Director of Finance~~Chief Financial Officer &/or Designee

Evaluation:

Evaluated by the ~~Director of Finance~~Chief Financial Officer &/or Designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

75030

Board Approved: 10/25/22

Revised:

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FINANCIAL ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the fiscal operation of the district in accordance with established principles and procedures, including the development, maintenance, and documentation of fiscal procedures and audit controls, developing schedules and reports as needed by the Chief Financial Officer
- Plan and organize accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinate training of personnel
- Perform various accounting and data-entry activities related to general accounting, accounts payable, grants, capital projects, and internal service funds, in accordance with established principles and procedures while maintaining confidentiality
- Provide guidance to support staff and assist employees performing bookkeeping activities by resolving finance related issues
- Monitor and review district finance systems, analyze district accounting data, and perform reviews as necessary
- Prepare journal entries and maintain applicable ledgers, including various project ledgers
- Prepare and reconcile bank deposits
- Prepare receivable invoices and statements
- Analyze and maintain budgets, expenditures, and prospective plans for Debt Service and Capital Projects
- Analyze and balance the general ledger accounts monthly and annually
- Audit vendor invoices, approve for payment, generate, and analyze check runs
- Supervise staff in the absence of the Chief Financial Officer

- Act in a lead capacity and review work of and provide training to staff
- Develop and maintain the district chart of accounts
- Analyze Charter School financial statements and review applications for compliance
- Maintain, update, and submit monthly reports as required by outside agencies
- Review and monitor local, state, and federal grants including financial reporting
- Sustain focus and attention
- Keep Chief Financial Officer informed of any areas of concern
- Perform other duties as assigned by Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Chief Financial Officer &/or Designee

Evaluation:

Evaluated by the Chief Financial Officer &/or Designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

75030

Board Approved: 10/25/22

Revised:

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

GRANT ACCOUNTING COMPLIANCE SPECIALIST

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- Knowledge of "Red Book" financial coding
- Knowledge of federal projects compliance reporting requirements, Florida Statutes and Florida Administrative Code
- Overall knowledge of bookkeeping, accounting and auditing procedures
- Problem solving skills and initiative

* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Establish and maintain a system for the grant process and review the status of all grants administered by the district including, but not limited to: IDEA, Title I, Title II, Title III, Carl Perkins Vocational, Adult Education grants and Race to the Top
- Code all federal and state budgets and project numbers
- Responsible for preparation of annual budget for federal and state grants
- Ensure compliance with all federal and state reporting requirements, including the annual Schedule of Expenditure of Financial Awards (SEFA) compliance report
- Analyze financial transactions
- Prepare and post budget amendments and journal entries as needed
- Prepare and file required monthly, quarterly and yearly reports for the federal and state projects to the Florida Department of Education (FLDOE)
- Monitor, project, and request federal monies for federal cash advance projects online through the FLDOE reporting system
- Monitor state and federal closing dates on an ongoing basis and work with responsible staff to ensure that all appropriate closing payments and reports are accomplished
- Reconcile federal grant expenditures to revenue
- Reconcile federal grant expenditures and cash advances to the FLDOE's annual report
- Compute and post monthly indirect charges to all appropriate projects
- Process semi-annual certified letters and activity reports for all employees paid through federal funds
- Prepare the supporting tables for the annual cost report submitted to the FLDOE
- Invoice any projects as required by contract or agreement
- Assist with preparation of annual budget for Federal and State Grants
- Review database of vendors for annual 1099 preparation

- Prepare and submit quarterly Medicaid administrative claiming reports to the Agency for Health Care Administration (AHCA)
- Prepare quarterly Lottery Reports on School Board Agenda
- Prepare payroll and other corresponding forms
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Perform other duties as assigned by the ~~Director of Finance~~Chief Financial Officer and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the ~~Director of Finance~~Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by the ~~Director of Finance~~Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75030

Board Approved: 08/18/98

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 9/12/21, 07/26/22

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

GRANT ACCOUNTING COMPLIANCE SPECIALIST

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- Knowledge of "Red Book" financial coding
- Knowledge of federal projects compliance reporting requirements, Florida Statutes and Florida Administrative Code
- Overall knowledge of bookkeeping, accounting, and auditing procedures
- Problem solving skills and initiative

* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Establish and maintain a system for the grant process and review the status of all grants administered by the district including, but not limited to: IDEA, Title I, Title II, Title III, Carl Perkins Vocational, Adult Education grants and Race to the Top
- Code all federal and state budgets and project numbers
- Responsible for preparation of annual budget for federal and state grants
- Ensure compliance with all federal and state reporting requirements, including the annual Schedule of Expenditure of Financial Awards (SEFA) compliance report
- Analyze financial transactions
- Prepare and post budget amendments and journal entries as needed
- Prepare and file required monthly, quarterly and yearly reports for the federal and state projects to the Florida Department of Education (FLDOE)
- Monitor, project, and request federal monies for federal cash advance projects online through the FLDOE reporting system
- Monitor state and federal closing dates on an ongoing basis and work with responsible staff to ensure that all appropriate closing payments and reports are accomplished
- Reconcile federal grant expenditures to revenue
- Reconcile federal grant expenditures and cash advances to the FLDOE's annual report
- Compute and post monthly indirect charges to all appropriate projects
- Process semi-annual certified letters and activity reports for all employees paid through federal funds
- Prepare the supporting tables for the annual cost report submitted to the FLDOE
- Invoice any projects as required by contract or agreement
- Assist with preparation of annual budget for Federal and State Grants
- Review database of vendors for annual 1099 preparation

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- Prepare quarterly Lottery Reports on School Board Agenda
- Prepare payroll and other corresponding forms
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- Respond to inquiries and concerns in a timely manner
- Perform other duties as assigned by the Chief Financial Officer and/or designee

Physical Demands:

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Reports to:

Reports directly to the Chief Financial Officer and/or designee

Evaluation:

Annual evaluation done by the Chief Financial Officer and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75030

Board Approved: 08/18/98

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 9/12/21, 07/26/22

A. Item Currently Budgeted -

Account Name		<u>No Financial Impact</u>								
Account Number										
		<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$		\$		\$		\$		\$		\$

Account Name										
Account Number										
		<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$		\$		\$		\$		\$		\$

B. Item Currently Not Budgeted -**

Funding Source						
Account Name						
Account Number	<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>
Amount \$						

Funding Source						
Account Name						
Account Number	<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Cost Center</u>	<u>Project</u>	<u>Sub Project</u>
Amount \$						

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

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 # 14. 24-2301

6/11/2024

Title and Board Action Requested

Approval of the re-organization of Food and Nutrition Services (FNS).

Executive Summary

The Director of Food and Nutrition Services, on behalf of the Superintendent of Schools, hereby requests the Board approval for the proposed re-organization. This re-organization is needed to align FNS for the current and upcoming growth of our county, which will have a significant impact on the FNS department. This re-organization will have no impact on the HCSD General Fund. Please see attached "Progressive Re-organization Plan".

My Contact

Holly Longo
Director of Food and Nutrition Services
352-797-7028 x409
Longo_H@hcsb.k12.fl.us

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.

Hernando County School Food and Nutrition Services

Plan for Progressive Re-Organization. School Year: 2024-2027





Introduction

The reorganization and progression plan for the Food and Nutrition Services Department sets a baseline for moving ahead as well as creates a plan of succession. As the community continues to grow so do the needs of our students and the food and nutrition department.

Food Services is an extension of the educational program in the schools, and it is administered by the United States Department of Agriculture and the Florida Department of Agriculture. It is federally funded and considered a business within the school district as it is self-reliant and does not receive money from the school districts general fund.

Hernando County School district is composed of approximately 24,000 students among twenty-two schools and charter schools. We serve approximately 1.2 million student breakfasts and 2.6 million student lunches annually and those numbers are steadily increasing.

The Food and Nutrition Service department is comprised of district office staff, managers, assistant managers, and food and nutrition assistants (I, II, III). While the primary function of the department is to feed children, that is just one facet of food services. The organizational structure of the district team includes specialty functions such as human resources, finance, leadership, team development, marketing, technology, facilities, and operations as they relate to food service management and operations. In addition, the food and nutrition services department plays a role in the construction and/or renovation of kitchens and serving lines, kitchen equipment including bid specifications, purchasing, preventive maintenance and repair.

We strive to stay ahead of trends and continually research new revenue streams to keep this program both viable and successful. Food and Labor are our two largest expenses, but our employees are the biggest asset we have as we continue to focus on training, leadership development and continuing education.

The reorganization plan assesses the current and future needs of the department, puts into place a plan of succession, and enables us to explore additional streams of revenue, complete more work in-house and improve our ability to remain financially successful.



Mission, Vision, Values of Food and Nutrition Services

One Eighty Café Mission Statement:

“Energizing our community for success with every dining experience.”

One Eighty Café Vision:

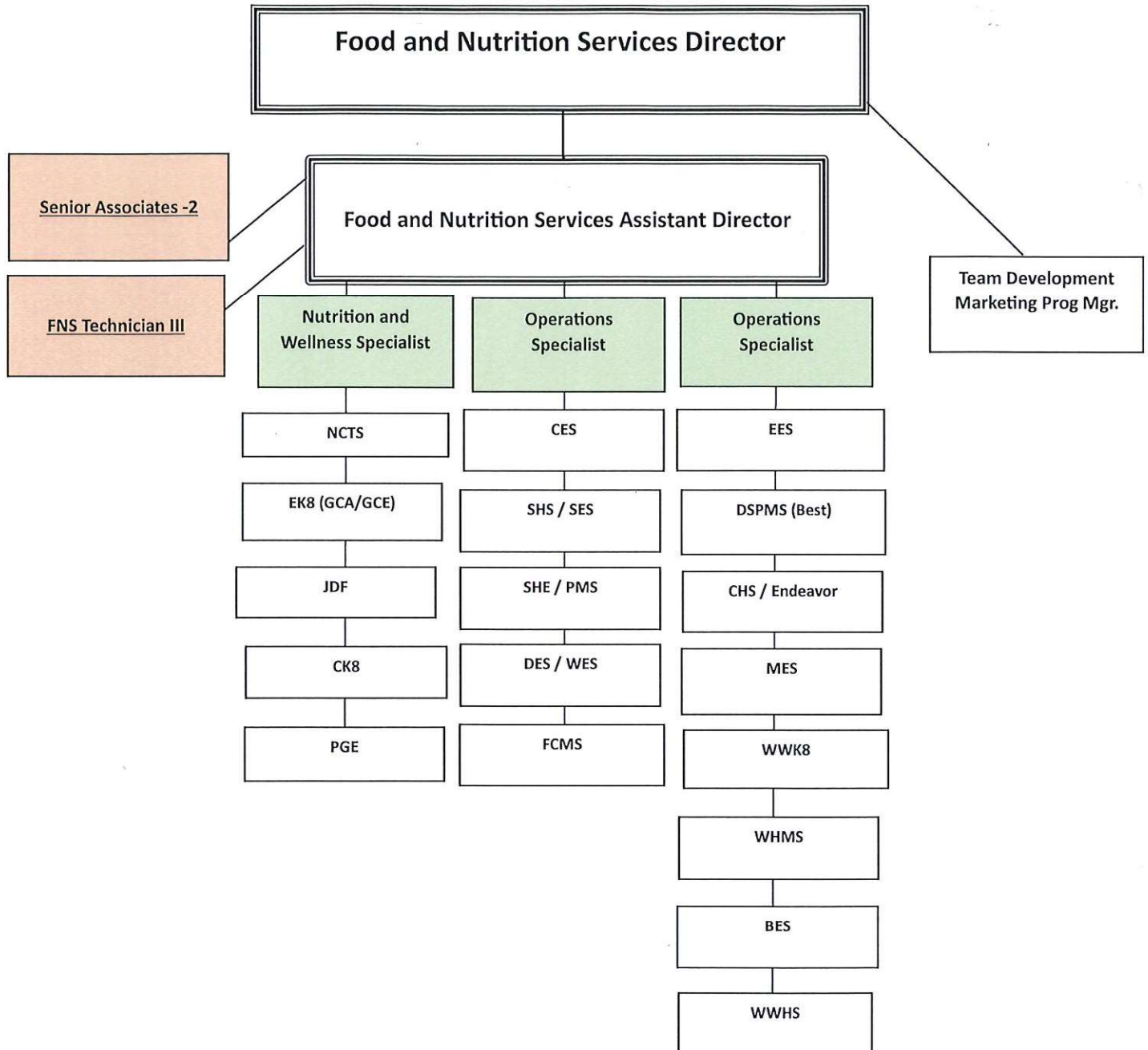
Our vision statement is currently in progress as we work towards providing the best customer service to our students, developing positive relationships with all stakeholders, and upholding our desire to continue empowering, developing, and motivating our team to be the best possible version of themselves while being mindful of the legacy we will leave behind.

One Eight Café Values:

We hold the following values to be primary:

- **Make a difference every day** – We recognize that even small, intentional efforts can have a significant impact. We aspire to create a ripple effect of positive transformations, making a difference every day in the lives of our students.
- **Passion for great food**- We believe that food is not merely sustenance, but a source of joy, connection, and inspiration. Great food has the power to bring people together, delight the senses and nourish the soul.
- **Overcome obstacles together**- We recognize that challenges and hurdles are an inevitable part of every journey. We thrive on the collective strength and resilience of our team.
- **Relentlessly seek greatness**- We are committed to continuously pushing boundaries, pursuing excellence, and surpassing expectations. Through all our unwavering determination to excel we unlock our true potential and shape a brighter future for all.
- **Be the example**- By the embodying excellence, integrity, and accountability in all that we do, we aim to create a positive and empowering environment where growth, trust, and collaboration flourish.
- **Share Joy**- We believe in celebrating victories both big and small, acknowledging the efforts and achievements of our team members, and spreading joy throughout our organization and beyond.

Current Organizational Structure 2022-2024



Current Organizational Structure

2022-2024

School Board

The School Board shall comply with all local, state, and federal regulations relating to the Food and Nutrition Program. The Principal and the Director of Food and Nutrition will cooperate in the administration of the Food and Nutrition Program.

Food and Nutrition Services Director

The Food and Nutrition Services Director (FNS Director) will work under the authority delegated by the Superintendent and shall assume the responsibility for setting up and administering the Program that meets the obligations assumed by the School Board.

Food and Nutrition Services Assistant Director

The Food and Nutrition Services Assistant Director (FNS Assistant Director) is responsible for the supervision of assigned district support personnel and acts as the liaison between school support staff and the FNS Director.

FNS Team Development/Marketing Program Manager

The FNS Team Development/Marketing Program Manager is responsible for the areas of training, professional development, program marketing, FNS event coordination, department communications and community relations.

FNS Operations Specialist

The FNS Operations Specialist is responsible for the supervision of assigned kitchen support personnel as well as the interviewing and hiring of FNS cafeteria positions. Additional responsibilities include professional standards, badges, and the summer meal program.

FNS Operations Specialist

The FNS Operations Specialist is responsible for the supervision of assigned kitchen support personnel as well as providing technical assistance within the department and cafeterias, coordinating technology activities with food service software providers, and continually pursuing technological advances that improve efficiencies and effectiveness of the program. Additional responsibilities include creating mechanisms for financial reporting and data collection and addressing software access issues.

FNS Nutrition/Wellness Specialist

The FNS Nutrition/Wellness Specialist is responsible for the supervision of assigned kitchen support personnel as well as assisting with the development and implementation of menus, and to act as liaison between the FNS district office and other organizations to promote nutrition education and wellness.



Additional responsibilities include the coordination of food and supply orders, the management and deployment of production records, assists with food recalls, maintains CLOC, and recipe development.

FNS Senior Associate

The FNS Senior Associate acts as the Benefit Coordinator including extended leaves and workers' compensation. The FNS Senior Associate is also responsible for payroll and assists with coordinating, interviewing, and hiring FNS positions. Additional responsibilities include the end of month revenue report, reappointments, and board agenda items.

FNS Senior Associate

The FNS Senior Associate is responsible for working with departments to ensure accuracy of district finance accounts as well as complete all FNS purchase orders, Invoices and maintain and reconcile P-Cards and transactions. Additional responsibilities include assisting with payroll and maintaining bank supplies.

FNS Technician III

The FNS Technician is responsible for the installation, maintenance, and repair of commercial kitchen equipment as well as general maintenance as it relates to Food and Nutrition Services.

Food and Nutrition Services Manager

The FNS Manager is responsible for the operation of the program(s) at each school site, which includes ensuring all established policies, procedures and regulations (federal, state and local) are followed.

Food and Nutrition Services Assistant Manager

The FNS Assistant Manager will provide technical assistance, guidance, and on-the-job training daily to the Food Service Assistants under the direction and supervision of the Food and Nutrition Manager at the school site.

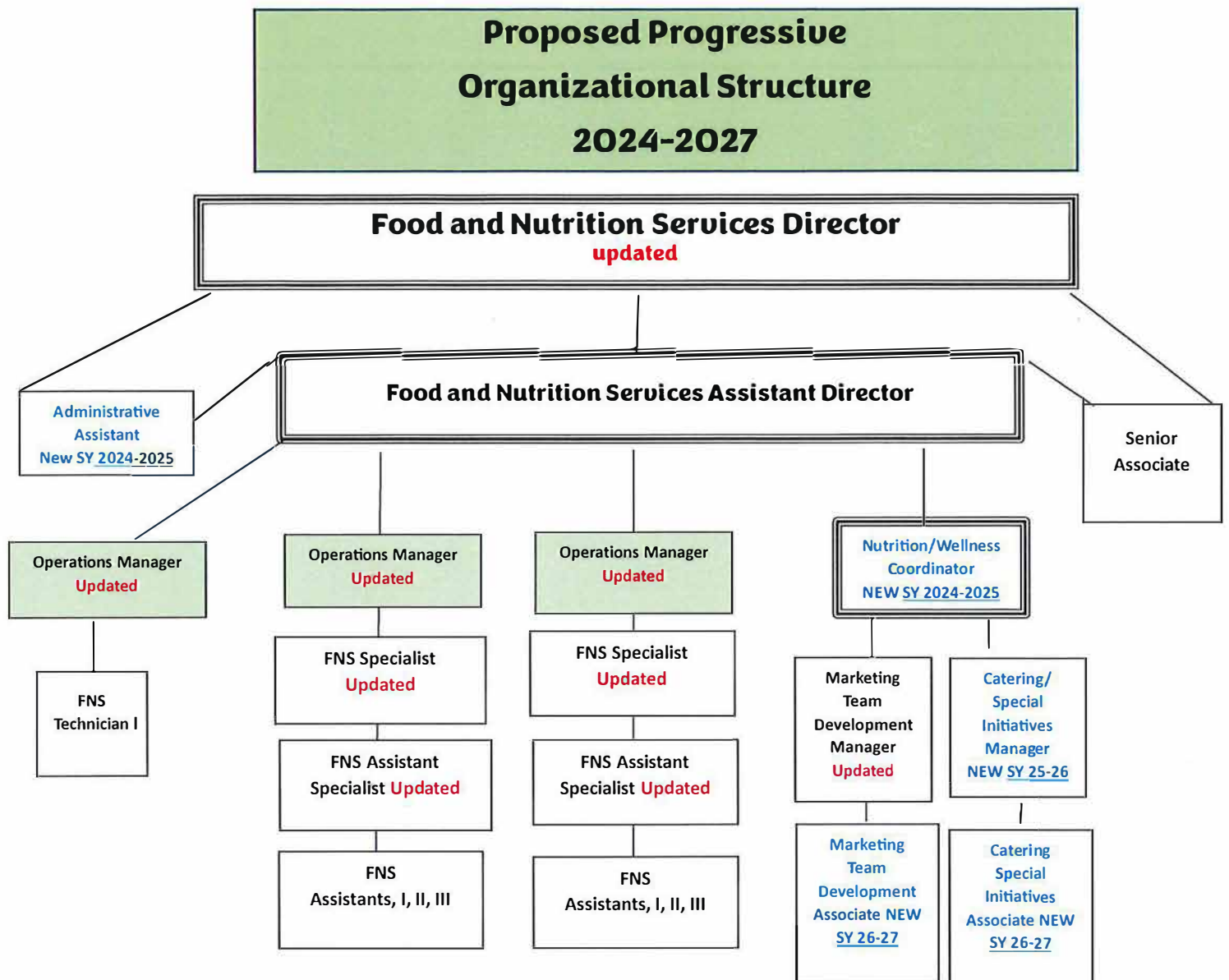
Food and Nutrition Services Assistants I, II and III

FNS Assistants will ensure the delivery of quality service and product to all customers under the direct supervision of the Food and Nutrition Assistant Manager and Food and Nutrition Manager.

Job Descriptions

Copies of all job descriptions can be found on the hernandoschools.org website.

www.hernandoschools.org/departments/hr/job-descriptions





Proposed Progressive Organizational Structure 2024-2027

School Board

The School Board shall comply with all local, state, and federal regulations relating to the Food and Nutrition Program. The Principal and the Director of Food and Nutrition will cooperate in the administration of the Food and Nutrition Program.

Food and Nutrition Services Director (updated)

The Food and Nutrition Services Director (FNS Director) will work under the authority delegated by the Superintendent and shall assume the responsibility for setting up and administering the Program that meets the obligations assumed by the School Board.

Food and Nutrition Services Assistant Director

The Food and Nutrition Services Assistant Director (FNS Assistant Director) is responsible for the supervision of assigned district support personnel and acts as the liaison between school support staff and the FNS Director.

Food and Nutrition Services Nutrition Wellness Coordinator (New) SY 24-25

The FNS Nutrition Wellness Coordinator is a Registered Dietitian and is responsible for the development and implementation of cycle menus. This position also acts as a liaison between FNS district office and other organizations to promote nutrition education and wellness. Additional responsibilities include the coordination of food and supply orders, the management and deployment of production records, assists with food recalls, and maintains CLOC. Responsible for the development and testing of standardized recipes and the maintaining of student allergy forms and menus. Works with food vendors, paper supply, request bid items, forecasting, work with dietetic interns and assist with SOP development and HACCP revisions. Coordinate summer feeding (menus and sites) with Operations Managers. Supervision of the Team Development/Marketing Manager and the Catering/Special Initiatives Manager.

FNS Catering/Special Initiatives Manager (New) Proposed SY 25-26

The FNS Catering/Special Initiatives Manager is responsible for the development and coordination of special projects including catering and vending for the department. This position would work with the RD on planning, coordinating, and developing catering and special event menus as well as the development of catering recipes, forecasting of items and invoicing procedures. Assist in the design, and implementation of catering, marketing, production, and finance materials. Plan, organize and conduct training for food and nutrition staff as it pertains to catering and specialty events in the district. Supervise assigned personnel as well as be responsible for the planning, set up and executing of special events.



FNS Team Development/Marketing Manager (updated)

The FNS Team Development/Marketing Manager is responsible for the areas of employee onboarding/orientation, the development and implementation of training including leadership training academy as well as professional development/ continuing education for FNS employees. Program marketing via social media platforms, department communications and community relations. Participates in school related job fairs and/or functions that promote the FNS program.

FNS Operations Manager (updated)

The FNS Operations Manager is responsible for the supervision assigned kitchen support personnel. Coordinate new Specialist training and onboarding with other operations specialists as well as provide assistance in training Specialists and Associates in all areas of food service. Monitor the maintenance of perpetual inventories of food and supplies in the kitchens. Responsible for the supervision, evaluation, and discipline of the school specialists. Provide hands on daily support in the schools as well as ensuring all standard operating procedures are followed. Assist with work order follow up as well as daily operational issues. Conduct annual food service audits in assigned kitchens. Complete assigned personnel annual and mid-year evaluations. Participate in leadership training as it relates to position.

FNS Operations Manager (updated)

The FNS Operations Manager is responsible for the supervision of assigned support personnel as well as providing technical assistance within the department and cafeterias, coordinating technology activities with food service software providers, and continually pursuing technological advances that improve efficiencies and effectiveness of the program. Additional responsibilities include creating mechanisms for financial reporting and data collection and addressing software access issues. Ensure preventative maintenance and repairs are complete in schools. Follow up of work orders and facilities issues. Assist director with renovation/construction projects as they relate to kitchen equipment purchase. Complete assigned personnel annual and mid-year evaluations. Participate in leadership training as it relates to position.

FNS Operations Manager (formerly nutrition and wellness specialist)

The FNS Operations Manager is responsible for the supervision assigned kitchen support personnel. Coordinate new Specialist training and onboarding with other operations specialists as well as provide assistance in training Specialists and Associates in all areas of food service. Monitor the maintenance of perpetual inventories of food and supplies in the kitchens. Responsible for the supervision, evaluation, and discipline of the school specialists. Provide hands on daily support in the schools as well as ensuring all standard operating procedures are followed. Assist with work order follow up as well as daily operational issues. Conduct annual food service audits in assigned kitchens. Complete assigned personnel annual and mid-year evaluations. Participate in leadership training as it relates to position.



FNS Administrative Assistant - New (formerly senior associate) SY 2024-2025

The FNS Administrative Assistant is responsible for making travel arrangements for staff going to conference as well as assisting the Assistant Director of Food and Nutrition with the coordinating, interviewing, hiring, and uploading paperwork for new hires (entry level positions). Book locations for meetings. The FNS Administrative Assistant is also responsible for the application and monthly financial claim for the National School Lunch, Seamless Summer, and Childcare Food Program, CLOC. Prepare and update annual supper book. This position also acts as back up for payroll, purchase orders and invoices. Additional responsibilities include the end of month revenue report, reappointments, invoicing to vended schools, and board agenda items.

FNS Senior Associate

The FNS Senior Associate is responsible for working with departments to ensure accuracy of district finance accounts as well as complete all FNS purchase orders, invoices and maintain and reconcile P-Cards and transactions. Acts as benefits coordinator including extended leaves and workers compensation. Additional responsibilities include assisting with payroll and maintaining bank supplies.

FNS Technician I, II, III

The FNS Technician is responsible for the installation, maintenance, and repair of commercial kitchen equipment as well as general maintenance as it relates to Food and Nutrition Services. This includes all the maintenance, repair, and preventative maintenance for all refrigerated equipment (pass through's, reach in's, freezers, coolers) as well as all other food service equipment (steam jacketed kettles, skillets, Rationale ovens, Eloma, Cleveland Hydrovection, Blodgett) and the preventative, maintenance, and repair of all. Order parts as needed, spec new equipment, work with other departments and vendors as needed. Document on work orders, respond to work orders in a timely fashion. Repair of all small equipment. Work with hood cleaning company and grease trap company to schedule service. Work with Director on special projects such as construction and renovations of kitchens and serving lines. This position spends 90% of day out in the field working in schools.

Food and Nutrition Services Catering Special Initiatives Associate (Proposed SY 26-27) TBD

The FNS Catering/Special Initiatives Associate is a support position to the Catering/Special Initiatives Manager.

Food and Nutrition Services Marketing Team Development Associate (Proposed SY 26-27) TBD

The FNS Marketing Team Development Associate is a support position to the Marketing Team Development Manager.



Food and Nutrition Services Specialist Updated (formerly Food and Nutrition Manager)

The FNS Team Specialist is responsible for the operation of the program(s) at each school site, which includes ensuring all established policies, procedures, and regulations (federal, state and local) are followed.

Food and Nutrition Services Assistant Specialist Updated (formerly Food and Nutrition Assistant Manager)

The FNS Assistant Specialist will provide technical assistance, guidance, and on-the-job training daily to the Food Service Assistants under the direction and supervision of the Food and Nutrition Senior Team Leader at the school site.

Food and Nutrition Services Assistant, I, II, III

FNS Assistants and Leads will ensure the delivery of quality service and product to all customers under the direct supervision of the Food and Nutrition Senior Team Leader and Team Leader.

Job Descriptions

Copies of all job descriptions, once approved, will be located on the hernandoschools.org website.

www.hernandoschools.org/departments/hr/job-descriptions



New & Updated Positions for 2024-2025

Position	Position Type	New Position	Updated Job Description	2024-2025 SY	Budget Impact w/ Fringe
Nutrition Wellness Coordinator	PTS F	X		Yes	\$101,122.98
Operations Manager (X3)	PTS E		X	Yes	\$9,022.84 ea (\$27,068.53)
Marketing/ Team Development Manager	PTS E		X	Yes	\$0
Specialist	PTS C		X	Yes	\$0
Assistant Specialist	PTS B		X	Yes	\$0
Director of Food Service	Admin		X	Yes	\$0
Administrative Assistant	CFL 9	X		Yes	\$17,801.83

Total Cost: \$ 145,993.34

Elimination of 1-Senior Associate Position (position moving to Administrative Assistant)

Elimination of Nutrition/Wellness Specialist Position (title change to Operations Manager)

Estimated New Positions 2025-2026 SY

Estimated Position	Position Type	New Position	Updated Job Description	2025-2026 SY	Budget Impact w/ Fringe
Catering/Special Initiatives Manager	PTS E	X		Yes	\$92,344.00

Total \$92,344.00

Estimated New Positions 2026-2027 SY

Estimated Position	Position Type	New Position	Updated Job Description	2026-2027 SY	Budget Impact w/ Fringe
Catering/Special Initiatives Associate	Conf F	X		Yes	\$51,253.48
Marketing/Team Development Associate	Conf F	X		Yes	\$51,253.48

Total \$ 102,506.96

Estimated Revenue 2024-2025

- Does not include revenue generated from federal reimbursement, CLOC, Seamless Summer, Snack, and Supper Programs

	2021-2022	2022-2023	2023-2024	2024-2025
Student/Adult Ala Carte Sales	\$329,244	\$433,868	\$325,351.38 (not all data entered for final qtr.) April, May, June	\$400,000 (estimated)
Food & Nutrition Rebates	N/A	\$5000	\$5000	\$5000
GFS 1% Payment Incentive	0		\$250,000	\$250,000
Total	\$329,244	\$438,686	\$580,351.38	\$670,000

- Increase lunch participation by 7-students per day per school (24 - schools) would also increase revenue at current reimbursement rate by **\$131,544** annually.
- Increase breakfast participation by 7-students per day per school (24-schoools) would increase revenue at current reimbursement rate by **\$82,500** annually.

Participation Growth & Meals Served

School Year	Qtr. 3 July, August, September	Qtr. 4 October, November, December	Qtr. 1 January, February, March	Qtr. 2 April, May, June	Totals
2020/2021	499,354	970,972	1,203,231	1,136,297	3,809,848
2021/2022	815,005	1,153,378	1,263,637	911,444	4,143,464
2022/2023	754,575	1,084,690	1,256,984	964,306	4,060,555
2023/2024	756,435	1,342,796	1,272,102	Not yet available	3,371,333
Grand Total	2,825,369	4,551,836	4,995,954	3,012,041	15,385,200

Goals of the Food and Nutrition Department 2024-2027

1. The Food and Nutrition Department has recently implemented the quick pay incentive program with Gordon Food Service (our current food vendor). This gives us 1% savings by paying our invoices within a set number of days. Finance has been instrumental throughout this entire process, and we could not have done this without Joyce and her team. This program will save us approximately **\$250,000 annually** and our goal is to continue this practice.
2. Partner with CTE/Culinary to assist in developing students for future careers in food service and food service management. **(SY 24-25)**
3. We are creating a leadership development program (180 Leadership Academy) for employees that want to move into management as well as developing leadership continuing education for all current specialists (formerly known as kitchen managers). They will intern through training kitchens learning different facets of leadership and operations. **(SY-24-25)**
4. The department has developed and implemented articulate training for all food service employees. These are continuing education modules that are completed monthly. Our goal is to create additional models with related leadership topics to promote the professional growth and development of our entire team. **(SY 24-27)**
5. Explore additional revenue streams that would assist the department in supporting new initiatives, identify opportunities and utilize our resources to their maximum potential while continuing to be financially solvent and responsible. Our goal is to accomplish this through catering, vending and grants. **(SY 24-27)**
6. As the district continues to grow, we are constantly exploring ways we can increase student participation **(SY 24-26)**:
 - Consistent menu items from vendors.
 - Promotion of new menu items, monthly taste testing/pop-ups/special events.
 - Marketing to students who do not participate in meals service (vending/going to where they are).
 - Create a Student Advisory/Menu Council: initiate focus groups for feedback, include council in menu meetings.
 - Expand the current annual student food show event where vendors present potential new menu items to students.
 - Vending reimbursable meals: going to where the students are.

Goals of the Food and Nutrition Department 2024-2027 (cont)

7. Employee Morale Incentives/Retention to highlight, spotlight achievements, celebrate successes and recognition initiatives including implementing employee of the month (SY 24-25).

8. Save money from outsourcing preventative maintenance and repairs of all food service equipment. Invest in training and development for the Food and Nutrition Services Technician to perform more work in house.

Outsourcing	2021-2022 SY		2022-2023 SY		2023-2024 SY (as of 5/1/24)	
	Preventative Maintenance	Repairs	Preventative Maintenance	Repairs	Preventative Maintenance	Repairs
Main Commercial	\$35,965.11		\$24,583.51	\$58,920.63	\$22,048.84	\$42,415.86
Webbs Food Service		\$36,359.02		\$45,346.28		
	Total: \$72,324.13		\$128, 850.42		\$64,464.70	

EMPLOYEE (Use TBD for Vacancies)	CURRENT POSITION	Days	Hours	Current Hourly Rate	Current Annual	w/ Fringe	Current Level/Step	TITLE CHANGE PROPOSED	New Description or Updated Description	Change Proposed (Salary Level)	New Hourly Rate	New Annual	New Annual w/ Fringe	DIFF	Insurance	Budget Impact
Georgina Cipriani	Senior Associate	249	8	\$ 18.05	\$ 35,955.60	\$ 44,016.85	CFF Step 9	Administrative Assistant FNS	New	Confidential L (Step 9)	\$25.35	\$50,497.20	\$ 61,818.67	\$ 17,801.83	Already Calculated	\$ 17,801.83
TBD	FNS Nutrition Wellness Coordinator	249	8	NA	NA	NA		N/A	New	PTS Level F (Max 10)	\$ 38.10	\$ 75,895.20	\$ 75,895.20	1.2242	\$ 8,212.08	\$ 101,122.98
Carol Monroe (Title Change)	Nutrition and Wellness Specialist (Elimimate & Replace Title)	249	8	\$ 27.70	\$ 55,178.40	\$ 67,549.40	PTSD Level 3	FNS Operations Manager	Updated	PTS E Level 1	\$ 31.40	\$ 62,548.80	\$ 76,572.24	\$ 9,022.84	Already Calculated	\$ 9,022.84
William Ward (Title Change)	Operations Specialist (Elimimate & Replace Title)	249	8	\$ 27.70	\$ 55,178.40	\$ 67,549.40	PTSD Level 3	FNS Operations Manager	Updated	PTS E Level 1	\$ 31.40	\$ 62,548.80	\$ 76,572.24	\$ 9,022.84	Already Calculated	\$ 9,022.84
TBD	Operations Specialist (Elimimate & Replace Title)	249	8	\$ 27.70	\$ 55,178.40	\$ 67,549.40	PTSD Level 3	FNS Operations Manager	Updated	PTS E Level 1	\$ 31.40	\$ 62,548.80	\$ 76,572.24	\$ 9,022.84	Already Calculated	\$ 9,022.84
																\$ 27,068.53
Jennifer Weaver (Title Change)	Marketing/Team Development Program Manager (Eliminate & Replace Title)	249	8	No Change	No Change			FNS Marketing/Team Development Manager	Updated	No Change PTS E	N/A	N/A				No Budget Impact
All School Sites Managers	All Food and Nutrition Services Managers (ELEM/MIDDLE/K8/HS)	194	8	No Change	No Change			Food and Nutrition Services Specialist	Updated	No Change PTS C	N/A	N/A				No Budget Impact
	All Food and Nutrition Services Assistant Managers	194	7	No Change	No Change			Food and Nutrition Services Assistant Specialist	Updated	No Change PTS B	N/A	N/A				No Budget Impact
Food Service Director +A15-J15	Updated job Description	249	8	No Change	No Change				Updated	No Change AE1	N/A	N/A				No Budget Impact
Job Description Eliminated/Replaced	ALL - Food and Nutrition Services Managers (Elem/Middle/K8/HS)	194	8													
Job Description Eliminated/Replaced	Food and Nutrition Services Assistant Managers	194	7													
	*All Supplement Language for Dual Site, HS/K8, Trainer Sups will need to updated and changed in Skyward															
TBD 25-26 School Year	FNS Catering/Special Initiatives Manager	249	8	NA	NA	NA		N/A	New	PTS Level E (Max 10)	\$ 34.50	\$ 68,724.00	\$ 83,863.20	1.2242	\$ 8,212.08	\$ 92,344.00
TBD 26-27 School Year	FNS Catering/Special Initiatives Associate	249	8	NA	NA	NA		N/A	New	CONF Level F	\$ 17.65	\$ 35,158.80	\$ 43,041.40		\$ 8,212.08	\$ 51,253.48
TBD 26-27 School Year	FNS Marketing/Team Development Associate	249	8	NA	NA	NA		N/A	New	CONF Level F	\$ 17.65	\$ 35,158.80	\$ 43,041.40		\$ 8,212.08	\$ 51,253.48

**PLACEMENT SALARY STRUCTURE FOR
PROFESSIONAL/TECHNICAL/SUPERVISORY EMPLOYEES 2023-2024**

	PTB	PTC	PTD	PTE	PTF	PTG
	Category B	Category C	Category D	Category E	Category F	Category G
1	\$ 17.80	\$ 20.60	\$ 27.00	\$ 31.40	\$ 34.60	\$ 37.70
2	\$ 18.10	\$ 20.90	\$ 27.30	\$ 31.70	\$ 34.90	\$ 38.10
3	\$ 18.40	\$ 21.20	\$ 27.70	\$ 32.00	\$ 35.20	\$ 38.50
4	\$ 18.70	\$ 21.50	\$ 28.00	\$ 32.30	\$ 35.50	\$ 38.90
5	\$ 19.10	\$ 21.80	\$ 28.30	\$ 32.70	\$ 35.80	\$ 39.30
6	\$ 19.40	\$ 22.10	\$ 28.60	\$ 33.00	\$ 36.30	\$ 39.80
7	\$ 19.70	\$ 22.50	\$ 28.90	\$ 33.30	\$ 36.60	\$ 40.20
8	\$ 20.00	\$ 22.80	\$ 29.20	\$ 33.60	\$ 37.20	\$ 40.60
9	\$ 20.30	\$ 23.10	\$ 29.50	\$ 33.90	\$ 37.50	\$ 41.00
10	\$ 20.60	\$ 23.40	\$ 29.80	\$ 34.20	\$ 37.80	\$ 41.70
11	\$ 20.90	\$ 23.70	\$ 30.10	\$ 34.50	\$ 38.10	\$ 42.10

For an advanced degree beyond education requirements listed in job description add \$.45 per hour

For a Food & Nutrition ~~Manager~~ Specialist who is assigned as a ~~manager~~ Specialist at a High School or K8 add \$2,000 annually

For a Food & Nutrition ~~Manager~~ Specialist who is assigned as a dual ~~manager~~ Specialist (serving multiple locations) add \$5,000 annually

For a Food and Nutrition ~~Assistant Manager~~ Assistant Specialist who is assigned as a dual ~~assistant manager~~ Assistant Specialist or serves with a ~~manager~~ Specialist serving as a dual ~~manager~~ Specialist add \$2,600—annually

For a Food & Nutrition ~~Manager~~ Specialist who is identified as a FNS Trainer (must be willing to take on additional duties to train dietetic interns for a couple of days and supervise interns for a couple of weeks within that school year). Add \$500 annually

NOTE: This schedule is for placement only. There is no movement on this salary structure.

Board Approved: 10/10/23

Revised: 10/24/23

POSITION	CATEGORY
Accountant	C
Adult Literacy Specialist	B
Application Support Analyst	C
Assessment Specialist	D
Assistive Technology Specialist	D
Athletic Trainer	D
Budget Analyst	D
Business Systems Coordinator	F
College and Career Program Manager	E
Coordinator and Compliance Monitor of Threat Assessments	F
Coordinator of Assessment and Accountability	F
Coordinator of Career and Technical Education	F
Coordinator of Communications and Government Relations	F
Coordinator of Compliance and Due Process - ESE	F
Coordinator of Exceptional Student Education	F
Coordinator of Human Resources	F
Coordinator of Medicaid	F
Coordinator of MTSS	F
Coordinator of Pathway to Success Academy and Adult Education	F
Coordinator of Retention	F
Coordinator of Student Data Quality and Reporting	F
Coordinator of Student Support Programs	F
Coordinator of Students and Families in Transition	F
Data Quality and Integrity Specialist	D
District Technology Infrastructure Specialist	D
District Technology Network Security Specialist	D
District Technology Support Specialist	C
District Technology Support Technician	B
Facilities Planning and CAD Designer Specialist	C
Facilities Projects Construction Manager	D
Family Engagement and Community Centers Liaison	B
Financial Analyst	D
Fire Safety Inspector	C
Food and Nutrition Assistant Manager Assistant Specialist	B
Food and Nutrition Services Elementary-Middle Manager	C
Food and Nutrition Services High-K8 Manager Specialist	C
Food and Nutrition Services Nutrition and Wellness Specialist	D
Food and Nutrition Services Catering/Special Initiatives Manager	E
Food and Nutrition Services Operations Specialist Manager	ED
Food and Nutrition Services Team Development and Marketing Program Manager	E
Food and Nutrition Services Nutrition/Wellness Coordinator	E
Help Desk-Trainer	B
Interim Food and Nutrition Assistant Manager	B
Interpreter/Translator I	C
Interpreter/Translator II	D
Interpreter/Translator III	E
Lead Certification and Data Specialist	D
Licensed Practical Nurse	B
Licensed Practical Nurse for Medically Fragile Children	B
Maintenance Personnel Specialist	C
Manager of Environmental Services	E
Manager of Family and Community Engagement	E
Manager of Federal Programs	E
Manager of Maintenance	E
Manager of Planning, Design and Construction	E
Manager of Purchasing	E
Manager of Risk, Benefits and Compliance	E
Manager of Severely Emotionally Disturbed Network (SEDNET)	E
Manager of Telecommunications	E
Manager of Warehouse and Property Control, Printing & Records	E
Network Coordinator	F
Payroll Analyst	D
Planner	G
Registered Nurse for Medically Fragile Children	C
Route Specialist	C

Senior Application Support Analyst	E
Senior Programmer Analyst	E
Shop Foreman	D
Substance Abuse Prevention Educator	D
Supervisor of College and Career Programs	G
Supervisor of Exceptional Student Education	G
Supervisor of Federal Programs	G
Supervisor of Guidance Services - K-Adult	G
Supervisor of Human Resources	G
Supervisor of Instructional Technology	G
Supervisor of Literacy, Intervention and Elementary Academic Programs	G
Supervisor of Professional Development	G
Supervisor of Risk, Benefits and Wellness	G
Supervisor of School Choice	G
Supervisor of State Reporting	G
Systems Support Specialist	B
Systems Support Specialist for Exceptional Student Education	B
Telecommunications Support Specialist	C
Transportation Fleet Maintenance Manager	E
Transportation Operations Manager	E
Transportation Safety & Training Specialist	C
Violence Prevention Worker	B
Wellness Specialist	D
Workforce Development Specialist	B

**PLACEMENT SALARY STRUCTURE FOR
PROFESSIONAL/TECHNICAL/SUPERVISORY EMPLOYEES 2023-2024**

	PTB	PTC	PTD	PTE	PTF	PTG
	Category B	Category C	Category D	Category E	Category F	Category G
1	\$ 17.80	\$ 20.60	\$ 27.00	\$ 31.40	\$ 34.60	\$ 37.70
2	\$ 18.10	\$ 20.90	\$ 27.30	\$ 31.70	\$ 34.90	\$ 38.10
3	\$ 18.40	\$ 21.20	\$ 27.70	\$ 32.00	\$ 35.20	\$ 38.50
4	\$ 18.70	\$ 21.50	\$ 28.00	\$ 32.30	\$ 35.50	\$ 38.90
5	\$ 19.10	\$ 21.80	\$ 28.30	\$ 32.70	\$ 35.80	\$ 39.30
6	\$ 19.40	\$ 22.10	\$ 28.60	\$ 33.00	\$ 36.30	\$ 39.80
7	\$ 19.70	\$ 22.50	\$ 28.90	\$ 33.30	\$ 36.60	\$ 40.20
8	\$ 20.00	\$ 22.80	\$ 29.20	\$ 33.60	\$ 37.20	\$ 40.60
9	\$ 20.30	\$ 23.10	\$ 29.50	\$ 33.90	\$ 37.50	\$ 41.00
10	\$ 20.60	\$ 23.40	\$ 29.80	\$ 34.20	\$ 37.80	\$ 41.70
11	\$ 20.90	\$ 23.70	\$ 30.10	\$ 34.50	\$ 38.10	\$ 42.10

For an advanced degree beyond education requirements listed in job description add \$.45 per hour

For a Food & Nutrition Specialist who is assigned as a Specialist at a High School or K8 add \$2,000 annually

For a Food & Nutrition Specialist who is assigned as a dual Specialist (serving multiple locations) add \$5,000 annually

For a Food and Nutrition Assistant Specialist who is assigned as a dual Assistant Specialist or serves with a Specialist serving as a dual Specialist add \$2,600 annually.

For a Food & Nutrition Specialist who is identified as a FNS Trainer (must be willing to take on additional duties to train dietetic interns for a couple of days and supervise interns for a couple of weeks within that school year). Add \$500 annually.

NOTE: This schedule is for placement only. There is no movement on this salary structure.

Board Approved: 10/10/23

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POSITION	CATEGORY
Accountant	C
Adult Literacy Specialist	B
Application Support Analyst	C
Assessment Specialist	D
Assistive Technology Specialist	D
Athletic Trainer	D
Budget Analyst	D
Business Systems Coordinator	F
College and Career Program Manager	E
Coordinator and Compliance Monitor of Threat Assessments	F
Coordinator of Assessment and Accountability	F
Coordinator of Career and Technical Education	F
Coordinator of Communications and Government Relations	F
Coordinator of Compliance and Due Process - ESE	F
Coordinator of Exceptional Student Education	F
Coordinator of Human Resources	F
Coordinator of Medicaid	F
Coordinator of MTSS	F
Coordinator of Pathway to Success Academy and Adult Education	F
Coordinator of Retention	F
Coordinator of Student Data Quality and Reporting	F
Coordinator of Student Support Programs	F
Coordinator of Students and Families in Transition	F
Data Quality and Integrity Specialist	D
District Technology Infrastructure Specialist	D
District Technology Network Security Specialist	D
District Technology Support Specialist	C
District Technology Support Technician	B
Facilities Planning and CAD Designer Specialist	C
Facilities Projects Construction Manager	D
Family Engagement and Community Centers Liaison	B
Financial Analyst	D
Fire Safety Inspector	C
Food and Nutrition Assistant Specialist	B
Food and Nutrition Services Specialist	C
Food and Nutrition Services Catering/Special Initiatives Manager	E
Food and Nutrition Services Operations Manager	E
Food and Nutrition Services Team Development and Marketing Manager	E
Food and Nutrition Services Nutrition/Wellness Coordinator	F
Help Desk-Trainer	B
Interim Food and Nutrition Assistant Manager	B
Interpreter/Translator I	C
Interpreter/Translator II	D
Interpreter/Translator III	E
Lead Certification and Data Specialist	D
Licensed Practical Nurse	B
Licensed Practical Nurse for Medically Fragile Children	B
Maintenance Personnel Specialist	C
Manager of Environmental Services	E
Manager of Family and Community Engagement	E
Manager of Federal Programs	E
Manager of Maintenance	E
Manager of Planning, Design and Construction	E
Manager of Purchasing	E
Manager of Risk, Benefits and Compliance	E
Manager of Severely Emotionally Disturbed Network (SEDNET)	E
Manager of Telecommunications	E
Manager of Warehouse and Property Control, Printing & Records	E
Network Coordinator	F
Payroll Analyst	D
Planner	G
Registered Nurse for Medically Fragile Children	C
Route Specialist	C
Senior Application Support Analyst	E
Senior Programmer Analyst	E

Shop Foreman	D
Substance Abuse Prevention Educator	D
Supervisor of College and Career Programs	G
Supervisor of Exceptional Student Education	G
Supervisor of Federal Programs	G
Supervisor of Guidance Services - K-Adult	G
Supervisor of Human Resources	G
Supervisor of Instructional Technology	G
Supervisor of Literacy, Intervention and Elementary Academic Programs	G
Supervisor of Professional Development	G
Supervisor of Risk, Benefits and Wellness	G
Supervisor of School Choice	G
Supervisor of State Reporting	G
Systems Support Specialist	B
Systems Support Specialist for Exceptional Student Education	B
Telecommunications Support Specialist	C
Transportation Fleet Maintenance Manager	E
Transportation Operations Manager	E
Transportation Safety & Training Specialist	C
Violence Prevention Worker	B
Wellness Specialist	D
Workforce Development Specialist	B

CONFIDENTIAL PLACEMENT SALARY SCHEDULE
2023-2024

Position	Level	Placement Hourly Rate Non-Degreed	Placement Hourly Rate Degreed
Accounting Assistant	G	\$ 17.75	\$ 18.20
Accounting Clerk	D	\$ 16.90	\$ 17.35
Accounting Technician - ESE	E	\$ 17.10	\$ 17.55
Accounting Technician - Transportation	E	\$ 17.10	\$ 17.55
Administrative Assistant - ESE	L	\$ 23.75	\$ 24.20
Bookkeeper - Elementary/Middle School	E	\$ 17.10	\$ 17.55
Bookkeeper - High School	F	\$ 17.20	\$ 17.65
Bookkeeper - Teaching and Learning Division	J	\$ 19.75	\$ 20.20
Budget Assistant	G	\$ 17.75	\$ 18.20
Communications Specialist	K	\$ 21.75	\$ 22.20
Data Entry Operator	D	\$ 16.90	\$ 17.35
Data Quality Assistant	J	\$ 19.75	\$ 20.20
Digital Marketing Specialist	E	\$ 17.10	\$ 17.55
District Records Specialist	E	\$ 17.10	\$ 17.55
Employee Data & Certification Specialist	J	\$ 19.75	\$ 20.20
Employee Relations Specialist	J	\$ 19.75	\$ 20.20
Employment Specialist	D	\$ 16.90	\$ 17.35
Executive Office Manager	L	\$ 23.75	\$ 24.20
Executive Secretary	I	\$ 18.50	\$ 18.95
Executive Secretary Business Services Division	I	\$ 18.50	\$ 18.95
Executive Secretary Support Operations Division	I	\$ 18.50	\$ 18.95
Facilities Accounting Specialist	E	\$ 17.10	\$ 17.55
Facilities Department Secretary	E	\$ 17.10	\$ 17.55
Financial Aid Specialist	L	\$ 23.75	\$ 24.20
<u>Food and Nutrition Services Administrative Assistant</u>	<u>L</u>	<u>\$23.75</u>	<u>\$24.20</u>
<u>Food and Nutrition Services Catering/Special Initiatives Associate</u>	<u>F</u>	<u>\$17.20</u>	<u>\$17.65</u>
<u>Food and Nutrition Services Marketing/Team Development Associate</u>	<u>F</u>	<u>\$17.20</u>	<u>\$17.65</u>
Food & Nutrition Services Senior Associate	F	\$ 17.20	\$ 17.65
FTE Support Specialist - ESE	L	\$ 23.75	\$ 24.20
Grant Accounting Compliance Specialist	L	\$ 23.75	\$ 24.20
Human Resources Operations Specialist	J	\$ 19.75	\$ 20.20
Locksmith	K	\$ 21.75	\$ 22.20
Maintenance Operations Specialist	L	\$ 23.75	\$ 24.20
Monitoring and Compliance Specialist	J	\$ 19.75	\$ 20.20
Office Clerk	A	\$ 16.00	\$ 16.45
Payroll Specialist	J	\$ 19.75	\$ 20.20
Position Control Specialist	L	\$ 23.75	\$ 24.20
Procurement Specialist	I	\$ 18.50	\$ 18.95
Professional Development Specialist	J	\$ 19.75	\$ 20.20
Risk, Benefits and Compliance Clerk	D	\$ 16.90	\$ 17.35
Risk, Benefits and Compliance Specialist	J	\$ 19.75	\$ 20.20
Safe Schools Accounting Specialist	K	\$ 21.75	\$ 22.20
School Safety Specialist	K	\$ 21.75	\$ 22.20
Secretary I	B	\$ 16.40	\$ 16.85
Secretary II	C	\$ 16.70	\$ 17.15
Secretary III	D	\$ 16.90	\$ 17.35
Secretary to Director of Student Services	E	\$ 17.10	\$ 17.55
Secretary to Director of Technology	E	\$ 17.10	\$ 17.55
Secretary to the School Board and General Counsel	L	\$ 23.75	\$ 24.20
Security Systems Specialist	K	\$ 21.75	\$ 22.20
Senior Accounting Assistant	L	\$ 23.75	\$ 24.20
Senior Payroll Assistant	L	\$ 23.75	\$ 24.20
Students and Families In Transition Specialist	J	\$ 19.75	\$ 20.20
Students and Families In Transition Unaccompanied Youth Specia	J	\$ 19.75	\$ 20.20
Switchboard Operator	A	\$ 16.00	\$ 16.45
Transportation Parts-Inventory Specialist	K	\$ 21.75	\$ 22.20

Board Approved 10/10/23

Revised: ~~10/24/23~~

04/09/24

CONFIDENTIAL PLACEMENT SALARY SCHEDULE
2023-2024

Position	Level	Placement Hourly Rate Non-Degreed	Placement Hourly Rate Degreed
Accounting Assistant	G	\$ 17.75	\$ 18.20
Accounting Clerk	D	\$ 16.90	\$ 17.35
Accounting Technician - ESE	E	\$ 17.10	\$ 17.55
Accounting Technician - Transportation	E	\$ 17.10	\$ 17.55
Administrative Assistant - ESE	L	\$ 23.75	\$ 24.20
Bookkeeper - Elementary/Middle School	E	\$ 17.10	\$ 17.55
Bookkeeper - High School	F	\$ 17.20	\$ 17.65
Bookkeeper - Teaching and Learning Division	J	\$ 19.75	\$ 20.20
Budget Assistant	G	\$ 17.75	\$ 18.20
Communications Specialist	K	\$ 21.75	\$ 22.20
Data Entry Operator	D	\$ 16.90	\$ 17.35
Data Quality Assistant	J	\$ 19.75	\$ 20.20
Digital Marketing Specialist	E	\$ 17.10	\$ 17.55
District Records Specialist	E	\$ 17.10	\$ 17.55
Employee Data & Certification Specialist	J	\$ 19.75	\$ 20.20
Employee Relations Specialist	J	\$ 19.75	\$ 20.20
Employment Specialist	D	\$ 16.90	\$ 17.35
Executive Office Manager	L	\$ 23.75	\$ 24.20
Executive Secretary	I	\$ 18.50	\$ 18.95
Executive Secretary Business Services Division	I	\$ 18.50	\$ 18.95
Executive Secretary Support Operations Division	I	\$ 18.50	\$ 18.95
Facilities Accounting Specialist	E	\$ 17.10	\$ 17.55
Facilities Department Secretary	E	\$ 17.10	\$ 17.55
Financial Aid Specialist	L	\$ 23.75	\$ 24.20
Food and Nutrition Services Administrative Assistant	L	\$ 23.75	\$ 24.20
Food and Nutrition Services Catering/Special Initiatives Associate	F	\$ 17.20	\$ 17.65
Food and Nutrition Services Marketing/Team Development Associate	F	\$ 17.20	\$ 17.65
Food & Nutrition Services Senior Associate	F	\$ 17.20	\$ 17.65
FTE Support Specialist - ESE	L	\$ 23.75	\$ 24.20
Grant Accounting Compliance Specialist	L	\$ 23.75	\$ 24.20
Human Resources Operations Specialist	J	\$ 19.75	\$ 20.20
Locksmith	K	\$ 21.75	\$ 22.20
Maintenance Operations Specialist	L	\$ 23.75	\$ 24.20
Monitoring and Compliance Specialist	J	\$ 19.75	\$ 20.20
Office Clerk	A	\$ 16.00	\$ 16.45
Payroll Specialist	J	\$ 19.75	\$ 20.20
Position Control Specialist	L	\$ 23.75	\$ 24.20
Procurement Specialist	I	\$ 18.50	\$ 18.95
Professional Development Specialist	J	\$ 19.75	\$ 20.20
Risk, Benefits and Compliance Clerk	D	\$ 16.90	\$ 17.35
Risk, Benefits and Compliance Specialist	J	\$ 19.75	\$ 20.20
Safe Schools Accounting Specialist	K	\$ 21.75	\$ 22.20
School Safety Specialist	K	\$ 21.75	\$ 22.20
Secretary I	B	\$ 16.40	\$ 16.85
Secretary II	C	\$ 16.70	\$ 17.15
Secretary III	D	\$ 16.90	\$ 17.35
Secretary to Director of Student Services	E	\$ 17.10	\$ 17.55
Secretary to Director of Technology	E	\$ 17.10	\$ 17.55
Secretary to the School Board and General Counsel	L	\$ 23.75	\$ 24.20
Security Systems Specialist	K	\$ 21.75	\$ 22.20
Senior Accounting Assistant	L	\$ 23.75	\$ 24.20
Senior Payroll Assistant	L	\$ 23.75	\$ 24.20
Students and Families In Transition Specialist	J	\$ 19.75	\$ 20.20
Students and Families In Transition Unaccompanied Youth Specia	J	\$ 19.75	\$ 20.20
Switchboard Operator	A	\$ 16.00	\$ 16.45
Transportation Parts-Inventory Specialist	K	\$ 21.75	\$ 22.20

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

ADMINISTRATIVE ASSISTANT FOOD AND NUTRITION SERVICES

Required Qualifications:

- High school diploma or General Education Diploma (GED).
- Minimum of five (5) years administrative office experience.
- Proficient use of grammar, spelling, and punctuation and skilled in composing and typing letters, memorandums, reports, et al, with the ability to communicate and convey ideas effectively and in a professional manner.
- Strong written and verbal communication skills to effectively communicate to document and articulate all concerns accurately and clearly, as intended.
- Demonstrated initiative and ability to exercise independent judgment and work without direct supervision and with a high sense of urgency and follow-up.
- Ability to manage multiple duties concurrently and accurately complete assigned duties within a specified timeline and meeting deadlines as directed.
- Advanced computer and software knowledge and skills

Desired Qualifications:

- Knowledge of Child Nutrition Program and operations associated with the FNS Program.
- Knowledge of the district school site protocol, district financial procedures, and use of current district software programs

Performance Responsibilities:

- Greet students, parents, staff, and vendors.
- Maintain and support strict confidentiality of student and staff records and data.
- Maintain effective filing system computerized and/or hard copy.
- Maintain and organize required applications, documentation, uploading of federal claims, and health inspections.
- Maintain compile, organize, and upload all information pertaining to CLOC.
- Assist the Director and Assistant Director of Food and Nutrition in preparing and/or processing Hernando County School District's various reports and documentation to the Florida Department of Agriculture and the Florida Department of Health.
- Initiate and maintain annual vending agreements vendors, charter schools, and other programs.
- Manage registration for staff attending trainings/workshops and/or meetings and arrange the hotel accommodations and process necessary paperwork for reimbursement from the district or other funding sources.
- Meet and deal with the public in an effective and courteous manner.
- Develop effective working relationships with officials, department heads and employees.

Administrative Assistant FNS

- Organize the Director's and the Assistant Director's calendar and schedule appointments.
- Schedule meetings and secure locations as needed at the direction of district staff.
- Prepare and process School Board Agenda items as required.
- Assist in the daily functions of the department when Director or designee is not available.
- Answer phones and direct calls as needed.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Director and Assistant director of Food and Nutrition
- Maintain and organize end of month finance procedures as well as collect reports.
- Act as back-up for payroll and purchase orders in the absence of the FNS Senior Associate
- Assist with Human Resources as it relates to the scheduling, interviewing, and uploading paperwork for Food and Nutrition employees.
- Maintain emergency contact list as it relates to managers, assistant managers, district FNS employees.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Director and the Assistant Director of Food and Nutrition Services and/or designee.

Evaluation:

Annual evaluation done by the Director of Food and Nutrition, Assistant Director of Food and Nutrition Services and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

76011

Board Approved:

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

ADMINISTRATIVE ASSISTANT FOOD AND NUTRITION SERVICES

Required Qualifications:

- High school diploma or General Education Diploma (GED).
- Minimum of five (5) years administrative office experience.
- Proficient use of grammar, spelling, and punctuation and skilled in composing and typing letters, memorandums, reports, et al, with the ability to communicate and convey ideas effectively and in a professional manner.
- Strong written and verbal communication skills to effectively communicate to document and articulate all concerns accurately and clearly, as intended.
- Demonstrated initiative and ability to exercise independent judgment and work without direct supervision and with a high sense of urgency and follow-up.
- Ability to manage multiple duties concurrently and accurately complete assigned duties within a specified timeline and meeting deadlines as directed.
- Advanced computer and software knowledge and skills

Desired Qualifications:

- Knowledge of Child Nutrition Program and operations associated with the FNS Program.
- Knowledge of the district school site protocol, district financial procedures, and use of current district software programs

Performance Responsibilities:

- Greet students, parents, staff, and vendors.
- Maintain and support strict confidentiality of staff records and data.
- Maintain effective filing system computerized and/or hard copy.
- Maintain and organize required applications, documentation, uploading of federal claims, and health inspections.
- Maintain compile, organize, and upload all information pertaining to CLOC.
- Assist the Director and Assistant Director of Food and Nutrition in preparing and/or processing Hernando County School District's various reports and documentation to the Florida Department of Agriculture and the Florida Department of Health.
- Initiate and maintain annual vending agreements vendors, charter schools, and other programs.
- Manage registration for staff attending trainings/workshops and/or meetings and arrange the hotel accommodations and process necessary paperwork for reimbursement from the district or other funding sources.
- Meet and deal with the public in an effective and courteous manner.
- Develop effective working relationships with officials, department heads and employees.

- Organize the Director's and the Assistant Director's calendar and schedule appointments.
- Schedule meetings and secure locations as needed at the direction of district staff.
- Prepare and process School Board Agenda items as required.
- Assist in the daily functions of the department when Director or designee is not available.
- Answer phones and direct calls as needed.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Director and Assistant director of Food and Nutrition
- Maintain and organize end of month finance procedures as well as collect reports.
- Act as back-up for payroll and purchase orders in the absence of the FNS Senior Associate
- Assist with Human Resources as it relates to the scheduling, interviewing, and uploading paperwork for Food and Nutrition employees.
- Maintain emergency contact list as it relates to managers, assistant managers, district FNS employees.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Director and the Assistant Director of Food and Nutrition Services and/or designee.

Evaluation:

Annual evaluation done by the Director of Food and Nutrition, Assistant Director of Food and Nutrition Services and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

76011

Board Approved:

Hernando County School Board Florida

FLSA: Exempt, Non-Union

DIRECTOR OF FOOD AND NUTRITION SERVICES

Required Qualifications:

- Bachelor's Degree in Food and Nutrition, Institutional Food Management or other related field
- ~~Registered or Licensed Dietitian~~
- Valid Food Safety Certificate
- ~~Five years of experience in school food service administration, or related experience in commercial or non-commercial food service.~~
- Experience with K-12 school food service in a large school system.
- Must possess a valid Florida driver's license.

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Desired Qualifications:

- ~~Preference given to Credentialed School Food Service and Nutrition Specialist (SFNS) through the School Nutrition Association~~ School Nutrition Specialist credentialed with the School Nutrition Association.
- Master's Degree in related field ~~and/or equivalent experience~~
- Registered Dietitian credentialed with the Commission of Dietetic Registration
- Registered Dietetic Technician credentialed with the Commission of the Dietetic Registration
- School Nutrition Association active membership.

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Performance Responsibilities:

- Knowledge of federal, state and local laws and School Board policies as they pertain to school food service and distribution services programs.
- Knowledge of school food service operation and management theory and practice.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Establish and maintain collaborative working relationships with all stakeholders.
- Coordinate the planning of menus meeting federal and state requirements.
- Plan and coordinate with the Facilities Department for new and remodeled kitchens.
- Allocate CLOC/commodities and federal funds.
- Write specifications and compile bid results on food, non-food and equipment.
- Attend professional meetings that aid School Food and Nutrition in achieving its maximum potential.
- ~~Communicate with other administrators, district personnel and vendors to coordinate food activities and programs, student wellness and resolve issues and conflicts.~~
- Initiate new programs as they relate to the Food and Nutrition Department.
- Establish, implement, and ~~R~~revise policies as needed.
- Coordinate free/reduced, lunch, breakfast, snack and summer feeding policies, programs to meet established local, state and federal policies.
- Evaluate and make recommendations concerning program requirements and write grants for

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- special food service projects.
- Coordinate training for school food and nutrition personnel.
- Conduct administrative reviews at school sites to assure a quality program.
- Supervise the preparation of reports.
- ~~Supervise and evaluate staff~~ Supervise assigned personnel, conduct annual performance reviews, make recommendations for appropriate employment actions, and develop staff development training for all assigned staff.
- Direct and coordinate, through subordinate supervisory personnel, activities of workers preparing, serving, and cashing for foods served to students and adults.
- Address complaints and resolve issues with all stakeholders.
- Knowledge of food service automation systems.
- Oversee billing and purchasing procedures ensuring compliance with state and federal laws.
- Plan and manage the department budget.
- Develop leadership training for food service management.
- Direct the development of the departmental improvement plan and strategic vision.
- Work with the Sanitation and Safety Specialist (Health Department) to assure safe and healthy food and nutrition facilities policies are implemented and followed in all kitchens.
- Assist teachers with nutrition education as requested.
- Encourage food service employees to support their professional organization.
- Organize, prioritize, manage and carry out duties efficiently and within established timeframes.
- Keep the Superintendent of Schools abreast of all ongoing situations, programs, changes, and practices in the areas of assigned responsibility.
- Perform other duties as assigned by the Executive Director of Support Operations and/or designee.

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Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move ~~objects~~objects.

Reports to:

Reports directly to the Executive Director of Support Operations and/or ~~designee~~designee.

Evaluation:

Annual evaluation done by the Executive Director of Support Operations and/or ~~designee~~designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

76005

Revised: 06/19/01, 01/02, 07/25/06, 09/02/08, 01/20/09, 05/17/11, 09/06/11, 06/10/14, 7/6/2015

Director of Food and Nutrition Services

Hernando County School Board Florida

FLSA: Exempt, Non-Union

DIRECTOR OF FOOD AND NUTRITION SERVICES

Required Qualifications:

- Bachelor's Degree in Food and Nutrition, Institutional Food Management or other related field
- Valid Food Safety Certificate
- Five years of experience in school food service administration, or related experience in commercial or non-commercial food service.
- Experience with K-12 school food service in a large school system.
- Must possess a valid Florida driver's license.

Desired Qualifications:

- School Nutrition Specialist credentialed with the School Nutrition Association.
- Master's Degree in related field
- Registered Dietitian credentialed with the Commission of Dietetic Registration
- Registered Dietetic Technician credentialed with the Commission of the Dietetic Registration
- School Nutrition Association active membership.

Performance Responsibilities:

- Knowledge of federal, state and local laws and School Board policies as they pertain to school food service and distribution services programs.
- Knowledge of school food service operation and management theory and practice.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Establish and maintain collaborative working relationships with all stakeholders.
- Coordinate the planning of menus meeting federal and state requirements.
- Plan and coordinate with the Facilities Department for new and remodeled kitchens.
- Allocate CLOC/commodities and federal funds.
- Write specifications and compile bid results on food, non-food and equipment.
- Attend professional meetings that aid School Food and Nutrition in achieving its maximum potential.
- Communicate with other administrators, district personnel and vendors to coordinate food activities and programs, student wellness and resolve issues and conflicts.
- Initiate new programs as they relate to the Food and Nutrition Department.
- Establish, implement, and revise policies as needed.
- Coordinate free/reduced, lunch, breakfast, snack and summer feeding policies, programs to meet established local, state and federal policies.
- Evaluate and make recommendations concerning program requirements and write grants for special food service projects.
- Coordinate training for school food and nutrition personnel.
- Conduct administrative reviews at school sites to assure a quality program.
- Supervise the preparation of reports. Supervise assigned personnel, conduct annual performance reviews, make recommendations for appropriate employment actions, and develop staff development training for all assigned staff.

- Direct and coordinate, through subordinate supervisory personnel, activities of workers preparing, serving, and cashiering for foods served to students and adults.
- Address complaints and resolve issues with all stakeholders.
- Knowledge of food service automation systems.
- Oversee billing and purchasing procedures ensuring compliance with state and federal laws.
- Plan and manage the department budget.
- Develop leadership training for food service management.
- Direct the development of the departmental improvement plan and strategic vision.
- Work with the Sanitation and Safety Specialist (Health Department) to assure safe and healthy food and nutrition policies are implemented and followed in all kitchens.
- Assist teachers with nutrition education as requested.
- Encourage food service employees to support their professional organization.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Keep the Superintendent of Schools abreast of all ongoing situations, programs, changes, and practices in the areas of assigned responsibility.
- Perform other duties as assigned by the Executive Director of Support Operations and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Executive Director of Support Operations and/or designee.

Evaluation:

Annual evaluation done by the Executive Director of Support Operations and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

76005

Revised: 06/19/01, 01/02, 07/25/06, 09/02/08, 01/20/09, 05/17/11, 09/06/11, 06/10/14, 7/6/2015

Hernando County School Board
Florida

FLSA:Exempt, Non-Union

**FOOD AND NUTRITION SERVICES (FNS) CATERING/ SPECIAL
INITIATIVES MANAGER**

Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management or related field.
- Minimum of three (3) years of experience in school food service management, catering, food service operations and management or related experience.
- Ability to communicate effectively in written and oral form.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Food Safety Certificate.
- Must possess a valid Florida Driver's License.

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Desired Qualifications:

- Master's Degree in related field
- Knowledge of nutritional and institutional food management in a high-volume multi-facility food service operation.
- Experience with automated food service software and more complex computer programs
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- Experience in quantity food preparation and coordination.
- Ability to establish and maintain effective working relationships with others.

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Performance Responsibilities:

- Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Establish and maintain collaborative working relationships with all stakeholders.
- Develop and coordinate special projects of the department.
- Work with the RD on the planning, coordinating, and developing of a catering/special event menu.
- Assist in the design and implementation of catering, marketing, production, and finance materials.
- Research menu items as well as price and forecast.
- Develop recipes as well as scale for needed servings.
- Develop invoicing procedures for catering/specialty functions.
- Analyze food service operations for cost effectiveness.
- Recommend the purchasing of supplies and equipment as necessary.

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Food and Nutrition Services Catering/Special Initiatives Manager

- Attend all training sessions and development as needed.
- Plan, organize and conduct training for food and nutrition staff and others as it pertains to the catering and specialty events of the district.
- Communicate effectively with staff members, administrators and other stakeholders using both tact and good judgement.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Develop procedures for measuring and evaluating delivery systems, appearance, and efficiency of service and serving techniques.
- Assist with establishing policies and procedures to ensure food is prepared and served in a safe and sanitary manner.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch.
- Work with RD to develop and evaluate recipes.
- Demonstrate initiative in the performance of assigned responsibilities.
- Exhibit a high level of interpersonal skills to work as an effective team member.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees and evaluating performance.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Food and Nutrition Services Nutrition Wellness Coordinator and/or designee.

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Evaluation:

Annual evaluation done by the Food and Nutrition Services Nutrition Wellness Coordinator and/or designee.

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Terms of Employment:

12-month employment

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Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory- E

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Job Code:

76013

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Board Approved:

Food and Nutrition Services Catering/Special Initiatives Manager

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Food and Nutrition Services Catering/Special Initiatives Manager

Hernando County School Board Florida

FLSA: Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) CATERING/ SPECIAL INITIATIVES MANAGER
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Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management or related field.
- Minimum of three (3) years of experience in school food service management, catering, food service operations and management or related experience.
- Ability to communicate effectively in written and oral form.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Food Safety Certificate.
- Must possess a valid Florida Driver's License.

Desired Qualifications:

- Master's Degree in related field
- Knowledge of nutritional and institutional food management in a high-volume multi-facility food service operation.
- Experience with automated food service software and more complex computer programs
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- Experience in quantity food preparation and coordination.
- Ability to establish and maintain effective working relationships with others.

Performance Responsibilities:

- Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Establish and maintain collaborative working relationships with all stakeholders.
- Develop and coordinate special projects of the department.
- Work with the RD on the planning, coordinating, and developing of a catering/special event menu.
- Assist in the design and implementation of catering, marketing, production, and finance materials.
- Research menu items as well as price and forecast.
- Develop recipes as well as scale for needed servings.

- Develop invoicing procedures for catering/specialty functions.
- Analyze food service operations for cost effectiveness.
- Recommend the purchasing of supplies and equipment as necessary.
- Attend all training sessions and development as needed.
- Plan, organize and conduct training for food and nutrition staff and others as it pertains to the catering and specialty events of the district.
- Communicate effectively with staff members, administrators and other stakeholders using both tact and good judgement.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Develop procedures for measuring and evaluating delivery systems, appearance, and efficiency of service and serving techniques.
- Assist with establishing policies and procedures to ensure food is prepared and served in a safe and sanitary manner.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch.
- Work with RD to develop and evaluate recipes.
- Demonstrate initiative in the performance of assigned responsibilities.
- Exhibit a high level of interpersonal skills to work as an effective team member.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees and evaluating performance.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Food and Nutrition Services Nutrition Wellness Coordinator and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition Services Nutrition Wellness Coordinator and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory- E

Job Code:

76013

Board Approved:

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

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FOOD AND NUTRITION SERVICES (FNS) NUTRITION/WELLNESS COORDINATOR

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Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management, business, or a related field
- Three (3) years of experience in commercial or non-commercial food service or nutrition.
- Registered Dietitian credentialed with the Commission of Dietetic Registration or RD eligible.
- Valid Food Safety Certificate.
- Must possess a valid Florida driver's license.

Desired Qualifications:

- Master's Degree in related field.
- Licensed Dietitian with the State of Florida
- School Nutrition Specialist credentialed with the School Nutrition Association.
- School Nutrition Association active membership.
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs.
- Knowledge of School Nutrition Association certification policies and procedures.
- Experience with K-12 distribution operations.
- Experience with food procurement and processing of USDA Foods.
- Experience in a managerial/or supervisory capacity.

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Develop and conduct FNS school site reviews to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.
- Monitor and update the department's HACCP-based food safety and sanitation program to meet federal, state and local regulations.
- Develop food quality standards to assist staff in evaluating menu items prior to service, and establish and communicate quality customer service standards to staff.
- Develop procedures for measuring and evaluating delivery systems, appearance and efficiency of serving area and serving techniques.
- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.

- Monitor school site compliance to standards established for food preparation, food quality, meal service, sanitation, safety, inventory maintenance, financial procedures, and customer service.
- Assist with the development, revision, and implementation of FNS standard operating procedures.
- Plan and monitor activities related to the Summer Feeding Program as they relate to the development of summer menus. Coordinate forecasting, menu analysis paper products. Work with Operation Specialist on the coordination of summer sites.
- Plan, organize, and manage activities related to menu planning, food procurement, product testing, product holds and/or recalls, and utilization of USDA commodities; and supervise, evaluate, train, and delegate work to appropriate staff.
- Coordinate the implementation of food service automation for nutritional analysis, inventory control and menu costing.
- Ensure all meals and a la cart foods offered to students comply with federal standards and requirements.
- Work with medical authorities and school food service personnel to provide student menus in compliance with documented dietary restrictions.
- Coordinate District Wellness Policy and work with related community programs.
- Coordinate menus, supplies, and staffing related to emergency shelters feeding.
- Assist with FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- Assist in the oversight of the management internship and leadership development for all FNS personnel.
- Responsible for the oversight and precepting of dietetic interns.
- Assist with the training and professional development of all FNS staff.
- Assist Operation Specialists in developing and monitoring annual development plans, including long and short-term goals for FNS Managers.
- Educate parents and teachers about the Food and Nutrition Program.
- Assist with guest speakers regarding information on nutrition, training and/or staff development topics.
- Recommend annual budgetary items for food, paper, and equipment.
- Prepare and/or assist with department and school based FNS program grant applications and assist with related budget administration.
- Assist in the development and implementation of quality assurance processes and FNS site reviews for all schools.
- Assist in the participation of school health fairs and other events as they relate to nutrition and wellness.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast, lunch, snack, and supper programs.
- Assist in the design and implementation of nutrition education materials.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees and evaluating performance.
- Perform other duties as assigned.

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Food and Nutrition Services (FNS) Nutrition/Wellness Coordinator

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Assistant Director of Food and Nutrition Services and/or designee.

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Evaluations:

Annual evaluation done by the Assistant Director of Food and Nutrition Services and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

76008013

Board Approved:

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Food and Nutrition Services (FNS) Nutrition/Wellness Coordinator

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) NUTRITION/WELLNESS COORDINATOR

Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, institutional food management, business, or a related field
- Three (3) years of experience in commercial or non-commercial food service or nutrition.
- Registered Dietitian credentialed with the Commission of Dietetic Registration or RD eligible.
- Valid Food Safety Certificate.
- Must possess a valid Florida driver's license.

Desired Qualifications:

- Master's Degree in related field.
- Licensed Dietitian with the State of Florida
- School Nutrition Specialist credentialed with the School Nutrition Association.
- School Nutrition Association active membership.
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs.
- Knowledge of School Nutrition Association certification policies and procedures.
- Experience with K-12 distribution operations.
- Experience with food procurement and processing of USDA Foods.
- Experience in a managerial/or supervisory capacity.

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Develop and conduct FNS school site reviews to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.
- Monitor and update the department's HACCP-based food safety and sanitation program to meet federal, state and local regulations.
- Develop food quality standards to assist staff in evaluating menu items prior to service, and establish and communicate quality customer service standards to staff.
- Develop procedures for measuring and evaluating delivery systems, appearance and efficiency of serving area and serving techniques.
- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
- Monitor school site compliance to standards established for food preparation, food quality, meal service, sanitation, safety, inventory maintenance, financial procedures, and customer service.

- Assist with the development, revision, and implementation of FNS standard operating procedures.
- Plan and monitor activities related to the Summer Feeding Program as they relate to the development of summer menus. Coordinate forecasting, menu analysis paper products. Work with Operation Specialist on the coordination of summer sites.
- Plan, organize, and manage activities related to menu planning, food procurement, product testing, product holds and/or recalls, and utilization of USDA commodities; and supervise, evaluate, train, and delegate work to appropriate staff.
- Coordinate the implementation of food service automation for nutritional analysis, inventory control and menu costing.
- Ensure all meals and a la cart foods offered to students comply with federal standards and requirements.
- Work with medical authorities and school food service personnel to provide student menus in compliance with documented dietary restrictions.
- Coordinate District Wellness Policy and work with related community programs.
- Coordinate menus, supplies, and staffing related to emergency shelters feeding.
- Assist with FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- Assist in the oversight of the management internship and leadership development for all FNS personnel.
- Responsible for the oversight and precepting of dietetic interns.
- Assist with the training and professional development of all FNS staff.
- Assist Operation Specialists in developing and monitoring annual development plans, including long and short-term goals for FNS Managers.
- Educate parents and teachers about the Food and Nutrition Program.
- Assist with guest speakers regarding information on nutrition, training and/or staff development topics.
- Recommend annual budgetary items for food, paper, and equipment.
- Prepare and/or assist with department and school based FNS program grant applications and assist with related budget administration.
- Assist in the development and implementation of quality assurance processes and FNS site reviews for all schools.
- Assist in the participation of school health fairs and other events as they relate to nutrition and wellness.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast, lunch, snack, and supper programs.
- Assist in the design and implementation of nutrition education materials.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees and evaluating performance.
- Perform other duties as assigned.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force

frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Assistant Director of Food and Nutrition Services and/or designee.

Evaluations:

Annual evaluation done by the Assistant Director of Food and Nutrition Services and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

Job Code:

76008

Board Approved:

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

**FOOD AND NUTRITION SERVICES (FNS) OPERATIONS ~~SPECIALIST~~
MANAGER**

Required Qualifications:

- ~~Three (3)~~ Five (5) years of experience in school food service management, food service operations and management or related supervisory experience.
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.
- Ability to communicate effectively in written and oral form.
- Must possess a valid Florida Driver's License.
- High school diploma or equivalent.
- Valid Food Safety Certificate.
- Ability to operate a computer with basic computer and Microsoft program knowledge.

Desired Qualifications:

- Experience with automated food service software and more complex computer programs
- Associate's degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field.
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- ~~Experience in quantity food preparation.~~
- Knowledge of School Nutrition Association certification policies and procedures.

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.

Food and Nutrition Services Operations Manager

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- Review school sites to ensure all schools participating in the National School Lunch, National School Breakfast, Seamless Summer Feeding Program and Child Care Food Program are meeting program requirements

Food and Nutrition Services Operations Manager

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- Monitor the flow of food, inventories (including USDA commodities) and supplies in school cafeterias.
- Review and audit cafeteria reports to insure ~~federal and state~~ local, state and federal guidelines are being followed.
- Assist the administrator in the evaluation of school food service programs annually as required by federal regulations.
- Provide assistance in training ~~managers~~ Team Leaders and workers in all areas of school site management and financial accountability for food service operations.
- ~~Assist in the review, evaluation evaluate and recommendation of~~ procedures that improve systems within school food service.
- Assist in the planning, development, implementation and evaluation of the district- wide food service program.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch.
- Assist in -marketing, coordinating, delivery and tracking of all activities of the program.
- ~~Visit schools~~ Provide hands on support on a daily basis on a regular basis to assigned schools and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department.
- Review labor costs and evaluate staffing at school sites and make recommendations for changes as needed.
- Identify and facilitate solutions to financial ~~problems~~ concerns in assigned schools' programs.
- Assist with updating policies and procedures for both schools and district office, ~~and~~ train and assist all FNS personnel with policies and procedures.
- Assist with budget analysis, financial review, and related responsibilities to develop an appropriate plan of action.
- Review and audit weekly cafeteria reports to insure federal and state guidelines are being followed.
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Food and Nutrition Program
- Coach school site ~~Managers~~ Team Leaders with personnel or supervisory concerns as needed.
- Perform other duties as assigned.
- Conduct FNS school site reviews to determine efficiency of operation.
- Plan, supervise, evaluate, train and delegate work to appropriate staff including FNS relief workers.
- Apply conflict resolution, negotiation, and problem-solving techniques when dealing with school FNS personnel issues, and work with school administrators as needed.
- Assist school food and nutrition Team Leaders with establishing participation goals, achieving benchmarks goals, and determining staffing plans following district's established guidelines.

Food and Nutrition Services Operations Manager

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- Conduct Pre-K/HeadStart classroom site visits to determine compliance with regulations.
- Develop, monitor, and evaluate annual professional development plans, including long-term and short-term goals for assigned personnel and school-based team leaders.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and the interviewing, testing, hiring, and assignment of personnel.
- Work with human resources personnel to recruit staff and monitor professional development and certification requirements for job advancement.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

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Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Food and Nutrition Services (FNS) Assistant Director and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition Services (FNS) Assistant Director and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory-~~D~~ E

Job Code:

76010

Board Approved: 06/14/22
Revised: N/A

Food and Nutrition Services Operations Manager

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Food and Nutrition Services Operations Manager

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Hernando County School Board Florida

FLSA: Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) OPERATIONS MANAGER

Required Qualifications:

- Five (5) years of experience in school food service management, food service operations and management or related supervisory experience.
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.
- Ability to communicate effectively in written and oral form.
- Must possess a valid Florida Driver's License.
- High school diploma or equivalent.
- Valid Food Safety Certificate.
- Ability to operate a computer with basic computer and Microsoft program knowledge.

Desired Qualifications:

- Experience with automated food service software and more complex computer programs.
- Associate's degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field.
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- Experience in quantity food preparation.
- Knowledge of School Nutrition Association certification policies and procedures.

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.
- Review school sites to ensure all schools participating in the National

Food and Nutrition Services Operations Manager

School Lunch, National School Breakfast, Seamless Summer Feeding Program and Child Care Food Program are meeting program requirements.

- Monitor the flow of food, inventories (including USDA commodities) and supplies in school cafeterias.
- Review and audit cafeteria reports to insure local, state and federal guidelines are being followed.
- Assist the administrator in the evaluation of school food service programs annually as required by federal regulations.
- Provide assistance in training Team Leaders and workers in all areas of school site management and financial accountability for food service operations.
- Review, evaluate and recommend procedures that improve systems within school food service.
- Assist in the planning, development, implementation, and evaluation of the district- wide food service program.
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch.
- Assist in marketing, coordinating, delivery and tracking of all activities of the program.
- Provide hands on support on a daily basis to assigned schools and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department.
- Review labor costs and evaluate staffing at school sites and make recommendations for changes as needed.
- Identify and facilitate solutions to financial ~~problems~~ concerns in assigned schools' programs.
- Assist with updating policies and procedures for both schools and district office, train and assist all FNS personnel with policies and procedures.
- Assist with budget analysis, financial review, and related responsibilities to develop an appropriate plan of action.
- Review and audit weekly cafeteria reports to insure federal and state guidelines are being followed.
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Food and Nutrition Program.
- Coach school site Team Leaders with personnel or supervisory concerns as needed.
- Perform other duties as assigned.
- Conduct FNS school site reviews to determine efficiency of operation.
- Plan, supervise, evaluate, train and delegate work to appropriate staff including FNS relief workers.

- Apply conflict resolution, negotiation, and problem-solving techniques when dealing with school FNS personnel issues, and work with school administrators as needed.
- Assist school food and nutrition Team Leaders with establishing participation goals, achieving benchmarks goals, and determining staffing plans following district's established guidelines.
- Conduct Pre-K/HeadStart classroom site visits to determine compliance with regulations.
- Develop, monitor, and evaluate annual professional development plans, including long-term and short-term goals for assigned personnel and school-based team leaders.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and the interviewing, testing, hiring, and assignment of personnel.
- Work with human resources personnel to recruit staff and monitor professional development and certification requirements for job advancement.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Food and Nutrition Services (FNS) Assistant Director and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition Services (FNS) Assistant Director and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory-E

Job Code:

76010

Board Approved: 06/14/22

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION ~~ELEMENTARY/MIDDLE~~ MANAGER SERVICES SPECIALIST

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Required Qualifications:

- High school diploma or ~~equivalent~~ General Education Diploma (GED).
- ~~Must have a minimum of~~ Minimum three (3) years of institutional experience in quantity food preparation experience and/or food service management experience with a minimum of two (2) years supervisory experience.
- ~~Must be able to Lift~~ as required by this position.
- ~~Have the Ability to operate a computer and calculator~~ with basic computer and Microsoft program knowledge.
- ~~Must have a thorough knowledge of sanitation and safety for the preparation and handling of food~~
- ~~Must have a Valid~~ Florida driver's license.
- ~~Successful completion of the County Manager Training Program or equivalent~~
- Have good Management and organizational skills.
- Valid Food Safety certification or agreement to obtain within 6-months of employment.

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Desired Qualifications:

- ~~Two (2) approved food service classes successfully completed prior to the end of the 3rd year of school food service employment~~
- ~~School Nutrition Association Level 2 Certification~~
- Associate's degree in culinary arts, food service management or related field.
- Certified Dietary Manager or related certification in food service.

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Performance Responsibilities:

- ~~Assist in the Evaluateion of food service employees team members in their job responsibilities, complete mid-year and end of year evaluations with support, assistance and guidance from Operations Manager.~~
- ~~Assist with employee coaching and discipline as needed with support, assistance, and guidance from the Operations Manager.~~
- ~~Assist with Oversee Orienting, training and the development of employees Food and Nutrition Services Team Members.~~
- Collaborate with the ~~school administration~~ Operations Manager in the selection, documentation and termination of employees.
- Coordinate, set up, food production and service of special functions as requested.
- Work with the school administration on student issues/concerns.
- ~~Set standard for employees: Follow FNS Standard Operating Procedures for Team Member's personal hygiene, dress code and work habits.~~
- ~~Assist with the Planning, developing, implementing and monitoring of team members work schedules.~~

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Food and Nutrition Services Senior Team Leader Specialist

- Attend ~~manager~~ Specialist meetings.
- Report all accidents immediately.
- Participate and promote ~~inservice~~in-service training opportunities.
- Plan and coordinate all food production and service.
- Prepare food, supply and small equipment orders.
- Monitor deliveries and sign invoices.
- Account for the daily collection, counting and depositing of money.
- ~~Submit requisitions for repairs and supplies.~~
- Assist in implementing district in-services that pertain to the training of Food and Nutrition team members.
- Review, verify and ~~compile~~ approve payroll.
- Monitor and compile monthly inventory of food, non-food and commodities.
- Monitor the condition, inventory and warranty of all equipment. Ensure all team members are trained on all equipment and can demonstrate proficiency.

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Food and Nutrition Services Senior Team Leader Specialist

- Keep accurate records as required by the ~~State Department of Education, United States Department of Agriculture and the District Office~~ state, local and federal regulations.
- Develop and coordinate a la carte offerings.
- Operate a motor vehicle as required by the position.
- ~~Perform job responsibilities with sustained focus and attention to detail for extended periods of time.~~
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

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Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to ~~the principal and the Director of Food and Nutrition~~ the Food and Nutrition Services Operation Manager and/or designee

Evaluation:

Annual evaluation done by the ~~Director of Food and Nutrition~~ Food and Nutrition Operation Manager and/or designee with input from the School Principal.

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

76013

Revised: 06/19/01, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 6/7/11

Food and Nutrition Services Senior Team Leader Specialist

Food and Nutrition Elementary/Middle Manager

Food and Nutrition Services Senior Team Leader Specialist

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum three (3) years of quantity food experience and/or food service management experience with a minimum of two (2) years supervisory experience.
- Lift as required by this position.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Florida driver's license.
- Management and organizational skills.
- Valid Food Safety certification or agreement to obtain within 6-months of employment.

Desired Qualifications:

- Associate's degree in culinary arts, food service management or related field.
- Certified Dietary Manager or related certification in food service.

Performance Responsibilities:

- Assist in the evaluation of food service team members in their job responsibilities, complete mid-year and end of year evaluations with support, assistance, and guidance from Operations Manager.
- Assist with employee coaching and discipline as needed with support, assistance and guidance from the Operations Manager.
- Assist with orienting, training and the development of Food and Nutrition Services Team Members.
- Collaborate with the Operations Manager in the selection, documentation, and termination of employees.
- Coordinate, set up, food production and service of special functions as requested.
- Work with the school administration on student issues/concerns.
- Follow FNS Standard Operating Procedures for Team Member's personal hygiene, dress code and work habits.
- Assist with the planning, developing, implementing, and monitoring of team members work schedules.
- Attend Specialist meetings.
- Report all accidents immediately.
- Participate and promote in-service training opportunities.
- Plan and coordinate all food production and service.
- Prepare food, supply, and small equipment orders.
- Monitor deliveries and sign invoices.
- Account for the daily collection, counting and depositing of money.
- Submit requisitions for repairs and supplies.
- Assist in implementing district in-services that pertain to the training of Food and Nutrition team members.
- Review, verify and approve payroll.

Food and Nutrition Services Specialist

- Monitor and compile monthly inventory of food, non-food, and commodities.
- Monitor the condition, inventory, and warranty of all equipment. Ensure all team members are trained on all equipment and can demonstrate proficiency.
- Keep accurate records as required by state, local and federal regulations.
- Develop and coordinate a la carte offerings.
- Operate a motor vehicle as required by the position.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned by the Director of Food and Nutrition and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Food and Nutrition Services Operation Manager and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition Operation Manager and/or designee with input from the School Principal.

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

76013

Revised: 06/19/01, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 6/7/11

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

**FOOD AND NUTRITION SERVICES (FNS) TEAM DEVELOPMENT/MARKETING
PROGRAM MANAGER**

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Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, ~~institutional food management, business or a related field, marketing, training, business management, or related field.~~
- ~~Minimum of~~ Three (3) years of experience in school food service ~~management, food service operations management, nutrition, finance, team development, marketing/grants management, or a related field.~~
- ~~Ability to communicate effectively in written and oral form.~~
- ~~Ability to operate a computer with basic computer, Microsoft program knowledge.~~
- ~~Management and organizational skills.~~
- ~~Valid Food Safety Certificate.~~
- ~~Must possess a valid Florida Driver's License.~~

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Desired Qualifications:

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- ~~Master's Degree in Marketing, Training, Development or related field.~~
- ~~Experience with learning management systems or related technological software.~~
- School Nutrition Specialist credentialed with the School Nutrition Association
- School Nutrition Association active membership
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs.
- Experience with K-12 distribution operations.
- Experience with food service automation systems.
- Experience with current database and marketing technologies.
- Experience with K-12 school food service in a school system.
- Experience programming and maintaining database systems, Microsoft Office software, publication design, editing, and copyright law knowledge.
- Experience training, developing, and forecasting professional development programs.
- Knowledge of School Nutrition Association certification policies and procedures.
- Experience in a managerial/or supervisory capacity.

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Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- ~~Develop and conduct FNS school site reviews to determine efficiency of operation, financial status, and adherence to policies, procedures, and regulations.~~
- ~~Monitor and update the department's HACCP-based food safety and sanitation program that meets federal, state and local regulations.~~
- ~~Develop food quality standards to assist staff in evaluating menu items prior to service.~~

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~~and establish and communicate quality customer service standards to staff.~~

- Develop procedures for measuring and evaluating delivery systems, appearance and efficiency of serving area and serving techniques.
- ~~Conduct site reviews to ensure compliance with health and safety regulations established by federal, state, and local agencies.~~
- ~~Ensure all food safety inspection deficiencies are addressed competently and in a timely manner.~~
- Work with RD to develop and evaluate training
-

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- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
- ~~Assist school food service managers with establishing participation goals, achieving benchmark goals, and determining staffing plans following district's established guidelines.~~
- ~~Monitor school site compliance to standards established for food preparation, food quality, meal service, sanitation, safety, inventory maintenance, financial procedures, and customer service.~~
- ~~Apply conflict resolution, negotiation, and problem-solving techniques when dealing with school FNS personnel issues, and work with school administrators as needed.~~
- ~~Conduct PreK/Headstart classroom site visits to determine compliance with nutritional standards as required.~~
- ~~Plan, organize, staff, and monitor activities related to the Summer Feeding Program.~~
- ~~Plan, organize, and manage activities related to the hiring and professional development of all school FNS personnel; and supervise, evaluate, train, and delegate work to appropriate staff, including FNS relief workers.~~
- ~~Work with human resources personnel to recruit personnel and monitor professional development and certification requirements for job advancement.~~
- Assist in the Developing, coordinateing, and overseeing of the the management internship and leadership development programs for FNS personnel with the Director, Assistant Director and RD.
- Assist in the Coordinateing FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- ~~Develop, monitor, and evaluate annual professional development plans, including long-term and short-term goals for assigned personnel and school-based management.~~
- Recommend annual budgetary items for training and team development.
- Plan, organize, and manage activities related to marketing strategies, the application and administration of grants, and quality assurance processes for the department; and supervise, evaluate, train, and delegate work to appropriate staff.
- Assist in the ~~Coordinat~~Coordinatione of the strategic development process, aligning department communication, marketing, and professional development goals with the District's vision.
- Work with communications personnel to manage the department website and ensure all marketing and communication efforts are consistent with district guidelines and policies.
- Prepare and/or assist with department and ~~school-based~~school based FNS program grant applications and assist with related budget administration.
- Coordinate. Assist in the development and implementation of quality assurance processes and FNS site reviews for all schools.
- ~~Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.~~
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning, and directing work; training and evaluation of performance.
- Perform other duties as assigned.
- Coordinate FNS ServSafe or equivalent certification for FNS staff.
- Coordinate training and professional development for all FNS staff.
- Execute training as required.
- Educate parents and teachers about the Food and Nutrition Program.
- Respond to requests for guest speakers or information on nutrition, training, or staff development

Food and Nutrition Services (FNS) Team Development/Marketing Program Manager

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topics.

- Act as a liaison between the district and other organizations to promote the Food and Nutrition Program.
- Organize and plan marketing initiatives including social media and other digital platforms.
- Assist in the participation of school career fairs, health fairs and other related programs.
- Serve as a resource in implementing activities that contribute to the increasing participation of school breakfast, lunch, snack, and supper programs.
- Assist in the design and implementation of nutrition education materials.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

Reports to:

Reports directly to ~~the Director of Food and Nutrition Services~~ The FNS Nutrition Wellness Coordinator and/or designee

Evaluations:

Annual evaluation done by the ~~Director of Food and Nutrition Services~~ FNS Nutrition Wellness Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

76013

Board Approved: 08/08/17

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Food and Nutrition Services (FNS) Team Development/Marketing Program Manager

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) TEAM DEVELOPMENT/MARKETING MANAGER

Required Qualifications:

- Bachelor's degree from an accredited institution in food and nutrition, marketing, training, business management, or related field.
- Minimum of Three (3) years of experience in school food service management, food service operations management, team development, marketing/grants management, or a related field.
- Ability to communicate effectively in written and oral form.
- Ability to operate a computer with basic computer, Microsoft program knowledge.
- Management and organizational skills.
- Valid Food Safety Certificate.
- Must possess a valid Florida Driver's License.

Desired Qualifications:

- Master's Degree in Marketing, Training, Development or related field.
- Experience with learning management systems or related technological software.
- School Nutrition Specialist credentialed with the School Nutrition Association
- School Nutrition Association active membership
- Knowledge of federal, state, and local laws and School Board policies as they pertain to the school food service programs.
- Experience with K-12 distribution operations.
- Experience with food service automation systems.
- Experience with current database and marketing technologies.
- Experience with K-12 school food service in a school system.
- Experience programming and maintaining database systems, Microsoft Office software, publication design, editing, and copyright law knowledge.
- Experience training, developing, and forecasting professional development programs.
- Knowledge of School Nutrition Association certification policies and procedures
- Experience in a managerial/or supervisory capacity.

Performance Responsibilities:

- Assist with establishing policies and procedures to ensure food is prepared and served in a sanitary and safe manner.
- Develop procedures for measuring and evaluating delivery systems, appearance, and efficiency of serving area and serving techniques.

- Work with RD to develop and evaluate training.
- Provide monitoring and technical assistance of school food service operations to ensure program compliance and maximum operational efficiency.
- Assist in the developing, coordinating, and overseeing the internship and leadership development programs for FNS personnel with the Director, Assistant Director and the RD.
- Assist in coordinating FNS training design and the development of training materials to ensure all programs are aligned to meet department growth opportunities.
- Recommend annual budgetary items for training and team development.
- Plan, organize, and manage activities related to marketing strategies, the application and administration of grants, and quality assurance processes for the department; and supervise, evaluate, train, and delegate work to appropriate staff.
- Assist in the coordination of the strategic development process, aligning department communication, marketing, and professional development goals with the District's vision.
- Work with communications personnel to manage the department website and ensure all marketing and communication efforts are consistent with district guidelines and policies.
- Prepare and/or assist with department and school-based FNS program grant applications and assist with related budget administration.
- Assist in the development and implementation of quality assurance processes and FNS site reviews for all schools.
- Direct supervision of assigned support personnel. Responsibilities include planning, assigning and directing work; training and evaluation of performance.
- Perform other duties as assigned.
- Coordinate FNS ServSafe or equivalent certification for FNS staff.
- Coordinate training and professional development for all FNS staff.
- Execute training as required.
- Educate parents and teachers about the Food and Nutrition Program.
- Respond to requests for guest speakers or information on nutrition, training, or staff development topics.
- Act as a liaison between the district and other organizations to promote the Food and Nutrition Program.
- Organize and plan marketing initiatives including social media and other digital platforms.
- Assist in the participation of school career fairs, health fairs and other related programs.
- Serve as a resource in implementing activities that contribute to the increasing participation of school breakfast, lunch, snack, and supper programs.
- Assist in the design and implementation of nutrition education materials.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.

Reports to:

Reports directly to The FNS Nutrition Wellness Coordinator and/or designee.

Evaluations:

Annual evaluation done by the FNS Nutrition Wellness Coordinator and/or designee.

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

76013

Board Approved: 08/08/17

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION ~~ASSISTANT MANAGER~~ SERVICES ASSISTANT SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- ~~Must be able to~~ Lift as required by this position.
- ~~Must have two (2) years~~ **Three (3) years** of experience of institutional quantity food preparation experience, **and food service management** ~~or met the requirements of Food and Nutrition Assistant III~~
- ~~Have good~~ Management and organizational skills.
- ~~Have the Ability to operate a computer and calculator.~~ **With basic computer and Microsoft program knowledge.**
- **Valid Florida driver's license.**
- **Food Safety certified or agreement to obtain within 6-months of employment.**

Desired Qualifications:

- ~~Recommendations from the current Food Service Manager (if applicable)~~
- ~~Successful completion of the Production Specialist Training Class (if applicable)~~
- **Management/supervisory experience in commercial or non-commercial food service.**
- **Recommendation from current Food Service Specialist (if applicable).**

Performance Responsibilities:

- Complete and post daily work schedules for ~~employees.~~ **Team members.**
 - Preplan and complete daily food production records.
 - **Complete daily bulk entries as needed.**
 - Compare daily production records to daily ~~Sales and Meal Count~~ **Building and Sales Report.**
 - Ensure that new recipes are tested prior to offering the item on the menu.
 - Ensure the use of standardize recipes/portions.
 - Assist in the preparation of meals.
 - Inspect all food to ensure quality criteria are met before being served.
 - Train staff to ensure efficiency in all work areas of food service.
 - Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served.
 - Ensure quality customer service.
 - Ensure that the cashier is using approved accountability procedures.
 - Ensure temperatures are taken and documented at the beginning of and during service.
 - Ensure that food is "batch-cooked" and replenished in a timely manner.
 - Assist in the handling of customer problems and complaints.
-
- Assist with the procurement of supplies and inventory.
 - Demonstrate proficiency in cashiering, operating, and caring for all equipment.

- Assist ~~manager~~ Specialist as assigned.
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures.
- Attend mandatory Inservice training.
- Ensure the completion and expectations of the daily work schedule are met by staff.
- ~~Participate in the interview and hiring process.~~
- **Perform job responsibilities with sustained focus and attention to detail for extended periods of time.**
- Perform other duties as assigned by the Food and Nutrition ~~Services Manager~~ ~~Team Leader~~ Specialist and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Food and Nutrition ~~Services Manager~~ ~~Team Leader~~ Specialist and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition ~~Services Operations Manager~~, ~~Manager~~ ~~Team Leader~~ Specialist and/or administrative designee.

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 8/30/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES ASSISTANT SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Lift as required by this position.
- Three (3) years of experience of institutional quantity food preparation experience, and food service management.
- Management and organizational skills.
- Ability to operate a computer with basic computer and Microsoft program knowledge.
- Valid Florida driver's license.
- Food Safety certified or agreement to obtain within 6-months of employment.

Desired Qualifications:

- Management/supervisory experience in commercial or non-commercial food service.
- Recommendation from current Food Service Specialist (if applicable).

Performance Responsibilities:

- Complete and post daily work schedules for Team members.
- Preplan and complete daily food production records.
- Complete daily bulk entries as needed.
- Compare daily production records to daily Building and Sales Report.
- Ensure that new recipes are tested prior to offering the item on the menu.
- Ensure the use of standardize recipes/portions.
- Assist in the preparation of meals.
- Inspect all food to ensure quality criteria are met before being served.
- Train staff to ensure efficiency in all work areas of food service.
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served.
- Ensure quality customer service.
- Ensure that the cashier is using approved accountability procedures.
- Ensure temperatures are taken and documented at the beginning of and during service.
- Ensure that food is "batch-cooked" and replenished in a timely manner.
- Assist in the handling of customer problems and complaints
- Assist with the procurement of supplies and inventory.
- Demonstrate proficiency in cashiering, operating, and caring for all equipment.
- Assist Specialist as assigned.
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures.
- Attend mandatory Inservice training.
- Ensure the completion and expectations of the daily work schedule are met by staff.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Perform other duties as assigned by the Food and Nutrition Services Specialist and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Food and Nutrition Services Specialist and/or designee.

Evaluation:

Annual evaluation done by the Food and Nutrition Services Operations Manager, Specialist and/or administrative designee.

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 8/30/2022

Food and Nutrition Assistant Specialist

A. Item Currently Budgeted -

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	
+	-	=	-	=		
-						
\$	\$	\$	\$	\$	\$	

B. Item Currently Not Budgeted -**

Funding Source	Food and Nutrition Services *Will be included in Food Service 2024-2025 budget*					
Account Name	P/T/S Salaries					
Account Number	4110E	7600	1610	9002	00100	000000
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ 128,191.51					

Funding Source	Food and Nutrition Services *Will be included in Food Service 2024-2025 budget*					
Account Name	Confidential Salaries					
Account Number	4110E	7600	1620	9002	00100	00000
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ 17,801.83					

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☒

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 # 15. 24-2306

6/11/2024

Title and Board Action Requested

Approval of updates to the attached job descriptions for Professional/Technical/Supervisory roles regarding exemption status based on increases to the standard salary level for FLSA earnings thresholds.

Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board's approval of the updates made to the attached job descriptions for Professional Technical Supervisory roles regarding exemption status based on increases to the standard salary level for FLSA earnings thresholds. The FLSA establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. In April 2024, the Department issued a final rule increasing the standard salary level for exemption as follows:

Minimum Salary Amount Beginning July 1, 2024 - \$844 per week
(equivalent to a \$43,888 annual salary)

Minimum Salary Amount Beginning January 1, 2025 - \$1,128 per week
(equivalent to a \$58,656 annual salary)

For additional information, please visit <https://www.dol.gov/agencies/whd/overtime/salary-levels>.

My Contact

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870-451

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Supervisor of Human Resources
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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 Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

APPLICATION SUPPORT ANALYST

Required Qualifications:

- A.A. or A.S. Degree in Computer Science or related field and three (3) years of successful experience in application support, or
- High school diploma and five (5) years of successful experience in application support.

Desired Qualifications:

- Experience with the Skyward ERP/SIS system or the current software package(s) in use by the District
- Experience with the Crystal Reports or the current software package(s) in use by the District

Performance Responsibilities:

- Perform software analysis, documentation, testing, maintenance, and implementation.
- Provide user training and procedures for enterprise applications and other systems as needed.
- Perform and schedule system processes as required.
- Provide help desk support for enterprise applications and other systems as needed.
- Provide system configuration, integration, and data imports and exports.
- Provide and implement backup and recovery plans for enterprise applications.
- Maintain and perform application maintenance.
- Maintain a productive working relationship with users and all levels of management.
- Consult with management to ensure agreement on system principles.
- Develop and maintain a working knowledge of business processes in assigned application areas.
- Maintain a working knowledge of the Florida Department of Education rules and regulations.
- Use effective, positive interpersonal communication skills.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Confer with users to determine needs and formulates system development requirements.
- Develop system and user documentation for new software applications.
- Provide technical assistance to user departments.
- Provide technical support, supervision and guidance to other application support staff.
- Organize and plan work for performing independently or within a team work environment.
- Perform other duties as assigned by the Supervisor of Technology and/or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Technology and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Technology and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

82028

Board Approved: 05/28/19
Revised

**Hernando County School Board
Florida**

FLSA: ~~Exempt~~Non-Exempt, Non-Union

ASSISTIVE TECHNOLOGY SPECIALIST
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Required Qualifications:

- Bachelor's Degree in Education
- Minimum of two (2) years experience with computers and specialized software
- Knowledge of Windows and/or Macintosh operating systems
- Knowledge of assistive technology
- Experience in selection, installation, training and trouble-shooting of hardware, software and assistive technology devices

Performance Responsibilities:

- Provide instruction to staff, parents and students in the use of assistive technology devices and software to support devices
- Provide technical assistance in the use of assistive technology devices assigned to specific students through the Individual Education Plan (IEP) process
- Provide support to parents and staff so students may appropriately utilize hardware and software
- Coordinate technology activities to include training with Local Assistive Technology Specialists (LATS) and Florida Diagnostic Learning Resources System (FDLRS) Technology Specialists
- Assist staff assigned to the Exceptional Student Education Department in the selection, purchase, installation and maintenance of hardware and software appropriate for their needs
- Assist in maintenance of assistive technology inventory with respect to software and hardware
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

63104

Board Approved: 07/28/09

Revised: 05/17/11, 4/15/14, 06/25/19

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

ATHLETIC TRAINER

Required Qualifications:

- Bachelor's Degree from an accredited college or university
- Certified as an Athletic Trainer by the Board of Certification (BOC)
- Licensed as an Athletic Trainer by the Florida Board of Athletic Training
- Have valid Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to contact with students.

Desired Qualifications:

- Maintain Florida Board of Certification Standards of Professional Practice for Athletic Trainers.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to make decisions on own with minimum supervision.
- Ability to communicate and work with others.
- Ability to handle stressful situations.
- Successful experience as an athletic trainer preferred.

Performance Responsibilities:

- Demonstrate the ability to implement care and prevention of athletic injury.
- Assess and treat athletic injuries including administering CPR and First Aid.
- Conduct and carryout initial assessment of an athlete's injury or illness to determine if immediate emergency assistance is needed and provide continued care.
- Demonstrate the ability and willingness to research current trends and best practices in the field of care and prevention of athletic injury.
- To determine and recommend to parent(s)/legal guardian(s) if any further medical treatment or evaluation through a physician or other medical facilities might be needed.
- Care for athletic injuries using physical therapy equipment, techniques, and treatment.
- Evaluate each athletes' readiness to participate in sporting events and to provide clearance when necessary.
- Apply protective or injury preventive devices such as bandages, tape, braces (examples: ankles, fingers, and wrists).
- Assess and report to athletic directors and coaches the progress of recovering athletes.
- Collaborate with physicians, as needed, to help develop and implement comprehensive rehabilitation program for injured athletes
- Develop and implement individual plans for the prevention and/or rehabilitation of an athlete.

- Be a resource for student/athletes and their parents on athletic health related issue such as diet and conditioning.
- Assist coaches with the designing and implementing of conditioning programs that improve athletic performance.
- Travel with athletic teams to assist at sporting events and be present for offseason, summer, preseason conditioning, and in-season practices.
- Assist with transferring athletes of various heights and weights who may have sustained injuries.
- Be responsible for ensuring proper equipment is setup and ready for practice, sporting events, and conditioning.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to principal and/or designee

Evaluation:

Annual evaluation done by principal and/or designee ~~County Athletic Director and/or Designee~~

Terms of Employment:

12 – month employee

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

73033

Board Approved: 02/22/2022
Revised: N/A

Hernando County School Board Florida

FLSA: ~~Exempt~~ Non-Exempt, Non-Union

DATA QUALITY & INTEGRITY SPECIALIST

Required Qualifications:

- A.A. or A.S. Degree and one (1) year of experience in a related field*
- Extensive working knowledge of personal computer-based software programs, including Microsoft Office products

*In lieu of A.A. or A.S. Degree, High School diploma and three (3) years of experience in a related field

Desired Qualifications:

- Experience with the current student information system in use by the district
- Knowledge of data entry methods and procedures used for student information
- Ability to communicate effectively with various stakeholders to express information both verbally and in written form
- Ability to work independently and make informed decisions with minimal supervision
- Ability to organize, prioritize, and manage duties efficiently and within established timeframe

Performance Responsibilities:

- Review policies and procedures to make recommendations to improve upon and standardize the processes of data collection/reporting in the areas of assigned responsibilities
- Inspect and analyze current data collection activities regularly and take action to continuously improve procedures, services and support to schools and work locations
- Conduct training for personnel on the procedures and techniques required for the process of data collection and reporting
- Provide technical assistance in planning, designing, and implementing data collection activities based on DOE requirements and changes in the areas of assigned responsibilities
- Establish cooperative relationships with district level program staff, school personnel, and other stakeholders, effectively communicating and interpreting policies and procedures as necessary
- Consult with school-based and district-level personnel to identify data collection problems and needs
- Develop and disseminate publications necessary for the coordination of district data collection activities
- Represent the district on committees, at meetings and conferences concerning district-wide data collection activities
- Maintain knowledge of the features of the student information system
- Manage all aspects of the student Florida Education Identifier (FLEID) and Student Number IDs
- Input and maintain confidentiality of student Social Security Numbers (SSN) in the student reporting system
- Develop and maintain manuals/documents for personnel responsible for entering data in the areas of assigned responsibilities
- Provide training to all stakeholders to ensure accurate and efficient reporting

- Enter and maintain schedules for students receiving Hospital Homebound or Home Instruction services
- Support the district Medicaid Coordinator by establishing written procedures for the entry of Medicaid consent and providing reports from the SIS
- Support the Director of Exceptional Student Education by establishing procedures for the collection and implementation of ESE student data relating to state reporting
- Support the Director of Student Services by establishing procedures for the collection and implementation of data entry for disciplines and SESIRs
- Communicate and collaborate with the Executive Director of Student Support Programs regarding changes in legislation, programs, and practices in the areas of assigned responsibilities
- Perform other duties as assigned by the Executive Director of Student Support Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Programs and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Programs and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

77131

Board Approved: 06/10/14

Revised: 06/10/14, 01/26/16, 06/27/23

Data Quality & Integrity Specialist

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

DISTRICT TECHNOLOGY INFRASTRUCTURE SPECIALIST

Required Qualifications:

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology/networking related field. Or in lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology/networking related field.
(Note: an advanced degree supplement only applies if hired with a Bachelor's degree or higher)
- Knowledge of current operating systems for Windows and Macintosh, wide area networks, wireless security, network routing protocols and voice over Internet Protocol (IP) Technology
- Experience in selection, installation, training and troubleshooting of networking, hardware and software
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida driver's license
- Ability to maintain effective working relationships with co-workers and DTSS technicians.

Desired Qualifications:

- A+ Certification
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Assist the Network Coordinator with the development and implementation of ongoing network specifications, modifications and maintenance plans related to technology
- Assist in the design, installation, management and documentation of infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure
- Assist in the design, install and provide ongoing support for the District network security infrastructure including firewall, Virtual Private Networks (VPNs), system patching, and managed anti-virus systems
- Assist in the administration and management of backup procedures and disaster prevention and controls for the network and district servers
- Administrate and manage various network hardware and software district-wide
- Assist in the management, upgrades and maintenance of end-user software and hardware
- Maintain updated working and technical knowledge of all industry enhancements
- Provide support to assigned DTSS technicians via e-mail, telephone, and in person
- Maintain district inventories with respect to hardware and software

- Provide support to assigned DTSS technicians with regard to upgrades, fixes, and new products related to technology
- Attend technical workshops and meetings as required
- Review open tickets for each assigned DTSS technician, provide prioritization and remotely resolve issues where needed
- Provide input to Network Coordinator on annual evaluations of DTSS technicians
- Research and evaluate innovative software and hardware systems for compatibility with existing district and school(s) software and hardware
- Provide technology assistance to customers via e-mail, telephone, and in person throughout the District
- Advise sites as to upgrades and new products related to technology
- Advise the Network Coordinator and Supervisor of Technology regarding software upgrades, equipment and training needed
- Advise sites as to alternative ways to automate and/or improve procedures related to the use of existing technology
- Support DTSS team prioritization, project tracking and resource allocation
- Perform other duties as assigned by the Supervisor of Technology and/or Network Coordinator and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by the Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

92035

Board Approved: 12/10/19

Revised:

District Technology Infrastructure Specialist

Hernando County School Board

Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

DISTRICT TECHNOLOGY NETWORK SECURITY SPECIALIST
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Required Qualifications:

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology security/networking related field. In lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology security/networking related field.
- Valid Florida driver's license.

Desired Qualifications:

- A+, Net + and/or Security + and/or other Security Certifications
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Work with network access control (NAC) systems, firewalls, routers, incident response techniques, intrusion prevention systems, information security methodologies, authentication protocols and different attack types.
- Oversee and maintain measures to identify system security vulnerabilities and create remediation techniques, including penetration testing and the development of exploits.
- Experience with security engineering, system and network security, authentication and security protocols, cryptography, and application security.
- Conduct regular security audits, risk analysis, vulnerability testing and security reviews and install computer security software.
- Maintain knowledge of current operating systems for Windows, wide area networks, network and wireless security, network routing protocols and voice over Internet Protocol (IP) Technology.
- Experience in selection, installation, training and troubleshooting of networking, hardware, and software.
- Monitor computer networks for security threats or unauthorized users.
- Identify compromised machines and report on security measures taken to address threats.
- Develop and test software deployment tools, firewalls, and intrusion detection systems.
- Research, evaluate, recommend, and implement security devices and procedures.

- Create security documentation for users, assist in disaster recovery and gather evidence regarding cyber-crimes.
- Categorize all types of threats such as internal, external, intentional, and unintentional threats and work to stop them.
- Examine, evaluate, and deploy security technology, products, and integrated systems for safeguarding, supervising, assessing, and exploring the security of the IT assets.
- Establish security configuration baselines and standards.
- Prepare network security and fraud reports by collecting, analyzing, and summarizing data and trends.
- Develop and interpret security policies and procedures.
- Develop and deliver training materials and perform general security awareness and specific security technology training.
- Evaluate and recommend new and emerging security products and technologies
- Maintain and update the District's Incident Response Plan.
- Participate in incident handling and response.
- Plan network security and fraud management systems by evaluating prevention, deterrent, detection, alert, profiling, and neural technologies; identifying risks, weaknesses, and suspicious activities; developing safeguard policies, procedures, and controls.
- Assist the Network Coordinator with the development and implementation of ongoing network specifications, modifications and maintenance plans related to technology.
- Assist in the design, installation, management and documentation of infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure.
- Administrate and manage various network hardware and software district-wide.
- Assist in the management, upgrades and maintenance of end-user software and hardware.
- Attend technical workshops and meetings as required.
- Provide support to assigned DTSS technicians via e-mail, telephone, and in person.
- Review open tickets for each assigned DTSS technician, provide prioritization and remotely resolve issues where needed.
- Provide input to Network Coordinator on annual evaluations of DTSS technicians.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Director of Technology and/or Network Coordinator and/or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by the Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

82010

Board Approved: 03/08/2022

Revised: 06/14/2022

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

FACILITIES PROJECTS CONSTRUCTION MANAGER

Required Qualifications:

- Bachelor's Degree from an accredited university or college and one (1) year experience managing construction, architectural and/or engineering projects
- Or Associate's Degree from an accredited university or college and a minimum of five (5) years of experience managing commercial construction, architectural and/or engineering projects
- Or High School Diploma/GED and ten (10) years experience managing commercial construction, architectural and/or engineering projects.
- Have a general knowledge of the Florida Building Code
- Have a working knowledge of design and construction documents, including drawings and specifications
- Have a working knowledge of construction contracts and related documents, including project schedules, schedule of values, applications for payment, change orders, etc.
- Be able to budget, schedule, negotiate, and control costs
- Proficient in Microsoft Office and general computer software

Desired Qualifications:

- Bachelor's Degree in Building Construction, Construction Management, Civil Engineering, or Architecture
- Have a working knowledge of 2014 (or most current) State Requirements for Educational Facilities (SREF), as published by the Florida Department of Education
- Three (3) or more years of experience in the design, construction or management of public K-12 school projects
- Have a working knowledge of AIA documents.

Performance Responsibilities:

- Assist in the review of drawings and specifications of capital projects
- Coordinate all special projects as indicated by the Director of Facilities & Construction or designee
- Coordinate all environmental surveys, studies and permits, including asbestos abatement, soil borings, etc., relating to assigned projects
- Assist with coordinating outside consulting and contracted services as needed
- Assist in preparation of Board Agenda Items and Board Workshop Items as requested
- Sustain focus and attention to detail
- Review and coordinate the development of plans, specifications and other contract documents for conformance with district design and construction standards
- Coordinate construction project bidding and award
- Monitor the progress of construction to ensure compliance with district design and construction

- standards and industry standards for quality workmanship
- Review and approve progress payments to consultants and contractors.
- Serve as single point of contact and coordinate all communications between school employees, district staff, design professionals and contractors for projects assigned, protecting the best interests of the district and school operations.
- Organize and maintain electronic project documentation as directed by the Manager Design and Construction
- Perform other duties as assigned by the Manager Design and Construction and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Design and Construction and/or designee

Evaluation:

Annual evaluation done by the Manager of Design and Construction and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

74024

Board Approved: 11/02/89

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 11/7/17, 06/25/19, 05/25/21, 08/24/21, 01/23/24

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

FINANCIAL ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the fiscal operation of the District in accordance with established principles and procedures, including the development, maintenance, and documentation of fiscal procedures and audit controls, developing schedules and reports as needed by the ~~Director of Finance~~Chief Financial Officer
- Plan and organize accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinate training of personnel
- Perform various accounting and data-entry activities related to general accounting, accounts payable, grants, capital projects, and internal service funds, in accordance with established principles and procedures while maintaining confidentiality
- Provide guidance to support staff and assist employees performing bookkeeping activities by resolving finance related issues
- Monitor and review district finance systems, analyze district accounting data, and perform reviews as necessary
- Prepare journal entries and maintain applicable ledgers, including various project ledgers
- Prepare and reconcile bank deposits
- Prepare receivable invoices and statements
- Analyze and maintain budgets, expenditures, and prospective plans for Debt Service and Capital Projects
- Analyze and balance the general ledger accounts monthly and annually
- Audit vendor invoices, approve for payment, generate, and analyze check runs
- Supervise staff in the absence of the ~~Director~~Chief Financial Officer

- Act in a lead capacity and review work of and provide training to staff
- Develop and maintain the District chart of accounts
- Analyze Charter School financial statements and review applications for compliance
- Maintain, update, and submit monthly reports as required by outside agencies
- Review and monitor local, state, and federal grants including financial reporting
- Sustain focus and attention
- Keep ~~Director of Finance~~Chief Financial Officer informed of any areas of concern
- Perform other duties as assigned by Director of Finance

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the ~~Director of Finance~~Chief Financial Officer &/or Designee

Evaluation:

Evaluated by the ~~Director of Finance~~Chief Financial Officer &/or Designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

75030

Board Approved: 10/25/22

Financial Analyst

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

FIRE SAFETY INSPECTOR

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Valid Florida driver's license
- Fire Inspector Certification level 1 and 2. Level 2 can be completed within 2 years of employment if not attained at initial hire date.

Desired Qualifications:

- Ability to train employees as required by various agencies
- Experience in any of the following fields: , fire safety, occupational health and emergency management
- Experience in reading blue prints for Fire and Life Safety Reviews
- Excellent written and verbal communication skills
- Knowledge of computers, word processors, spreadsheet and databases

Performance Responsibilities:

- Provide fire code and Life Safety compliance inspections for all new construction and renovation projects
- Obtain Level 2 Fire Inspector Certification within 2 years from date of hire.
- Provide annual fire code inspections and reports for all school district facilities and provide follow up inspections for compliance to fire and safety deficiencies
- Provide inspections and reports for: sanitation, Occupational Safety and Health Administration (OSHA) and Americans with Disabilities Act (ADA) and provide follow up inspections
- Provide training classes as directed, for fire safety, CPR/AED/First Aid and emergency management while working with each school and the professional development department
- Provide tracking of hazardous materials within the school district to assure all personnel are properly handling these materials
- To serve on the county wide safety committee and safe driver committee and to provide accident investigation as needed.
- Assist with maintaining and forwarding to emergency response agencies the district's after hour emergency contact list and respond to after hour emergencies as needed
- Respond to school district related emergency situations and assist staff and local emergency response agencies as needed
- Sustain focus and attention to detail

- Perform other duties as assigned by the Director of Fire Official/Plans Examiner and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Fire Official/Plans Examiner and/or designee

Evaluation:

Annual evaluation done by the Fire Official/Plans Examiner and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

79022

Board Approved: 01/20/09

Revised: 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 06/25/19, 06/28/22

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

FOOD AND NUTRITION ASSISTANT MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Must have two (2) years of experience of institutional quantity food preparation experience or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Have the ability to operate a computer and calculator

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Production Specialist Training Class (if applicable)

Performance Responsibilities:

- Complete and post daily work schedules for employees
- Preplan and complete daily food production records
- Compare daily production records to daily Sales and Meal Count
- Ensure that new recipes are tested prior to offering the item on the menu
- Ensure the use of standardize recipes/portions
- Assist in the preparation of meals
- Inspect all food to ensure quality criteria are met before being served
- Train staff to ensure efficiency in all work areas of food service
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served
- Ensure quality customer service
- Ensure that the cashier is using approved accountability procedures
- Ensure temperatures are taken and documented at the beginning of and during service
- Ensure that food is “batch-cooked” and replenished in a timely manner
- Assist in the handling of customer problems and complaints
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Assist manager as assigned
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory inservice training
- Ensure the completion and expectations of the daily work schedule are met by staff
- Participate in the interview and hiring process

- Perform other duties as assigned by the Food and Nutrition Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Manager and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 8/30/2022

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) NUTRITION/WELLNESS SPECIALIST

Required Qualifications:

- Three (3) years of experience in school food service management, food service operations and management or related experience.
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position ▪ Ability to communicate effectively in written and oral form
- Must possess a valid Florida Driver's License
- High school diploma or equivalent

Desired Qualifications:

- Registered Dietician (or eligible); dietetic technician or certified dietary manager or dietetic technician or certified dietary manager
- Experience with automated food service software and more complex computer programs
- Associates degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field
- Experience with K-12 school food service in a school district
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service
- School Nutrition Association active membership
- Experience in quantity food preparation

Performance Responsibilities:

- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Plan meals meeting United States Department of Agriculture (USDA) nutritional requirements within budgetary constraints
- Effectively utilize and maintain district software for menu analysis and production records
- Assist with testing recipes for quality and yield; ensure compliance to standardized recipes
- Assist with providing quality assurance through questionnaires, conduct student taste test, and student focus groups at the school sites

- Assist in the development and implement of Hazard Analysis Critical Control Points (HACCP) procedures and document in food service software
- Assist with participating in and/or coordinating committees and/or groups that will serve to enhance the food and nutrition program, including the District Wellness Committee; development of local healthy school teams and involvement with related community programs; development of local healthy school teams and involvement with related community programs
- Assist in the review, evaluation and recommendation of procedures that improve systems within school food service
- Assist in the planning, development, implementation and evaluation of the district- wide food service program
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch
- Provide staff development activities which enhance understanding of nutrition ▪ Develop district cycle menus
- Provide nutrient analysis on district cycle menus and related foods
- Assist in marketing, coordinating, delivery and tracking of all activities of the program
- Assist in the organization of school health fairs, career programs and wellness workshops
- Demonstrate initiative in the performance of assigned responsibilities
- Assist in the evaluation of school food service programs annually as required by federal regulations
- Provide assistance in training managers and workers in all food service operations
- Assist in preparing bid specifications and selecting vendors as needed
- Submit recommendations for new/revised policies and programs
- Visit schools on a regular basis and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department
- Perform other duties as assigned

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Director of Food and Nutrition Services and/or designee

Evaluation:

Annual evaluation done by the Assistant Director of Food and Nutrition Services and/or designee

Terms of Employment:

12 month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory-D

Job Code:

76010

Board Approved: 05/02/06

Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 08/08/17, 06/14/22

Hernando County School Board Florida

FLSA: ~~Exempt~~ Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) OPERATIONS SPECIALIST

Required Qualifications:

- Three (3) years of experience in school food service management, food service operations and management or related experience.
- OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Ability to communicate effectively in written and oral form
- Must possess a valid Florida Driver's License
- High school diploma or equivalent

Desired Qualifications:

- Experience with automated food service software and more complex computer programs
- Associates degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field.
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- School Nutrition Association active membership
- Experience in quantity food preparation

Performance Responsibilities:

- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Review school sites to ensure all schools participating in the National School Lunch, National School Breakfast, Seamless Summer Feeding Program and Child Care Food Program are meeting program requirements

- Monitor the flow of food, inventories (including USDA commodities) and supplies in school cafeterias
- Review and audit cafeteria reports to insure federal and state guidelines are being followed
- Assist the administrator in the evaluation of school food service programs annually as required by federal regulations
- Provide assistance in training managers and workers in all areas of school site management and financial accountability for food service operations
- Assist in the review, evaluation and recommendation of procedures that improve systems within school food service
- Assist in the planning, development, implementation and evaluation of the district- wide food service program
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch
- Assist in marketing, coordinating, delivery and tracking of all activities of the program ▪ Visit schools on a regular basis and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department
- Audit school site reports and paperwork as required
- Review labor costs and evaluate staffing at school sites and make recommendations for changes as needed
- Identify and facilitate solutions to financial problems in assigned schools' programs
- Assist with updating policies and procedures for both schools and district office, and train and assist all FNS personnel with policies and procedures.
- Assist with budget analysis, financial review, and related responsibilities to develop an appropriate plan of action.
- Review and audit weekly cafeteria reports to insure federal and state guidelines are being followed.
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Food and Nutrition Program
- Coach school site Managers with personnel or supervisory concerns as needed
- Perform other duties as assigned

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Services (FNS) Assistant Director and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Services (FNS) Assistant Director and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory-D

Job Code:

76010

Board Approved: 06/14/22
Revised: N/A

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

GRANT MANAGER

Required Qualifications:

- Bachelor's Degree in education, business administration, communications, or a related field from an accredited institution
- Minimum of three (3) years of experience in grant procurement and management, project management, and/or education finance
- Knowledge of federal projects monitoring and compliance requirements
- Proficiency with Excel

Desired Qualifications:

- Master's Degree from an accredited institution
- Knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations
- Previous experience with both entitlement and competitive grant writing and management

Performance Responsibilities:

- Assume a portion of the project management duties associated with the CARES Act, CRRSA, and ARP, including private school consultation; financial management; project amendments; and monitoring, compliance, and auditing requirements
- Develop new grant applications consistent with the Request for Proposal and funder requirements
- Conduct grant searches to identify competitive local, state, federal, and private funding sources
- Collaborate with community agencies, individuals, and/or groups that may participate in partnership grant applications
- Provide technical assistance to other District personnel in seeking competitive funding opportunities and proposal development
- Research best practices and evidenced-based programs to support the development of new grant programs
- Ensure all projects are aligned with the District's Strategic Plan

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Funding is temporary and will end June 2023

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

63010

Board Approved: 10/12/21

**Hernando County School Board
Florida**

FLSA: ~~Exempt~~Non-Exempt, Non-Union

INTERIM FOOD AND NUTRITION ASSISTANT MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Two (2) years of experience in institutional quantity food preparation experience or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Have the ability to operate a computer and calculator

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Production Specialist Training Class (if applicable)

Performance Responsibilities:

- Complete and post daily work schedules for employees and ensure compliance and expectations of the daily work schedule are met by staff
- Preplan and complete daily food production records and compare to daily Sales and Meal Count
- Ensure the use of standardized recipes/portions
- Assist in the preparation of meals
- Inspect all food to ensure quality criteria are met before being served
- Train staff to ensure efficiency in all work areas of food service
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served
- Ensure quality customer service
- Ensure that the cashier is using approved accountability procedures
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory inservice training
- Participate in the interview and hiring process
- Perform other duties as assigned by the Food and Nutrition Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Manager and/or designee

Terms of Employment:

When deemed by the Director of Food and Nutrition Services to be necessary, and in the best interest of the students of the school, an individual who meets the required qualifications may be placed in this position for a specified length of time.

There will be no loss of classification seniority if a bargaining unit member **temporarily** fills the position.

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 05/18/10
Revised: 05/17/11, 8/30/2022

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

Lead Certification & Data Specialist

Required Qualifications:

- High School Diploma with a minimum of 4 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- OR**
- Associate degree or equivalent from an accredited institution (2 years of college coursework) with a minimum of 2 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Minimum of 4 years Human Resources Experience
- Experience with Employee Management Software
- Experience in datamining and analyzing data to make data-driven decisions
- Experience in communicating with a variety of audiences, orally and in writing, including electronic media

Desired Qualifications:

- Knowledge of Florida Statutes, School Board Policies and human resource procedures
- Knowledge of Union Contracts and Salary Negotiations/Distribution

Performance Responsibilities:

- Provide supervision of Data & Certification Specialist and oversee work
- Serve as team lead for employees responsible for providing guidance to instructional and administrative personnel for obtaining and maintaining certification
- Oversee, train, and delegate work to appropriate staff; and make recommendations for employment and procedures
- Establish and maintain collaborative working relationships with all stakeholders
- Plan, organize, and coordinate activities related to certification of personnel, ensuring accuracy and compliance with district, state, and federal guidelines
- Develop and implement certification policies and procedures to increase effectiveness and efficiency of certification services and make process improvements as appropriate
- Develop and implement on-boarding policies and strategies to improve Human Resource procedures
- Counsel and assist out-of-field teachers to ensure compliance with state legislation, while minimizing the number of out-of-field teachers in the District
- Collaborate with Professional Development to assist out-of-field teachers to ensure compliance with state legislation is completed

- Collaborate with Professional Development to assist endorsement programs
- Advise administrators regarding personnel certification status to recommend course placement options
- Advise administrators regarding personnel certification status as to recommendation for reappointment
- Communicate certification requirements, including any changes in district, state or federal guidelines, to various stakeholders
- Collaborate with district- and school-based administrators to identify areas of need related to teacher certification in order to provide recommended plans for retention
- Collaborate with management staff on the creation or modification of job descriptions, assist in updating job description files, and prepare related documentation for Board approval
- Update and maintain pay related control records with administrative staff and direct data entry staff of updates that need to be implemented in the district employee data system.
- Assist with annual compensation management activities, including compiling data, preparing reports, updating related system information, and auditing changes for accuracy
- Serve as a liaison to coordinate certification procedures between Human Resources, schools, departments, instructional employees, and the Florida Department of Education
- Analyze applicants' and employees' certification eligibility to ensure compliance with Florida Educator Certification requirement.
- Resolve discrepancies and exceptions on all matters pertaining to teacher certification in personnel systems
- Oversee development and preparation of a variety of certification reports for ongoing customer needs
- Oversee the upkeep of all employee data entry within the employee management system.
- Update and maintain certification records within the District's employee data system
- Collaborate with Professional Development and Human Resources to retain and better assist all instructional staff
- Collaborate and assist to recruit and retain and better assist all HCSD staff
- Collaborate and assist with the selection and implementation of any and all employee management data systems
- Collaborate and assist all instructional, noninstructional, professional technical and administrative paperwork
- Datamine reports from Employee Management Systems and assist with mass updates to personnel
- Assist in the preparation of updates in data sheets for all employees
- Collaborate and assist with the reappointment process and year end roll processes
- Complete Audits of Data, Certification, & Human Resources procedures at our Charter Schools
- Keep the Director of Human Resources and the Coordinator of Human Resources informed of potential issues and unusual events
- Sustain focus and attention
- Perform other duties as assigned by Director of Human Resources and/or designee

Physical Demands:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

77337

Board Approved: 10/25/22

Revised: 10/24/23

**Hernando County School Board
Florida**

FLSA: ~~Exempt~~Non-Exempt, Non-Union

MAINTENANCE PERSONNEL SPECIALIST

Required Qualifications:

- Associate's Degree or seven (7) years of equivalent experience with maintenance and/or facilities supervision/leadership
- Knowledge of materials, methods and practices associated with electrical, mechanical and structural aspects of building maintenance as well as grounds maintenance
- Must possess a valid Florida driver's license
- Ability to coordinate and supervise the work of a large group of maintenance employees
- Ability to keep and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in verbal communications
- Must be able to supervise other employees and be able to work with minimum direct supervision
- Must have knowledge and thorough experience with computer programs such as Excel, Word, PowerPoint, etc.
- Must have experience in multifaceted maintenance and facilities operations duties and responsibilities
- Ability to serve on call 24-hours a day and respond swiftly, rationally and decisively to emergency situations

Desired Qualifications:

- Bachelor's Degree

Performance Responsibilities:

- Plan and schedule work for the trades personnel to ensure proper distribution of assignments and adequate personnel, space and equipment for performance of routine duties and special projects
- Prioritize work orders daily and in routine fashion to ensure the timely and appropriate response to a maximum number of requests
- Implement procedures and train employees in regards to dispatching routines and work order flow as outlined by the Director of Facilities and Support Operations Division
- Maintain knowledge of personnel locations and relocations throughout the daily routine to ensure minimum travel time for each vehicle
- Inspect the flow and completion of all assigned work orders to ensure consistent quality, completeness of work and completeness of information on the work order system
- Maintain communication with each crew chief or crew member as appropriate to ensure correct and timely movement from one work location to another
- Prepare and submit all required reports in a timely and complete manner, with a high degree of clarity, to the Manager of Facility Operations or the Director of Facilities and Support Operations Division

- Ensure appropriate levels of materials, supplies and tools are maintained to assure the work can be completed as scheduled
- Inspect vehicles and equipment at random intervals to ensure they are maintained in a clean, safe operating condition at all times
- Inspect job sites and work tasks with the Manager of Facility Operations or the Director of Facilities and Support Operations Division on a routine basis to ensure consistent quality and completeness of work
- Act as liaison with site-based maintenance personnel/custodians for assignment and completion of maintenance requiring the skills or manpower of the central maintenance crew
- Act as liaison with the safety officer to ensure expedient and proper assignment and completion of work tasks related to safety issues
- Input and maintain preventative maintenance records and other various records on the computer
- Maintain files as outlined by the Director of Facilities and Support Operations Division, and maintain supplies and assigned spaces in a neat and orderly fashion at all times
- Monitor work orders for timely completion and report progress to the Director of Facilities and Support Operations Division continually
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Facilities and Support Operations Division and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

81010

Board Approved: 02/01/94

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 06/25/19

Hernando County School Board Florida

FLSA: ~~Exempt~~Non-Exempt, Non-Union

PAYROLL ANALYST

Required Qualifications:

- Bachelor's Degree in Accounting or related field plus six (6) years of payroll experience
- In lieu of the above degree requirement, ten (10) years experience relative to job responsibilities
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Desired Qualifications:

- School district payroll experience

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Allocate sick, personal and vacation leave monthly
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Calculate all payoffs for vacation and sick leave
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist with the preparation of payroll calendars
- Assist Florida Retirement System (FRS) with inquiries
- Assist with the preparation of FRS monthly reports and TSA monthly participation reports
- Assist auditors in researching payroll data and earnings records
- Train new payroll department staff
- Provide training to school and department site staff regarding payroll policies and procedures
- Mentor Payroll Specialists
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Coordinator of Finance informed of potential problems and unusual events

- Perform other duties as assigned by the Director of Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources, and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - PTS level D

Job Code:

75032

Board Approved: 03/13/12

Revised: 03/05/13, 07/6/15, 07/26/22, 10/24/23

**Hernando County School Board
Florida**

FLSA: ~~Exempt~~Non-Exempt, Non-Union

SHOP FOREMAN

Required Qualifications:

- High school diploma or equivalent
- Minimum of five (5) years of experience in the repair of gasoline and diesel engines
- Knowledge of the construction, assembly, adjustment and maintenance of diversified automotive equipment including school buses, heavy trucks, construction and other equipment
- Knowledge of the occupational hazards and safety precautions of the trade
- Must have the ability to maintain and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in two-way radio communications
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Performance Responsibilities:

- Plan and supervise the work of other skilled vehicle technicians and other garage staff
- Give technical advice and assistance
- Supervise maintenance and repair of shop equipment and tools
- Responsible for seeing that preventative maintenance is performed
- Responsible for instructing mechanics and assistants in safety procedures, rules and regulations
- Assist in job performance evaluations of mechanics
- Must be able to demonstrate the ability to coordinate and supervise the work of employee
- Must be able to supervise other employees and be able to work with minimal supervision
- Monitor that buses are inspected in accordance with 6A-3.0171(8)
- Perform quality control checks
- Assist in maintaining the stockroom
- Make service calls to repair equipment
- Perform complex repair tasks and use complex equipment
- Perform other duties as assigned by the Transportation Fleet Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Transportation Fleet Manager and/or designee

Evaluation:

Annual evaluation done by the Transportation Fleet Manager, and/or designee

Terms of Employment:

11 or 12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

78014

Board Approval: 08/18/98

Revised: 06/20/06, 01/20/09, 03/03/09, 05/17/11, 05/01/12, 06/10/14, 7/6/2015, 08/30/22, 03/28/23

**Hernando County School Board
Florida**

FLSA: ~~Exempt~~Non-Exempt, Non-Union

SUBSTANCE ABUSE PREVENTION EDUCATOR
--

Required Qualifications:

- Bachelor's Degree
- Major in psychology, social work, counseling or related field
- Eligible for certification as a Certified Addictions Associate Professional (any level)
- Minimum of one (1) year experience in substance abuse prevention or treatment programs
- Experience in education

Performance Responsibilities:

- Assist with the coordinating of substance abuse prevention activities and programs with appropriate school-based staff and Student Services staff
- Provide drug screenings and assessments for students involved with the use of mood/mind altering substances
- Conduct drug awareness classes
- Develop and provide direct student services in the classroom in coordination with school-based staff
- Consult and conference with school staff for the purpose of assisting at-risk students in achieving their educational, career and personal and social needs and goals
- Serve as liaison function between parents and the community by facilitating appropriate community agency referrals
- Develop and facilitate parent education classes in coordination with the schools, district staff and the Director of Student Services and/or designee
- Initiate and respond to public information and public relations needs and functions
- Assist in the referral of students and families experiencing substance abuse problems to appropriate community agencies for counseling and specialized services
- Attend school and district meetings and in-service programs
- Attend state training and educational programs in the area of substance abuse prevention and education when appropriate
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Student Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequency, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Student Services and/or designee

Terms of Employment:

10- or 11-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

61327

Board Approved: 07/20/93

Revised: 01/20/09, 03/03/09, 6/21/11, 11/15/11, 06/10/14, 06/25/19

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

APPLICATION SUPPORT ANALYST

Required Qualifications:

- A.A. or A.S. Degree in Computer Science or related field and three (3) years of successful experience in application support, or
- High school diploma and five (5) years of successful experience in application support.

Desired Qualifications:

- Experience with the Skyward ERP/SIS system or the current software package(s) in use by the District
- Experience with the Crystal Reports or the current software package(s) in use by the District

Performance Responsibilities:

- Perform software analysis, documentation, testing, maintenance, and implementation.
- Provide user training and procedures for enterprise applications and other systems as needed.
- Perform and schedule system processes as required.
- Provide help desk support for enterprise applications and other systems as needed.
- Provide system configuration, integration, and data imports and exports.
- Provide and implement backup and recovery plans for enterprise applications.
- Maintain and perform application maintenance.
- Maintain a productive working relationship with users and all levels of management.
- Consult with management to ensure agreement on system principles.
- Develop and maintain a working knowledge of business processes in assigned application areas.
- Maintain a working knowledge of the Florida Department of Education rules and regulations.
- Use effective, positive interpersonal communication skills.
- Perform job responsibilities with sustained focus and attention to detail for extended periods of time.
- Confer with users to determine needs and formulates system development requirements.
- Develop system and user documentation for new software applications.
- Provide technical assistance to user departments.
- Provide technical support, supervision and guidance to other application support staff.
- Organize and plan work for performing independently or within a team work environment.
- Perform other duties as assigned by the Supervisor of Technology and/or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Technology and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Technology and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

82028

Board Approved: 05/28/19
Revised

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ASSISTIVE TECHNOLOGY SPECIALIST
--

Required Qualifications:

- Bachelor's Degree in Education
- Minimum of two (2) years experience with computers and specialized software
- Knowledge of Windows and/or Macintosh operating systems
- Knowledge of assistive technology
- Experience in selection, installation, training and trouble-shooting of hardware, software and assistive technology devices

Performance Responsibilities:

- Provide instruction to staff, parents and students in the use of assistive technology devices and software to support devices
- Provide technical assistance in the use of assistive technology devices assigned to specific students through the Individual Education Plan (IEP) process
- Provide support to parents and staff so students may appropriately utilize hardware and software
- Coordinate technology activities to include training with Local Assistive Technology Specialists (LATS) and Florida Diagnostic Learning Resources System (FDLRS) Technology Specialists
- Assist staff assigned to the Exceptional Student Education Department in the selection, purchase, installation and maintenance of hardware and software appropriate for their needs
- Assist in maintenance of assistive technology inventory with respect to software and hardware
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

63104

Board Approved: 07/28/09

Revised: 05/17/11, 4/15/14, 06/25/19

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

ATHLETIC TRAINER

Required Qualifications:

- Bachelor's Degree from an accredited college or university
- Certified as an Athletic Trainer by the Board of Certification (BOC)
- Licensed as an Athletic Trainer by the Florida Board of Athletic Training
- Have valid Cardiopulmonary Resuscitation (CPR) and First Aid certification prior to contact with students.

Desired Qualifications:

- Maintain Florida Board of Certification Standards of Professional Practice for Athletic Trainers.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to make decisions on own with minimum supervision.
- Ability to communicate and work with others.
- Ability to handle stressful situations.
- Successful experience as an athletic trainer preferred.

Performance Responsibilities:

- Demonstrate the ability to implement care and prevention of athletic injury.
- Assess and treat athletic injuries including administering CPR and First Aid.
- Conduct and carryout initial assessment of an athlete's injury or illness to determine if immediate emergency assistance is needed and provide continued care.
- Demonstrate the ability and willingness to research current trends and best practices in the field of care and prevention of athletic injury.
- To determine and recommend to parent(s)/legal guardian(s) if any further medical treatment or evaluation through a physician or other medical facilities might be needed.
- Care for athletic injuries using physical therapy equipment, techniques, and treatment.
- Evaluate each athletes' readiness to participate in sporting events and to provide clearance when necessary.
- Apply protective or injury preventive devices such as bandages, tape, braces (examples: ankles, fingers, and wrists).
- Assess and report to athletic directors and coaches the progress of recovering athletes.
- Collaborate with physicians, as needed, to help develop and implement comprehensive rehabilitation program for injured athletes
- Develop and implement individual plans for the prevention and/or rehabilitation of an athlete.

- Be a resource for student/athletes and their parents on athletic health related issue such as diet and conditioning.
- Assist coaches with the designing and implementing of conditioning programs that improve athletic performance.
- Travel with athletic teams to assist at sporting events and be present for offseason, summer, preseason conditioning, and in-season practices.
- Assist with transferring athletes of various heights and weights who may have sustained injuries.
- Be responsible for ensuring proper equipment is setup and ready for practice, sporting events, and conditioning.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to principal and/or designee

Evaluation:

Annual evaluation done by principal and/or designee

Terms of Employment:

12 – month employee

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

73033

Board Approved: 02/22/2022
Revised: N/A

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

DATA QUALITY & INTEGRITY SPECIALIST

Required Qualifications:

- A.A. or A.S. Degree and one (1) year of experience in a related field*
- Extensive working knowledge of personal computer-based software programs, including Microsoft Office products

*In lieu of A.A. or A.S. Degree, High School diploma and three (3) years of experience in a related field

Desired Qualifications:

- Experience with the current student information system in use by the district
- Knowledge of data entry methods and procedures used for student information
- Ability to communicate effectively with various stakeholders to express information both verbally and in written form
- Ability to work independently and make informed decisions with minimal supervision
- Ability to organize, prioritize, and manage duties efficiently and within established timeframe

Performance Responsibilities:

- Review policies and procedures to make recommendations to improve upon and standardize the processes of data collection/reporting in the areas of assigned responsibilities
- Inspect and analyze current data collection activities regularly and take action to continuously improve procedures, services and support to schools and work locations
- Conduct training for personnel on the procedures and techniques required for the process of data collection and reporting
- Provide technical assistance in planning, designing, and implementing data collection activities based on DOE requirements and changes in the areas of assigned responsibilities
- Establish cooperative relationships with district level program staff, school personnel, and other stakeholders, effectively communicating and interpreting policies and procedures as necessary
- Consult with school-based and district-level personnel to identify data collection problems and needs
- Develop and disseminate publications necessary for the coordination of district data collection activities
- Represent the district on committees, at meetings and conferences concerning district-wide data collection activities
- Maintain knowledge of the features of the student information system
- Manage all aspects of the student Florida Education Identifier (FLEID) and Student Number IDs
- Input and maintain confidentiality of student Social Security Numbers (SSN) in the student reporting system
- Develop and maintain manuals/documents for personnel responsible for entering data in the areas of assigned responsibilities
- Provide training to all stakeholders to ensure accurate and efficient reporting

- Enter and maintain schedules for students receiving Hospital Homebound or Home Instruction services
- Support the district Medicaid Coordinator by establishing written procedures for the entry of Medicaid consent and providing reports from the SIS
- Support the Director of Exceptional Student Education by establishing procedures for the collection and implementation of ESE student data relating to state reporting
- Support the Director of Student Services by establishing procedures for the collection and implementation of data entry for disciplines and SESIRs
- Communicate and collaborate with the Executive Director of Student Support Programs regarding changes in legislation, programs, and practices in the areas of assigned responsibilities
- Perform other duties as assigned by the Executive Director of Student Support Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Student Support Programs and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Student Support Programs and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

77131

Board Approved: 06/10/14

Revised: 06/10/14, 01/26/16, 06/27/23

Data Quality & Integrity Specialist

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

DISTRICT TECHNOLOGY INFRASTRUCTURE SPECIALIST
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Required Qualifications:

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology/networking related field. Or in lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology/networking related field.
(Note: an advanced degree supplement only applies if hired with a Bachelor's degree or higher)
- Knowledge of current operating systems for Windows and Macintosh, wide area networks, wireless security, network routing protocols and voice over Internet Protocol (IP) Technology
- Experience in selection, installation, training and troubleshooting of networking, hardware and software
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida driver's license
- Ability to maintain effective working relationships with co-workers and DTSS technicians.

Desired Qualifications:

- A+ Certification
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Assist the Network Coordinator with the development and implementation of ongoing network specifications, modifications and maintenance plans related to technology
- Assist in the design, installation, management and documentation of infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure
- Assist in the design, install and provide ongoing support for the District network security infrastructure including firewall, Virtual Private Networks (VPNs), system patching, and managed anti-virus systems
- Assist in the administration and management of backup procedures and disaster prevention and controls for the network and district servers
- Administrate and manage various network hardware and software district-wide
- Assist in the management, upgrades and maintenance of end-user software and hardware
- Maintain updated working and technical knowledge of all industry enhancements
- Provide support to assigned DTSS technicians via e-mail, telephone, and in person
- Maintain district inventories with respect to hardware and software

- Provide support to assigned DTSS technicians with regard to upgrades, fixes, and new products related to technology
- Attend technical workshops and meetings as required
- Review open tickets for each assigned DTSS technician, provide prioritization and remotely resolve issues where needed
- Provide input to Network Coordinator on annual evaluations of DTSS technicians
- Research and evaluate innovative software and hardware systems for compatibility with existing district and school(s) software and hardware
- Provide technology assistance to customers via e-mail, telephone, and in person throughout the District
- Advise sites as to upgrades and new products related to technology
- Advise the Network Coordinator and Supervisor of Technology regarding software upgrades, equipment and training needed
- Advise sites as to alternative ways to automate and/or improve procedures related to the use of existing technology
- Support DTSS team prioritization, project tracking and resource allocation
- Perform other duties as assigned by the Supervisor of Technology and/or Network Coordinator and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by the Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

92035

Board Approved: 12/10/19

Revised:

District Technology Infrastructure Specialist

Hernando County School Board

Florida

FLSA: Non-Exempt, Non-Union

DISTRICT TECHNOLOGY NETWORK SECURITY SPECIALIST
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Required Qualifications:

- Associate's degree from an accredited institution in a technology field and three (3) years of progressively responsible experience in information technology security/networking related field. In lieu of the degree requirement, a high school diploma and seven (7) years of progressively responsible experience in information technology security/networking related field.
- Valid Florida driver's license.

Desired Qualifications:

- A+, Net + and/or Security + and/or other Security Certifications
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Work with network access control (NAC) systems, firewalls, routers, incident response techniques, intrusion prevention systems, information security methodologies, authentication protocols and different attack types.
- Oversee and maintain measures to identify system security vulnerabilities and create remediation techniques, including penetration testing and the development of exploits.
- Experience with security engineering, system and network security, authentication and security protocols, cryptography, and application security.
- Conduct regular security audits, risk analysis, vulnerability testing and security reviews and install computer security software.
- Maintain knowledge of current operating systems for Windows, wide area networks, network and wireless security, network routing protocols and voice over Internet Protocol (IP) Technology.
- Experience in selection, installation, training and troubleshooting of networking, hardware, and software.
- Monitor computer networks for security threats or unauthorized users.
- Identify compromised machines and report on security measures taken to address threats.
- Develop and test software deployment tools, firewalls, and intrusion detection systems.
- Research, evaluate, recommend, and implement security devices and procedures.

- Create security documentation for users, assist in disaster recovery and gather evidence regarding cyber-crimes.
- Categorize all types of threats such as internal, external, intentional, and unintentional threats and work to stop them.
- Examine, evaluate, and deploy security technology, products, and integrated systems for safeguarding, supervising, assessing, and exploring the security of the IT assets.
- Establish security configuration baselines and standards.
- Prepare network security and fraud reports by collecting, analyzing, and summarizing data and trends.
- Develop and interpret security policies and procedures.
- Develop and deliver training materials and perform general security awareness and specific security technology training.
- Evaluate and recommend new and emerging security products and technologies
- Maintain and update the District's Incident Response Plan.
- Participate in incident handling and response.
- Plan network security and fraud management systems by evaluating prevention, deterrent, detection, alert, profiling, and neural technologies; identifying risks, weaknesses, and suspicious activities; developing safeguard policies, procedures, and controls.
- Assist the Network Coordinator with the development and implementation of ongoing network specifications, modifications and maintenance plans related to technology.
- Assist in the design, installation, management and documentation of infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure.
- Administrate and manage various network hardware and software district-wide.
- Assist in the management, upgrades and maintenance of end-user software and hardware.
- Attend technical workshops and meetings as required.
- Provide support to assigned DTSS technicians via e-mail, telephone, and in person.
- Review open tickets for each assigned DTSS technician, provide prioritization and remotely resolve issues where needed.
- Provide input to Network Coordinator on annual evaluations of DTSS technicians.
- Sustain focus and attention to detail.
- Perform other duties as assigned by the Director of Technology and/or Network Coordinator and/or designee.

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by the Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

82010

Board Approved: 03/08/2022

Revised: 06/14/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FACILITIES PROJECTS CONSTRUCTION MANAGER

Required Qualifications:

- Bachelor's Degree from an accredited university or college and one (1) year experience managing construction, architectural and/or engineering projects
- Or Associate's Degree from an accredited university or college and a minimum of five (5) years of experience managing commercial construction, architectural and/or engineering projects
- Or High School Diploma/GED and ten (10) years experience managing commercial construction, architectural and/or engineering projects.
- Have a general knowledge of the Florida Building Code
- Have a working knowledge of design and construction documents, including drawings and specifications
- Have a working knowledge of construction contracts and related documents, including project schedules, schedule of values, applications for payment, change orders, etc.
- Be able to budget, schedule, negotiate, and control costs
- Proficient in Microsoft Office and general computer software

Desired Qualifications:

- Bachelor's Degree in Building Construction, Construction Management, Civil Engineering, or Architecture
- Have a working knowledge of 2014 (or most current) State Requirements for Educational Facilities (SREF), as published by the Florida Department of Education
- Three (3) or more years of experience in the design, construction or management of public K-12 school projects
- Have a working knowledge of AIA documents.

Performance Responsibilities:

- Assist in the review of drawings and specifications of capital projects
- Coordinate all special projects as indicated by the Director of Facilities & Construction or designee
- Coordinate all environmental surveys, studies and permits, including asbestos abatement, soil borings, etc., relating to assigned projects
- Assist with coordinating outside consulting and contracted services as needed
- Assist in preparation of Board Agenda Items and Board Workshop Items as requested
- Sustain focus and attention to detail
- Review and coordinate the development of plans, specifications and other contract documents for conformance with district design and construction standards
- Coordinate construction project bidding and award
- Monitor the progress of construction to ensure compliance with district design and construction

- standards and industry standards for quality workmanship
- Review and approve progress payments to consultants and contractors.
- Serve as single point of contact and coordinate all communications between school employees, district staff, design professionals and contractors for projects assigned, protecting the best interests of the district and school operations.
- Organize and maintain electronic project documentation as directed by the Manager Design and Construction
- Perform other duties as assigned by the Manager Design and Construction and/or designee.

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Design and Construction and/or designee

Evaluation:

Annual evaluation done by the Manager of Design and Construction and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

74024

Board Approved: 11/02/89

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 11/7/17, 06/25/19, 05/25/21, 08/24/21, 01/23/24

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FINANCIAL ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the fiscal operation of the District in accordance with established principles and procedures, including the development, maintenance, and documentation of fiscal procedures and audit controls, developing schedules and reports as needed by the Chief Financial Officer
- Plan and organize accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinate training of personnel
- Perform various accounting and data-entry activities related to general accounting, accounts payable, grants, capital projects, and internal service funds, in accordance with established principles and procedures while maintaining confidentiality
- Provide guidance to support staff and assist employees performing bookkeeping activities by resolving finance related issues
- Monitor and review district finance systems, analyze district accounting data, and perform reviews as necessary
- Prepare journal entries and maintain applicable ledgers, including various project ledgers
- Prepare and reconcile bank deposits
- Prepare receivable invoices and statements
- Analyze and maintain budgets, expenditures, and prospective plans for Debt Service and Capital Projects
- Analyze and balance the general ledger accounts monthly and annually
- Audit vendor invoices, approve for payment, generate, and analyze check runs
- Supervise staff in the absence of the Chief Financial Officer

- Act in a lead capacity and review work of and provide training to staff
- Develop and maintain the District chart of accounts
- Analyze Charter School financial statements and review applications for compliance
- Maintain, update, and submit monthly reports as required by outside agencies
- Review and monitor local, state, and federal grants including financial reporting
- Sustain focus and attention
- Keep Chief Financial Officer informed of any areas of concern
- Perform other duties as assigned by Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Chief Financial Officer &/or Designee

Evaluation:

Evaluated by the Chief Financial Officer &/or Designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

75030

Board Approved: 10/25/22

Financial Analyst

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FIRE SAFETY INSPECTOR

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Valid Florida driver's license
- Fire Inspector Certification level 1 and 2. Level 2 can be completed within 2 years of employment if not attained at initial hire date.

Desired Qualifications:

- Ability to train employees as required by various agencies
- Experience in any of the following fields: , fire safety, occupational health and emergency management
- Experience in reading blue prints for Fire and Life Safety Reviews
- Excellent written and verbal communication skills
- Knowledge of computers, word processors, spreadsheet and databases

Performance Responsibilities:

- Provide fire code and Life Safety compliance inspections for all new construction and renovation projects
- Obtain Level 2 Fire Inspector Certification within 2 years from date of hire.
- Provide annual fire code inspections and reports for all school district facilities and provide follow up inspections for compliance to fire and safety deficiencies
- Provide inspections and reports for: sanitation, Occupational Safety and Health Administration (OSHA) and Americans with Disabilities Act (ADA) and provide follow up inspections
- Provide training classes as directed, for fire safety, CPR/AED/First Aid and emergency management while working with each school and the professional development department
- Provide tracking of hazardous materials within the school district to assure all personnel are properly handling these materials
- To serve on the county wide safety committee and safe driver committee and to provide accident investigation as needed.
- Assist with maintaining and forwarding to emergency response agencies the district's after hour emergency contact list and respond to after hour emergencies as needed
- Respond to school district related emergency situations and assist staff and local emergency response agencies as needed
- Sustain focus and attention to detail

- Perform other duties as assigned by the Director of Fire Official/Plans Examiner and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Fire Official/Plans Examiner and/or designee

Evaluation:

Annual evaluation done by the Fire Official/Plans Examiner and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

79022

Board Approved: 01/20/09

Revised: 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 06/25/19, 06/28/22

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION ASSISTANT MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Must have two (2) years of experience of institutional quantity food preparation experience or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Have the ability to operate a computer and calculator

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Production Specialist Training Class (if applicable)

Performance Responsibilities:

- Complete and post daily work schedules for employees
- Preplan and complete daily food production records
- Compare daily production records to daily Sales and Meal Count
- Ensure that new recipes are tested prior to offering the item on the menu
- Ensure the use of standardize recipes/portions
- Assist in the preparation of meals
- Inspect all food to ensure quality criteria are met before being served
- Train staff to ensure efficiency in all work areas of food service
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served
- Ensure quality customer service
- Ensure that the cashier is using approved accountability procedures
- Ensure temperatures are taken and documented at the beginning of and during service
- Ensure that food is “batch-cooked” and replenished in a timely manner
- Assist in the handling of customer problems and complaints
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Assist manager as assigned
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory inservice training
- Ensure the completion and expectations of the daily work schedule are met by staff
- Participate in the interview and hiring process

- Perform other duties as assigned by the Food and Nutrition Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Manager and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 06/19/01

Revised: 07/25/06, 01/20/09, 03/03/09, 05/18/10, 05/17/11, 8/30/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) NUTRITION/WELLNESS SPECIALIST

Required Qualifications:

- Three (3) years of experience in school food service management, food service operations and management or related experience.
OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position ▪ Ability to communicate effectively in written and oral form
- Must possess a valid Florida Driver's License
- High school diploma or equivalent

Desired Qualifications:

- Registered Dietician (or eligible); dietetic technician or certified dietary manager or dietetic technician or certified dietary manager
- Experience with automated food service software and more complex computer programs
- Associates degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field
- Experience with K-12 school food service in a school district
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service
- School Nutrition Association active membership
- Experience in quantity food preparation

Performance Responsibilities:

- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Plan meals meeting United States Department of Agriculture (USDA) nutritional requirements within budgetary constraints
- Effectively utilize and maintain district software for menu analysis and production records
- Assist with testing recipes for quality and yield; ensure compliance to standardized recipes
- Assist with providing quality assurance through questionnaires, conduct student taste test, and student focus groups at the school sites

- Assist in the development and implement of Hazard Analysis Critical Control Points (HACCP) procedures and document in food service software

- Assist with participating in and/or coordinating committees and/or groups that will serve to enhance the food and nutrition program, including the District Wellness Committee; development of local healthy school teams and involvement with related community programs; development of local healthy school teams and involvement with related community programs
- Assist in the review, evaluation and recommendation of procedures that improve systems within school food service
- Assist in the planning, development, implementation and evaluation of the district- wide food service program
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch
- Provide staff development activities which enhance understanding of nutrition ▪ Develop district cycle menus
- Provide nutrient analysis on district cycle menus and related foods
- Assist in marketing, coordinating, delivery and tracking of all activities of the program
- Assist in the organization of school health fairs, career programs and wellness workshops
- Demonstrate initiative in the performance of assigned responsibilities
- Assist in the evaluation of school food service programs annually as required by federal regulations
- Provide assistance in training managers and workers in all food service operations
- Assist in preparing bid specifications and selecting vendors as needed
- Submit recommendations for new/revised policies and programs
- Visit schools on a regular basis and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department
- Perform other duties as assigned

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Director of Food and Nutrition Services and/or designee

Evaluation:

Annual evaluation done by the Assistant Director of Food and Nutrition Services and/or designee

Terms of Employment:

12 month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory-D

Job Code:

76010

Board Approved: 05/02/06

Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 08/08/17, 06/14/22

Hernando County School Board Florida

FLSA:Non-Exempt, Non-Union

FOOD AND NUTRITION SERVICES (FNS) OPERATIONS SPECIALIST

Required Qualifications:

- Three (3) years of experience in school food service management, food service operations and management or related experience.
- OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Ability to communicate effectively in written and oral form
- Must possess a valid Florida Driver's License
- High school diploma or equivalent

Desired Qualifications:

- Experience with automated food service software and more complex computer programs
- Associates degree from an accredited institution in the field of food and nutrition, institutional food management, business management or a related field.
- Experience with K-12 school food service in a school district.
- Knowledge of laws and regulations related to United States Department of Agriculture (USDA) Child Nutrition and K12 school food service.
- School Nutrition Association active membership
- Experience in quantity food preparation

Performance Responsibilities:

- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Review school sites to ensure all schools participating in the National School Lunch, National School Breakfast, Seamless Summer Feeding Program and Child Care Food Program are meeting program requirements

- Monitor the flow of food, inventories (including USDA commodities) and supplies in school cafeterias
- Review and audit cafeteria reports to insure federal and state guidelines are being followed
- Assist the administrator in the evaluation of school food service programs annually as required by federal regulations
- Provide assistance in training managers and workers in all areas of school site management and financial accountability for food service operations
- Assist in the review, evaluation and recommendation of procedures that improve systems within school food service
- Assist in the planning, development, implementation and evaluation of the district- wide food service program
- Serve as a resource in implementing activities that contribute to increasing participation in school breakfast and lunch
- Assist in marketing, coordinating, delivery and tracking of all activities of the program ▪ Visit schools on a regular basis and provide technical assistance as needed.
- Perform other incidental tasks consistent with the goals and objectives of the Food and Nutrition Department
- Audit school site reports and paperwork as required
- Review labor costs and evaluate staffing at school sites and make recommendations for changes as needed
- Identify and facilitate solutions to financial problems in assigned schools' programs
- Assist with updating policies and procedures for both schools and district office, and train and assist all FNS personnel with policies and procedures.
- Assist with budget analysis, financial review, and related responsibilities to develop an appropriate plan of action.
- Review and audit weekly cafeteria reports to insure federal and state guidelines are being followed.
- Assist in the identification, development and implementation of departmental programs, procedures, tools and/or training that ensure the effectiveness and efficiency of the Food and Nutrition Program
- Coach school site Managers with personnel or supervisory concerns as needed
- Perform other duties as assigned

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Services (FNS) Assistant Director and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Services (FNS) Assistant Director and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory-D

Job Code:

76010

Board Approved: 06/14/22
Revised: N/A

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

GRANT MANAGER

Required Qualifications:

- Bachelor's Degree in education, business administration, communications, or a related field from an accredited institution
- Minimum of three (3) years of experience in grant procurement and management, project management, and/or education finance
- Knowledge of federal projects monitoring and compliance requirements
- Proficiency with Excel

Desired Qualifications:

- Master's Degree from an accredited institution
- Knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations
- Previous experience with both entitlement and competitive grant writing and management

Performance Responsibilities:

- Assume a portion of the project management duties associated with the CARES Act, CRRSA, and ARP, including private school consultation; financial management; project amendments; and monitoring, compliance, and auditing requirements
- Develop new grant applications consistent with the Request for Proposal and funder requirements
- Conduct grant searches to identify competitive local, state, federal, and private funding sources
- Collaborate with community agencies, individuals, and/or groups that may participate in partnership grant applications
- Provide technical assistance to other District personnel in seeking competitive funding opportunities and proposal development
- Research best practices and evidenced-based programs to support the development of new grant programs
- Ensure all projects are aligned with the District's Strategic Plan

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Funding is temporary and will end June 2023

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

63010

Board Approved: 10/12/21

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

INTERIM FOOD AND NUTRITION ASSISTANT MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must be able to lift as required by this position
- Two (2) years of experience in institutional quantity food preparation experience or met the requirements of Food and Nutrition Assistant III
- Have good management and organizational skills
- Have the ability to operate a computer and calculator

Desired Qualifications:

- Recommendations from the current Food Service Manager (if applicable)
- Successful completion of the Production Specialist Training Class (if applicable)

Performance Responsibilities:

- Complete and post daily work schedules for employees and ensure compliance and expectations of the daily work schedule are met by staff
- Preplan and complete daily food production records and compare to daily Sales and Meal Count
- Ensure the use of standardized recipes/portions
- Assist in the preparation of meals
- Inspect all food to ensure quality criteria are met before being served
- Train staff to ensure efficiency in all work areas of food service
- Inspect the serving line prior to and during serving to ensure that the line is clean, neat and accurate portions are being served
- Ensure quality customer service
- Ensure that the cashier is using approved accountability procedures
- Assist with the procurement of supplies and inventory
- Demonstrate proficiency in cashiering, operating and caring for all equipment
- Implement and ensure compliance with Hazard Analysis Critical Control Points (HACCP) procedures
- Attend mandatory inservice training
- Participate in the interview and hiring process
- Perform other duties as assigned by the Food and Nutrition Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Food and Nutrition Manager and/or designee

Evaluation:

Annual evaluation done by the Food and Nutrition Manager and/or designee

Terms of Employment:

When deemed by the Director of Food and Nutrition Services to be necessary, and in the best interest of the students of the school, an individual who meets the required qualifications may be placed in this position for a specified length of time.

There will be no loss of classification seniority if a bargaining unit member **temporarily** fills the position.

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

76016

Board Approved: 05/18/10
Revised: 05/17/11, 8/30/2022

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

Lead Certification & Data Specialist

Required Qualifications:

- High School Diploma with a minimum of 4 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- OR**
- Associate degree or equivalent from an accredited institution (2 years of college coursework) with a minimum of 2 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Minimum of 4 years Human Resources Experience
- Experience with Employee Management Software
- Experience in datamining and analyzing data to make data-driven decisions
- Experience in communicating with a variety of audiences, orally and in writing, including electronic media

Desired Qualifications:

- Knowledge of Florida Statutes, School Board Policies and human resource procedures
- Knowledge of Union Contracts and Salary Negotiations/Distribution

Performance Responsibilities:

- Provide supervision of Data & Certification Specialist and oversee work
- Serve as team lead for employees responsible for providing guidance to instructional and administrative personnel for obtaining and maintaining certification
- Oversee, train, and delegate work to appropriate staff; and make recommendations for employment and procedures
- Establish and maintain collaborative working relationships with all stakeholders
- Plan, organize, and coordinate activities related to certification of personnel, ensuring accuracy and compliance with district, state, and federal guidelines
- Develop and implement certification policies and procedures to increase effectiveness and efficiency of certification services and make process improvements as appropriate
- Develop and implement on-boarding policies and strategies to improve Human Resource procedures
- Counsel and assist out-of-field teachers to ensure compliance with state legislation, while minimizing the number of out-of-field teachers in the District
- Collaborate with Professional Development to assist out-of-field teachers to ensure compliance with state legislation is completed

- Collaborate with Professional Development to assist endorsement programs
- Advise administrators regarding personnel certification status to recommend course placement options
- Advise administrators regarding personnel certification status as to recommendation for reappointment
- Communicate certification requirements, including any changes in district, state or federal guidelines, to various stakeholders
- Collaborate with district- and school-based administrators to identify areas of need related to teacher certification in order to provide recommended plans for retention
- Collaborate with management staff on the creation or modification of job descriptions, assist in updating job description files, and prepare related documentation for Board approval
- Update and maintain pay related control records with administrative staff and direct data entry staff of updates that need to be implemented in the district employee data system.
- Assist with annual compensation management activities, including compiling data, preparing reports, updating related system information, and auditing changes for accuracy
- Serve as a liaison to coordinate certification procedures between Human Resources, schools, departments, instructional employees, and the Florida Department of Education
- Analyze applicants' and employees' certification eligibility to ensure compliance with Florida Educator Certification requirement.
- Resolve discrepancies and exceptions on all matters pertaining to teacher certification in personnel systems
- Oversee development and preparation of a variety of certification reports for ongoing customer needs
- Oversee the upkeep of all employee data entry within the employee management system.
- Update and maintain certification records within the District's employee data system
- Collaborate with Professional Development and Human Resources to retain and better assist all instructional staff
- Collaborate and assist to recruit and retain and better assist all HCSD staff
- Collaborate and assist with the selection and implementation of any and all employee management data systems
- Collaborate and assist all instructional, noninstructional, professional technical and administrative paperwork
- Datamine reports from Employee Management Systems and assist with mass updates to personnel
- Assist in the preparation of updates in data sheets for all employees
- Collaborate and assist with the reappointment process and year end roll processes
- Complete Audits of Data, Certification, & Human Resources procedures at our Charter Schools
- Keep the Director of Human Resources and the Coordinator of Human Resources informed of potential issues and unusual events
- Sustain focus and attention
- Perform other duties as assigned by Director of Human Resources and/or designee

Physical Demands:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

77337

Board Approved: 10/25/22

Revised: 10/24/23

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

MAINTENANCE PERSONNEL SPECIALIST

Required Qualifications:

- Associate's Degree or seven (7) years of equivalent experience with maintenance and/or facilities supervision/leadership
- Knowledge of materials, methods and practices associated with electrical, mechanical and structural aspects of building maintenance as well as grounds maintenance
- Must possess a valid Florida driver's license
- Ability to coordinate and supervise the work of a large group of maintenance employees
- Ability to keep and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in verbal communications
- Must be able to supervise other employees and be able to work with minimum direct supervision
- Must have knowledge and thorough experience with computer programs such as Excel, Word, PowerPoint, etc.
- Must have experience in multifaceted maintenance and facilities operations duties and responsibilities
- Ability to serve on call 24-hours a day and respond swiftly, rationally and decisively to emergency situations

Desired Qualifications:

- Bachelor's Degree

Performance Responsibilities:

- Plan and schedule work for the trades personnel to ensure proper distribution of assignments and adequate personnel, space and equipment for performance of routine duties and special projects
- Prioritize work orders daily and in routine fashion to ensure the timely and appropriate response to a maximum number of requests
- Implement procedures and train employees in regards to dispatching routines and work order flow as outlined by the Director of Facilities and Support Operations Division
- Maintain knowledge of personnel locations and relocations throughout the daily routine to ensure minimum travel time for each vehicle
- Inspect the flow and completion of all assigned work orders to ensure consistent quality, completeness of work and completeness of information on the work order system
- Maintain communication with each crew chief or crew member as appropriate to ensure correct and timely movement from one work location to another
- Prepare and submit all required reports in a timely and complete manner, with a high degree of clarity, to the Manager of Facility Operations or the Director of Facilities and Support Operations Division

- Ensure appropriate levels of materials, supplies and tools are maintained to assure the work can be completed as scheduled
- Inspect vehicles and equipment at random intervals to ensure they are maintained in a clean, safe operating condition at all times
- Inspect job sites and work tasks with the Manager of Facility Operations or the Director of Facilities and Support Operations Division on a routine basis to ensure consistent quality and completeness of work
- Act as liaison with site-based maintenance personnel/custodians for assignment and completion of maintenance requiring the skills or manpower of the central maintenance crew
- Act as liaison with the safety officer to ensure expedient and proper assignment and completion of work tasks related to safety issues
- Input and maintain preventative maintenance records and other various records on the computer
- Maintain files as outlined by the Director of Facilities and Support Operations Division, and maintain supplies and assigned spaces in a neat and orderly fashion at all times
- Monitor work orders for timely completion and report progress to the Director of Facilities and Support Operations Division continually
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Facilities and Support Operations Division and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

81010

Board Approved: 02/01/94

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 06/25/19

Hernando County School Board Florida

FLSA: Non-Exempt, Non-Union

PAYROLL ANALYST

Required Qualifications:

- Bachelor's Degree in Accounting or related field plus six (6) years of payroll experience
- In lieu of the above degree requirement, ten (10) years experience relative to job responsibilities
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Desired Qualifications:

- School district payroll experience

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Allocate sick, personal and vacation leave monthly
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Calculate all payoffs for vacation and sick leave
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist with the preparation of payroll calendars
- Assist Florida Retirement System (FRS) with inquiries
- Assist with the preparation of FRS monthly reports and TSA monthly participation reports
- Assist auditors in researching payroll data and earnings records
- Train new payroll department staff
- Provide training to school and department site staff regarding payroll policies and procedures
- Mentor Payroll Specialists
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Coordinator of Finance informed of potential problems and unusual events

- Perform other duties as assigned by the Director of Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources, and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - PTS level D

Job Code:

75032

Board Approved: 03/13/12

Revised: 03/05/13, 07/6/15, 07/26/22, 10/24/23

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SHOP FOREMAN

Required Qualifications:

- High school diploma or equivalent
- Minimum of five (5) years of experience in the repair of gasoline and diesel engines
- Knowledge of the construction, assembly, adjustment and maintenance of diversified automotive equipment including school buses, heavy trucks, construction and other equipment
- Knowledge of the occupational hazards and safety precautions of the trade
- Must have the ability to maintain and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in two-way radio communications
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

Performance Responsibilities:

- Plan and supervise the work of other skilled vehicle technicians and other garage staff
- Give technical advice and assistance
- Supervise maintenance and repair of shop equipment and tools
- Responsible for seeing that preventative maintenance is performed
- Responsible for instructing mechanics and assistants in safety procedures, rules and regulations
- Assist in job performance evaluations of mechanics
- Must be able to demonstrate the ability to coordinate and supervise the work of employee
- Must be able to supervise other employees and be able to work with minimal supervision
- Monitor that buses are inspected in accordance with 6A-3.0171(8)
- Perform quality control checks
- Assist in maintaining the stockroom
- Make service calls to repair equipment
- Perform complex repair tasks and use complex equipment
- Perform other duties as assigned by the Transportation Fleet Manager and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Transportation Fleet Manager and/or designee

Evaluation:

Annual evaluation done by the Transportation Fleet Manager, and/or designee

Terms of Employment:

11 or 12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

78014

Board Approval: 08/18/98

Revised: 06/20/06, 01/20/09, 03/03/09, 05/17/11, 05/01/12, 06/10/14, 7/6/2015, 08/30/22, 03/28/23

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

SUBSTANCE ABUSE PREVENTION EDUCATOR
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Required Qualifications:

- Bachelor's Degree
- Major in psychology, social work, counseling or related field
- Eligible for certification as a Certified Addictions Associate Professional (any level)
- Minimum of one (1) year experience in substance abuse prevention or treatment programs
- Experience in education

Performance Responsibilities:

- Assist with the coordinating of substance abuse prevention activities and programs with appropriate school-based staff and Student Services staff
- Provide drug screenings and assessments for students involved with the use of mood/mind altering substances
- Conduct drug awareness classes
- Develop and provide direct student services in the classroom in coordination with school-based staff
- Consult and conference with school staff for the purpose of assisting at-risk students in achieving their educational, career and personal and social needs and goals
- Serve as liaison function between parents and the community by facilitating appropriate community agency referrals
- Develop and facilitate parent education classes in coordination with the schools, district staff and the Director of Student Services and/or designee
- Initiate and respond to public information and public relations needs and functions
- Assist in the referral of students and families experiencing substance abuse problems to appropriate community agencies for counseling and specialized services
- Attend school and district meetings and in-service programs
- Attend state training and educational programs in the area of substance abuse prevention and education when appropriate
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Student Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequency, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Student Services and/or designee

Terms of Employment:

10- or 11-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

61327

Board Approved: 07/20/93

Revised: 01/20/09, 03/03/09, 6/21/11, 11/15/11, 06/10/14, 06/25/19

A. Item Currently Budgeted -

Account Name		<u>No Financial Impact</u>								
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 -**

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: \$

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 # 16. 24-2346

6/11/2024

Title and Board Action Requested

Approve Job Description for Discipline Hearing Officer.

Executive Summary

The Director of Student Services on behalf of the Superintendent of Schools, hereby requests the Board approve the new position of Discipline Hearing Officer. This item received tentative approval at the May 14th School Board Workshop under Agenda Item No. 24-2166. The qualified candidate will have the primary responsibility of facilitating the pre-expulsion hearings.

In the 2022-23 school year, the Student Services Department held over 245 pre-expulsion hearings, currently the pre-expulsion hearings are conducted 3-4 days a week which has increased from two (2) half day meetings in prior years. This position would also assist in overseeing implementation of the Student Code of Conduct, behavioral interventions, and training to ensure compliance with the Student Code of Conduct implementation and compliance with policies and procedures.

In addition, in order to meet the time line and stay in compliance, we are required to meet prior to the end of the 10 day suspension period. Due to the volume of pre-expulsion hearings it is a challenge for Student Services to hold these meetings within the 10 day out of school suspension period.

In addition, this position is needed to continue to address the behavioral/discipline needs of our District and continue to monitor a multi-tiered system of support.

This position will be paid out of JUUL.

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 for this agenda item is \$ 101,122.98, see attached budget sheet. The cost for the previous fiscal year was \$ 0.

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 Board
Florida

FLSA: Exempt, Non-Union

DISCIPLINE HEARING OFFICER

Required Qualifications:

- Masters Level in Educational Leadership
- Must have comprehensive knowledge of the Student Code of Conduct
- 4+ years progressive professional level experience working with education programs, placement and hearings, or a related field that includes discipline and behavior
- Must hold a valid Florida driver's license

Desired Qualifications:

- School Administration experience preferred

Performance Responsibilities:

- Serves as Hearing Officer for the District. Ensures expulsion hearing process is conducted according to Board policy
- Presides over student discipline due process hearings wherein the Superintendent has recommended that a student be expelled for violations of the Student Code of Conduct
- Collaborates closely with Director of Student Services
- Assists with planning and implementation of District Discipline Program
- Monitors student behavior data and develops interventions for improvement
- Makes recommendations for additional programs to district administration utilizing needs assessment data and observations
- Coordinate/conduct Alternative Education Program placement and expulsion hearings. Confers with Special Education Department regarding the discipline of special education students, as appropriate
- Provide effective two-way communication with the Student Services Office and campus administration
- Provide input to the development and revisions of the HCSD Student Code of Conduct Handbook; ensure handbook adheres to both district policy and governmental regulations concerning campus operations
- Represents the school district at professional meetings and conferences when assigned
- Conducts in-service programs, when assigned, for principals, assistant principals and personnel in the area of student discipline and student services
- Works with school administrators and teachers in ensuring equitable and effective discipline and safety protocols
- Responsible for the maintenance of systems for retrieval of discipline information
- Prepare and participate in expulsion appeals to the Board as needed

- Develops and disseminates information to the public concerning school district discipline programs and alternatives to expulsion
- Serve as resource for campus administrators and other staff regarding interpretation of and implementation of the HCSD Student Code of Conduct
- Serves on the District Reunification Team
- All other duties as assigned by the Director of Student Services

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Student Services

Evaluation:

Annual evaluation done by the Director of Student Services

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Level F

Job Code:

72007

Board Approved:

Revised:

Hernando County School Board Florida

FLSA: Exempt, Non-Union

DISCIPLINE HEARING OFFICER

Required Qualifications:

- Masters Level in Educational Leadership
- Must have comprehensive knowledge of the Student Code of Conduct
- 4+ years progressive professional level experience working with education programs, placement and hearings, or a related field that includes discipline and behavior
- Must hold a valid Florida driver's license

Desired Qualifications:

- School Administration experience preferred

Performance Responsibilities:

- Serves as Hearing Officer for the District. Ensures expulsion hearing process is conducted according to Board policy
- Presides over student discipline due process hearings wherein the Superintendent has recommended that a student be expelled for violations of the Student Code of Conduct
- Collaborates closely with Director of Student Services
- Assists with planning and implementation of District Discipline Program
- Monitors student behavior data and develops interventions for improvement
- Makes recommendations for additional programs to district administration utilizing needs assessment data and observations
- Coordinate/conduct Alternative Education Program placement and expulsion hearings. Confers with Special Education Department regarding the discipline of special education students, as appropriate
- Provide effective two-way communication with the Student Services Office and campus administration
- Provide input to the development and revisions of the HCSD Student Code of Conduct Handbook; ensure handbook adheres to both district policy and governmental regulations concerning campus operations
- Represents the school district at professional meetings and conferences when assigned
- Conducts in-service programs, when assigned, for principals, assistant principals and personnel in the area of student discipline and student services
- Works with school administrators and teachers in ensuring equitable and effective discipline and safety protocols
- Responsible for the maintenance of systems for retrieval of discipline information
- Prepare and participate in expulsion appeals to the Board as needed

- Develops and disseminates information to the public concerning school district discipline programs and alternatives to expulsion
- Serve as resource for campus administrators and other staff regarding interpretation of and implementation of the HCSD Student Code of Conduct
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Reports directly to the Director of Student Services

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Annual evaluation done by the Director of Student Services

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Professional/Technical/Supervisory Level F

Job Code:

72007

Board Approved:

Revised:

**PLACEMENT SALARY STRUCTURE FOR
PROFESSIONAL/TECHNICAL/SUPERVISORY EMPLOYEES 2023-2024**

	PTB	PTC	PTD	PTE	PTF	PTG
	Category B	Category C	Category D	Category E	Category F	Category G
1	\$ 17.80	\$ 20.60	\$ 27.00	\$ 31.40	\$ 34.60	\$ 37.70
2	\$ 18.10	\$ 20.90	\$ 27.30	\$ 31.70	\$ 34.90	\$ 38.10
3	\$ 18.40	\$ 21.20	\$ 27.70	\$ 32.00	\$ 35.20	\$ 38.50
4	\$ 18.70	\$ 21.50	\$ 28.00	\$ 32.30	\$ 35.50	\$ 38.90
5	\$ 19.10	\$ 21.80	\$ 28.30	\$ 32.70	\$ 35.80	\$ 39.30
6	\$ 19.40	\$ 22.10	\$ 28.60	\$ 33.00	\$ 36.30	\$ 39.80
7	\$ 19.70	\$ 22.50	\$ 28.90	\$ 33.30	\$ 36.60	\$ 40.20
8	\$ 20.00	\$ 22.80	\$ 29.20	\$ 33.60	\$ 37.20	\$ 40.60
9	\$ 20.30	\$ 23.10	\$ 29.50	\$ 33.90	\$ 37.50	\$ 41.00
10	\$ 20.60	\$ 23.40	\$ 29.80	\$ 34.20	\$ 37.80	\$ 41.70
11	\$ 20.90	\$ 23.70	\$ 30.10	\$ 34.50	\$ 38.10	\$ 42.10

For an advanced degree beyond education requirements listed in job description add \$.45 per hour

For a Food & Nutrition Manager who is assigned as a manager at a High School or K8 add \$2,000 annually

For a Food & Nutrition Manager who is assigned as a dual manager (serving multiple locations) add \$5,000 annually

For a Food and Nutrition Assistant Manager who is assigned as a dual assistant manager or serves with a manager serving as a dual manager add \$2,600 annually

For a Food & Nutrition Manager who is identified as a FNS Trainer (must be willing to take on additional duties to train dietetic interns for a couple of days and supervise interns for a couple of weeks within that school year). Add \$500 annually

NOTE: This schedule is for placement only. There is no movement on this salary structure.

Board Approved: 10/10/23

Revised: 10/24/23, 01/23/24

POSITION	CATEGORY
Accountant	C
Adult Literacy Specialist	B
Application Support Analyst	C
Assessment Specialist	D
Assistive Technology Specialist	D
Athletic Trainer	D
Budget Analyst	D
Business Systems Coordinator	F
College and Career Program Manager	E
Coordinator and Compliance Monitor of Threat Assessments	F
Coordinator of Assessment and Accountability	F
Coordinator of Career and Technical Education	F
Coordinator of Communications and Government Relations	F
Coordinator of Compliance and Due Process - ESE	F
Coordinator of Exceptional Student Education	F
Coordinator of Human Resources	F
Coordinator of Medicaid	F
Coordinator of MTSS	F
Coordinator of Pathway to Success Academy and Adult Education	F
Coordinator of Retention	F
Coordinator of Student Data Quality and Reporting	F
Coordinator of Student Support Programs	F
Coordinator of Students and Families in Transition	F
Data Quality and Integrity Specialist	D
District Technology Infrastructure Specialist	D
District Technology Network Security Specialist	D
District Technology Support Specialist	C
District Technology Support Technician	B
Facilities Planning and CAD Designer Specialist	C
Facilities Projects Construction Manager	D
Family Engagement and Community Centers Liaison	B
Financial Analyst	D
Fire Safety Inspector	C
Food and Nutrition Assistant Manager	B
Food and Nutrition Services Elementary-Middle Manager	C
Food and Nutrition Services High-K8 Manager	C
Food and Nutrition Services Nutrition and Wellness Specialist	D
Food and Nutrition Services Operations Specialist	D
Food and Nutrition Services Team Development and Marketing Program Manager	E
Help Desk-Trainer	B
Interim Food and Nutrition Assistant Manager	B
Interpreter/Translator I	C
Interpreter/Translator II	D
Interpreter/Translator III	E
Lead Certification and Data Specialist	D
Licensed Practical Nurse	B
Licensed Practical Nurse for Medically Fragile Children	B
Maintenance Personnel Specialist	C
Manager of Environmental Services	E
Manager of Family and Community Engagement	E
Manager of Federal Programs	E
Manager of Maintenance	E
Manager of Design and Construction	E
Manager of Purchasing	E
Manager of Risk, Benefits and Compliance	E
Manager of Severely Emotionally Disturbed Network (SEDNET)	E
Manager of Telecommunications	E
Manager of Warehouse and Property Control, Printing & Records	E
Network Coordinator	F
Payroll Analyst	D
Planner	G
Registered Nurse for Medically Fragile Children	C
Route Specialist	C
Senior Application Support Analyst	E
Senior Programmer Analyst	E

Shop Foreman	D
Substance Abuse Prevention Educator	D
Supervisor of College and Career Programs	G
Supervisor of Exceptional Student Education	G
Supervisor of Federal Programs	G
Supervisor of Guidance Services - K-Adult	G
Supervisor of Human Resources	G
Supervisor of Instructional Technology	G
Supervisor of Literacy, Intervention and Elementary Academic Programs	G
Supervisor of Professional Development	G
Supervisor of Risk, Benefits and Wellness	G
Supervisor of School Choice	G
Supervisor of State Reporting	G
Systems Support Specialist	B
Systems Support Specialist for Exceptional Student Education	B
Telecommunications Support Specialist	C
Transportation Fleet Maintenance Manager	E
Transportation Operations Manager	E
Transportation Safety & Training Specialist	C
Violence Prevention Worker	B
Wellness Specialist	D
Workforce Development Specialist	B

PTS	Level	Hourly	Hours Per Day	Days Per Year	Annual	w/ Fringe	Insurance	Total Salary w/ Fringe & Ins	
F	10 Years Max	\$ 38.10		8	249	\$ 75,895.20	\$ 92,910.90	\$ 8,212.08	\$ 101,122.98

A. Item Currently Budgeted -

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
\$		\$		\$		\$		\$		\$

B. Item Currently Not Budgeted -**

Funding Source	JUUL					
Account Name	2023-2024 Budget					
Account Number	1100E	6100	1610	9440	44300	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ 101,122.98					

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: \$ 0

Prior Year Actual Spent: \$ 0

** 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. 24-2347

6/11/2024

Title and Board Action Requested

Approve Job Description for Registered Nurse (RN) to help oversee clinics in Hernando County.

Executive Summary

The Director of Student Services on behalf of the Superintendent of Schools, hereby requests the Board approve One (1) Registered Nurse Position under Student Services. This item received tentative approval at the May 14th School Board Workshop under Agenda Item No. 24-2165. Currently, Student Services has one (1) Licensed Practical Nurse LPN through the ESSER Grant which ends this school year. The Exceptional Student Services Department houses two Registered Nurses for Medically Fragile students. Both these RN's are primarily assigned to support the Medically Fragile units but do provide supervision for all school clinics in our district with the assistance of 2 RN's from the Department of Health.

Attached is a map that shows the Current ratio of RN to students statewide and for Hernando County Schools. The RN to students' ratio in Hernando County Schools far exceeds the recommended ratio of 1:750. Hiring a RN to help supervise clinics would bring our district closer to lowering the ratio to provide services to our students.

“School nurses are leaders who provide care coordination, health education and promotion, quality improvement, and critical thinking skills that benefit schools, families, the healthcare system, and most importantly children with chronic health conditions.”

Finally, The School Health Advisory Committee (SHAC) meets and updates community members on the needs of our school clinics. Hiring more RN's is one of the top recommendations from the SHAC committee to meet the health care needs of our students.

This position will be funded by the millage.

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 for this agenda item is \$ 53,705.31, see attached budget sheet. The cost for the previous fiscal year was \$ 0.

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 Board Florida

FLSA: [Non-Exempt](#), Non-Union

REGISTERED NURSE (RN)

Required Qualifications:

- Registered Nurse (RN) licensed by the Florida Department of Health
- Valid certification in Cardio Pulmonary Resuscitation (CPR) and First Aid
- Experience in public health [and pediatrics](#) and/or school [health](#)
- [Must hold a valid Florida's driver license.](#)

Deleted: nursing

Performance Responsibilities:

- Administer prescribed medication
- Perform prescribed medical treatments
- Assist students with any health related needs including, but not limited to, self-care needs such as hygiene, toileting, self-catheterization and blood glucose monitoring
- Ride bus and assist with loading and unloading of students at home and school as needed
- Monitor students during Community Based Instruction (CBI) on and off school site
- Assemble, adjust and maintain equipment used in the classroom (including adaptive equipment) as it pertains to the students' health care needs
- Assist in preparation of food and feeding for students with special needs
- Keep records of medical procedures and treatments
- Coordinate medical information exchange between the parent, the school staff and the medical provider
- Attend workshops to improve skills necessary to deal with health issues of students
- Continue professional growth through educational meetings, workshops and by reading professional literature
- Perform other duties as assigned by the Director of [Student Services](#) and/or designee
- [Conduct any clinic/health training](#)
- [Participate in 504/IEP meetings and other meetings for students with medical issues](#)

Deleted: Desired Qualifications:

¶ College training coursework in area-related fields¶
Experience working with children and/or adolescents¶

Deleted: in Exceptional Student Education

Deleted: Exceptional Student Education

Physical Demands:

[Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects](#)

Reports to:

Reports directly to the Director of [Student Services](#) and/or designee

Deleted: Exceptional Student Education

Evaluation:

Annual evaluation done by the Director of [Student Services](#) and/or designee

Deleted: Exceptional Student Education

Terms of Employment:

10-month employment

Salary:

[Salary](#) based upon approved salary schedule – Professional/Technical/[Supervisory Category C](#)

Deleted: Registered Nurse (RN)

Deleted: -

Deleted: Level 5

Job Code:

61320

Board Approved: 01/20/09

[Revised:](#)

Registered Nurse (RN)

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

REGISTERED NURSE (RN)

Required Qualifications:

- Registered Nurse (RN) licensed by the Florida Department of Health
- Valid certification in Cardio Pulmonary Resuscitation (CPR) and First Aid
- Experience in public health and pediatrics and/or school health
- Must hold a valid Florida's driver's license

Performance Responsibilities:

- Administer prescribed medication
- Perform prescribed medical treatments
- Assist students with any health related needs including, but not limited to, self-care needs such as hygiene, toileting, self-catheterization and blood glucose monitoring
- Ride bus and assist with loading and unloading of students at home and school as needed
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- Participate in 504/IEP meetings and other meetings for students with medical issues

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Student Services and/or designee

Evaluation:

Annual evaluation done by the Director of Student Services and/or designee

Terms of Employment:

10-month employment

Salary:

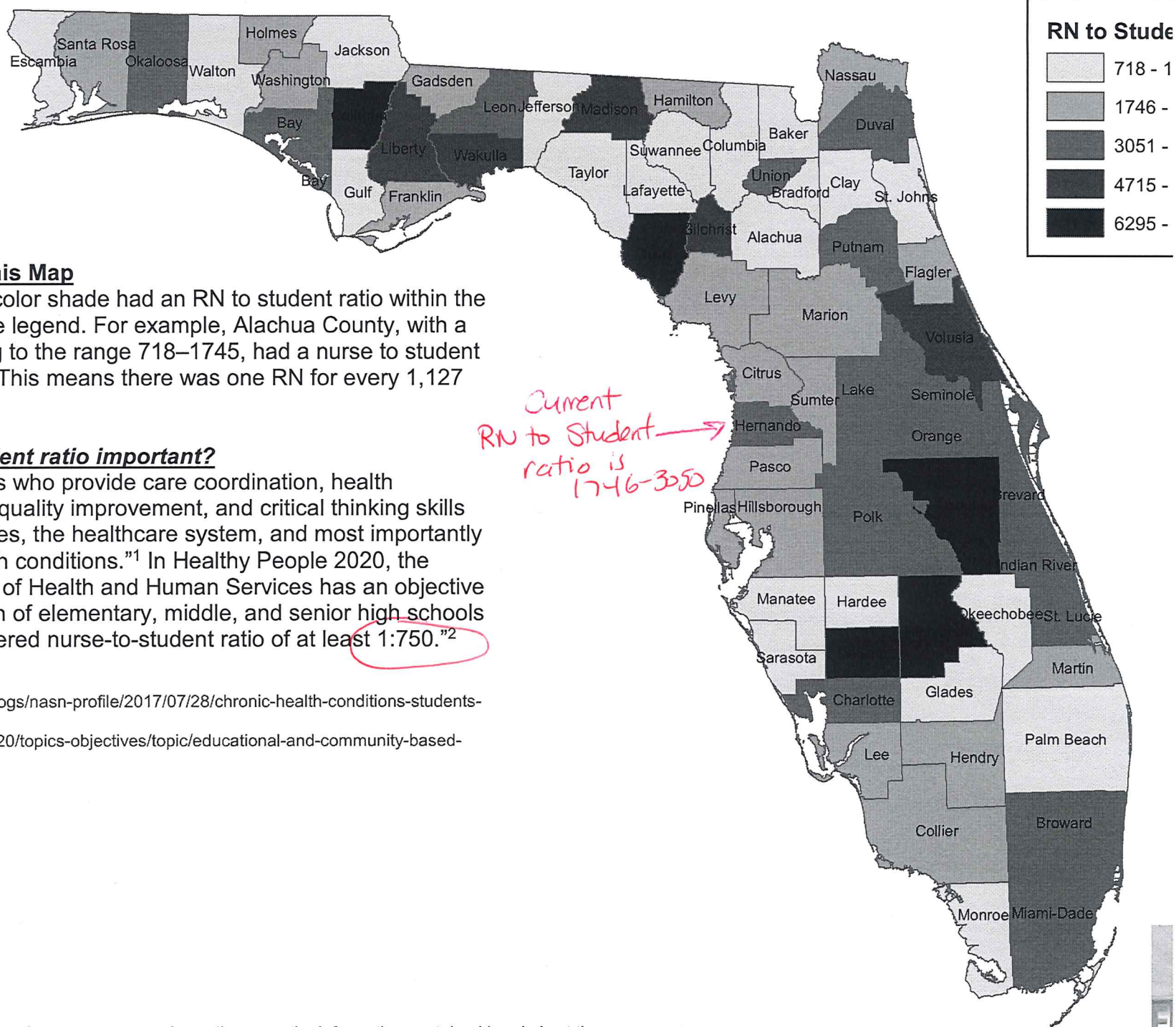
Salary based upon approved salary schedule – Professional/Technical/Supervisory Category C

Job Code:

61320

Board Approved: 01/20/09
Revised:

Non-Exceptional Student Education (ESE) Registered Nurse (RN) to Student Ratio by Florida County, 20



A Note on Interpreting this Map

Each county of the same color shade had an RN to student ratio within the corresponding range in the legend. For example, Alachua County, with a color shade corresponding to the range 718–1745, had a nurse to student ratio of 1127 (1 to 1,127). This means there was one RN for every 1,127 students in the county.

Why is the nurse to student ratio important?

"School nurses are leaders who provide care coordination, health education and promotion, quality improvement, and critical thinking skills that benefit schools, families, the healthcare system, and most importantly children with chronic health conditions."¹ In Healthy People 2020, the United States Department of Health and Human Services has an objective to, "increase the proportion of elementary, middle, and senior high schools that have a full-time registered nurse-to-student ratio of at least 1:750."²

References

¹<https://schoolnurseset.nasn.org/blogs/nasn-profile/2017/07/28/chronic-health-conditions-students-with-the-role-of-the-school-nurse>

²<https://www.healthypeople.gov/2020/topics-objectives/topic/educational-and-community-based-programs/objectives>

**PLACEMENT SALARY STRUCTURE FOR
PROFESSIONAL/TECHNICAL/SUPERVISORY EMPLOYEES 2023-2024**

	PTB	PTC	PTD	PTE	PTF	PTG
	Category B	Category C	Category D	Category E	Category F	Category G
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10	\$ 20.60	\$ 23.40	\$ 29.80	\$ 34.20	\$ 37.80	\$ 41.70
11	\$ 20.90	\$ 23.70	\$ 30.10	\$ 34.50	\$ 38.10	\$ 42.10

For an advanced degree beyond education requirements listed in job description add \$.45 per hour

For a Food & Nutrition Manager who is assigned as a manager at a High School or K8 add \$2,000 annually

For a Food & Nutrition Manager who is assigned as a dual manager (serving multiple locations) add \$5,000 annually

For a Food and Nutrition Assistant Manager who is assigned as a dual assistant manager or serves with a manager serving as a dual manager add \$2,600 annually

For a Food & Nutrition Manager who is identified as a FNS Trainer (must be willing to take on additional duties to train dietetic interns for a couple of days and supervise interns for a couple of weeks within that school year). Add \$500 annually

NOTE: This schedule is for placement only. There is no movement on this salary structure.

Board Approved: 10/10/23

Revised: 10/24/23, 01/23/24

POSITION	CATEGORY
Accountant	C
Adult Literacy Specialist	B
Application Support Analyst	C
Assessment Specialist	D
Assistive Technology Specialist	D
Athletic Trainer	D
Budget Analyst	D
Business Systems Coordinator	F
College and Career Program Manager	E
Coordinator and Compliance Monitor of Threat Assessments	F
Coordinator of Assessment and Accountability	F
Coordinator of Career and Technical Education	F
Coordinator of Communications and Government Relations	F
Coordinator of Compliance and Due Process - ESE	F
Coordinator of Exceptional Student Education	F
Coordinator of Human Resources	F
Coordinator of Medicaid	F
Coordinator of MTSS	F
Coordinator of Pathway to Success Academy and Adult Education	F
Coordinator of Retention	F
Coordinator of Student Data Quality and Reporting	F
Coordinator of Student Support Programs	F
Coordinator of Students and Families in Transition	F
Data Quality and Integrity Specialist	D
District Technology Infrastructure Specialist	D
District Technology Network Security Specialist	D
District Technology Support Specialist	C
District Technology Support Technician	B
Facilities Planning and CAD Designer Specialist	C
Facilities Projects Construction Manager	D
Family Engagement and Community Centers Liaison	B
Financial Analyst	D
Fire Safety Inspector	C
Food and Nutrition Assistant Manager	B
Food and Nutrition Services Elementary-Middle Manager	C
Food and Nutrition Services High-K8 Manager	C
Food and Nutrition Services Nutrition and Wellness Specialist	D
Food and Nutrition Services Operations Specialist	D
Food and Nutrition Services Team Development and Marketing Program Manager	E
Help Desk-Trainer	B
Interim Food and Nutrition Assistant Manager	B
Interpreter/Translator I	C
Interpreter/Translator II	D
Interpreter/Translator III	E
Lead Certification and Data Specialist	D
Licensed Practical Nurse	B
Licensed Practical Nurse for Medically Fragile Children	B
Maintenance Personnel Specialist	C
Manager of Environmental Services	E
Manager of Family and Community Engagement	E
Manager of Federal Programs	E
Manager of Maintenance	E
Manager of Design and Construction	E
Manager of Purchasing	E
Manager of Risk, Benefits and Compliance	E
Manager of Severely Emotionally Disturbed Network (SEDNET)	E
Manager of Telecommunications	E
Manager of Warehouse and Property Control, Printing & Records	E
Network Coordinator	F
Payroll Analyst	D
Planner	G
Registered Nurse for Medically Fragile Children	C
Route Specialist	C
Senior Application Support Analyst	E
Senior Programmer Analyst	E

Shop Foreman	D
Substance Abuse Prevention Educator	D
Supervisor of College and Career Programs	G
Supervisor of Exceptional Student Education	G
Supervisor of Federal Programs	G
Supervisor of Guidance Services - K-Adult	G
Supervisor of Human Resources	G
Supervisor of Instructional Technology	G
Supervisor of Literacy, Intervention and Elementary Academic Programs	G
Supervisor of Professional Development	G
Supervisor of Risk, Benefits and Wellness	G
Supervisor of School Choice	G
Supervisor of State Reporting	G
Systems Support Specialist	B
Systems Support Specialist for Exceptional Student Education	B
Telecommunications Support Specialist	C
Transportation Fleet Maintenance Manager	E
Transportation Operations Manager	E
Transportation Safety & Training Specialist	C
Violence Prevention Worker	B
Wellness Specialist	D
Workforce Development Specialist	B

PTS	Level	Hourly	Hours Per Day	Days Per Year	Annual	w/ Fringe	Insurance	Total Salary w/ Fringe & Ins	
C	10 Years Max	\$ 23.70	8	196	\$ 37,161.60	\$ 45,493.23	\$ 8,212.08	\$	53,705.31

A. Item Currently Budgeted -

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		
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		

B. Item Currently Not Budgeted -**

Funding Source	Millage Funds					
Account Name	2023-2024 Budget					
Account Number	1120E	6130	1300	9440	00106	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ 53,705.31					

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: \$ 0

Prior Year Actual Spent: \$ 0

**** 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 # 18. 24-2353

6/11/2024

Title and Board Action Requested

Approval of the School Counselor Intern job description.

Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board grant final approval for the School Counselor Intern job description which received tentative approval on the May 28th workshop. This position will assist in our efforts to create viable paths to lifelong careers within our district and assist with filling current vacancies in Certified School Counseling. This position will provide an opportunity for a paid final internship. Eligible candidates will be compensated for their commitment to their field and area of expertise. This position will be funded out of vacancy dollars.

My Contact

Carrie Wilson
Supervisor of Guidance K-Adult
Wilson_c@hcsb.k12.fl.us
870-363

Matthew Goldrick
Director of Human Resources
Goldrick_m@hcsb.k12.fl.us
870-403

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 Board
Florida**

FLSA: Exempt, Non-Union

<u>JOB TITLE SCHOOL COUNSELOR INTERN</u>

Required Qualifications:

- Bachelor's Degree
- Must be enrolled in a master's degree program with a major in Guidance and Counseling or School Counseling
- Must be in their Final Internship in their master's degree program
- Or
- Must be Enrolled in a master's or higher degree with a graduate major in counseling other than guidance and counseling or school counseling as specified in subsection (1) of this rule that includes a minimum of six-hundred (600) clock hours of supervised internship with school-aged children and their families with at least nine (9) semester hours of graduate credit to include the following areas:
 - a. Student appraisal and evaluation methods in prekindergarten, elementary and secondary schools including interpretation and analysis of standardized tests and other assessment results that assist students in career exploration, academic skills and personal and social skill development;
 - b. College and career planning for prekindergarten, elementary and secondary school students including college and career exploration and knowledge of financial aid and financing of postsecondary education options;
 - c. Principles, philosophy, organization and administration of a comprehensive school counseling program in prekindergarten, elementary and secondary schools; and
 - d. Consultation skills and techniques for conferring with groups such as agencies, teachers and parents.
- Complete all pre-requisite course work towards a degree in Guidance and Counseling or School Counseling leading to compliance with state regulations for certification in School Counseling
- University or college requirement for length of internship
- Must be in their Final Internship in their master's degree program
- Recommendation from college/university or the district's Supervisor of School Counseling

Desired Qualifications:

- Ability and desire to work with teachers, social workers, school psychologist, placement specialists and administrators
- Ability to work with students and parents
- Ability to maintain confidentiality

Performance Responsibilities:

- Assist the Certified School Counselor in presenting lessons in academic success, career awareness and planning and social and personal growth and understanding
- Assist the Certified School Counselor in helping the students to maximize their educational experience by discovering and developing their special abilities
- Assist the Certified School Counselor in helping the students in understanding their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in developing education and occupation plans in terms of such evaluation
- Assist the Certified School Counselor in helping the students in relating their interests, capabilities and aptitudes to life goals
- Assist the Certified School Counselor in providing individual planning sessions to students in the areas of academic planning and success, career awareness and social and personal development based on sequential, grade appropriate objectives
- Assist the Certified School Counselor in communicating with students and their parents regarding academic progress and graduation; work with students on an individual basis in the solution of personal and academic problems
- Assist the Certified School Counselor in conducting structured, goal-oriented counseling sessions in systematic response to identified needs of groups of children; themes include academic skill building, social skill development, career awareness, conflict resolution, family issues and making health choices
- Assist in students' transition to elementary, middle school, high school and to post high school options
- Assist in providing information and skills to parents, school staff, administration and the community to enhance student achievement
- Assist the Certified School Counselor in addressing school related problems and issues; refer students and their parents, as needed, to appropriate specialists, special programs and/or outside agencies
- Assist in informing students and their parents as to pertinent test results and their implications for educational and career planning
- Review the school counseling program annually with other district counselors and administrators; establish a planning calendar for activities
- Cooperate and collaborate with the Certified School Counselor in enhancing the education of students
- Adhere to the ethical standards of state and national school counselor associations
- Assist in planning, implementation and evaluation of school and district-wide programs that address problems, as well as assist with school reform efforts
- Perform other duties as assigned by the principal and/or designee
-

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the district's Supervisor of School Counseling and/or designee

Evaluation:

The evaluation will be conducted by the districts Supervisor of School Counseling in accordance with the university requirements. The School Principal and/or designee may complete an additional evaluation as necessary.

Terms of Employment:

10-month employment

Salary:

Salary based on approved salary schedule – School Counselor Intern

Job Code:

61236

Board Approved:

~~Revised:~~

School Counselor Intern Job Title

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

SCHOOL COUNSELOR INTERN

Required Qualifications:

- Bachelor's Degree
- Must be enrolled in a master's degree program with a major in Guidance and Counseling or School Counseling
- Must be in their Final Internship in their master's degree program
- Or
- Must be Enrolled in a master's or higher degree with a graduate major in counseling other than guidance and counseling or school counseling as specified in subsection (1) of this rule that includes a minimum of six-hundred (600) clock hours of supervised internship with school-aged children and their families with at least nine (9) semester hours of graduate credit to include the following areas:
 - a. Student appraisal and evaluation methods in prekindergarten, elementary and secondary schools including interpretation and analysis of standardized tests and other assessment results that assist students in career exploration, academic skills and personal and social skill development;
 - b. College and career planning for prekindergarten, elementary and secondary school students including college and career exploration and knowledge of financial aid and financing of postsecondary education options;
 - c. Principles, philosophy, organization and administration of a comprehensive school counseling program in prekindergarten, elementary and secondary schools; and
 - d. Consultation skills and techniques for conferring with groups such as agencies, teachers and parents.
- Complete all pre-requisite course work towards a degree in Guidance and Counseling or School Counseling leading to compliance with state regulations for certification in School Counseling
- University or college requirement for length of internship
- Must be in their Final Internship in their master's degree program
- Recommendation from college/university or the district's Supervisor of School Counseling

Desired Qualifications:

- Ability and desire to work with teachers, social workers, school psychologist, placement specialists and administrators
- Ability to work with students and parents
- Ability to maintain confidentiality

Performance Responsibilities:

- Assist the Certified School Counselor in presenting lessons in academic success, career awareness and planning and social and personal growth and understanding
- Assist the Certified School Counselor in helping the students to maximize their educational experience by discovering and developing their special abilities
- Assist the Certified School Counselor in helping the students in understanding their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in developing education and occupation plans in terms of such evaluation
- Assist the Certified School Counselor in helping the students in relating their interests, capabilities and aptitudes to life goals
- Assist the Certified School Counselor in providing individual planning sessions to students in the areas of academic planning and success, career awareness and social and personal development based on sequential, grade appropriate objectives
- Assist the Certified School Counselor in communicating with students and their parents regarding academic progress and graduation; work with students on an individual basis in the solution of personal and academic problems
- Assist the Certified School Counselor in conducting structured, goal-oriented counseling sessions in systematic response to identified needs of groups of children; themes include academic skill building, social skill development, career awareness, conflict resolution, family issues and making health choices
- Assist in students' transition to elementary, middle school, high school and to post high school options
- Assist in providing information and skills to parents, school staff, administration and the community to enhance student achievement
- Assist the Certified School Counselor in addressing school related problems and issues; refer students and their parents, as needed, to appropriate specialists, special programs and/or outside agencies
- Assist in informing students and their parents as to pertinent test results and their implications for educational and career planning
- Review the school counseling program annually with other district counselors and administrators; establish a planning calendar for activities
- Cooperate and collaborate with the Certified School Counselor in enhancing the education of students
- Adhere to the ethical standards of state and national school counselor associations
- Assist in planning, implementation and evaluation of school and district-wide programs that address problems, as well as assist with school reform efforts
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the district's Supervisor of School Counseling and/or designee

Evaluation:

The evaluation will be conducted by the districts Supervisor of School Counseling in accordance with the university requirements. The School Principal and/or designee may complete an additional evaluation as necessary.

Terms of Employment:

10-month employment

Salary:

Salary based on approved salary schedule – School Counselor Intern

Job Code:

61236

Board Approved:

INTERN SALARY

School Psychologist Intern - \$ 24,750.00 Annual

School Counselor Intern - \$24,750.00 Annual

Revised: 3/20/2024 (dl)
Board Approved:

A. Item Currently Budgeted -

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		
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		

B. Item Currently Not Budgeted -**

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: \$ _____

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 # 19. 24-2319

6/11/2024

Title and Board Action Requested

Approve the Renewal of the piggyback of OMNIA Partners/US Communities, contract #2017001135, Playground Equipment, Outdoor Fitness Equipment, Site Accessories, Surfacing and Related Products and Services, awarded to Kompan, and authorize the purchase for repairs at estimated annual amount of \$50,000.00 and \$300,000.00 for capitalized replacement/installations based on the availability of future capital funds.

Executive Summary

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board Approve the Renewal of the piggyback of OMNIA Partners/US Communities, contract #2017001135, Playground Equipment, Outdoor Fitness Equipment, Site Accessories, Surfacing and Related Products and Services, awarded to Kompan, and authorize the purchase for repairs at estimated annual amount of \$50,000.00 and \$300,000.00 for capitalized replacement/installations based on the availability of future capital funds.

My Contact

William L Hall
Fire Official/Plans Examiner
hall_b@hcsb.k12.fl.us
352-797-7050

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:

June 11, 2024

Bid No. 22-650-36 PB RN

Bid Title: Playground Equipment, Outdoor Fitness Equipment Site Accessories, Surfacing and Related Products and Services.

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input checked="" type="checkbox"/> Piggyback Cooperative | | |

Bid Contract Period:

07/01/2024 through 06/30/2026

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining

☐ Length of
Each Term (month)

☐ Length of
Each Term (year)

☒ None

Rationale/Reason: Renewal of the Piggyback the renewal of OMNIA Partners/US Communities through City of Charlotte, North Carolina, RFP #269-2017-028, Contract # 2017001135: Playground Equipment, Outdoor Fitness Equipment Site Accessories, Surfacing and Related Products and Services, awarded to Kompan. Hernando County School District Bid #22-650-36 PB RN has been assigned for internal tracking purchases.

Bidders Electronically
Downloaded From Public
Purchase Website: n/a

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

☒ N/A – Bids Not
Required: Piggyback

Submitted By:

Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By:

Bill Hall
Fire Official/Plans Examiner

Department(s): Support Operations

Recommended award: Kompan

T/C CODE: 2236

Kompan

Category	Percentage Discount
Playground Equipment (i.e. themed systems, stand-alone activities, system components)	10%
Outdoor Fitness Equipment	10%
Site Accessories (i.e. benches, picnic tables, planters, receptacles, bike racks)	5%
Surfacing	10%
Related Products (i.e. shades, skate parks, water parks)	5%
Service (i.e. installation, design, layout, repair, maintenance, removal, disposal)	5%
List Price of Kompan Equipment	Additional Volume Discount
\$100,000 - \$199,000	3%
\$200,000 - \$499,999	6%
\$500,000 and over	11%

Volume discounts will be applied to the net contract price. For example, an order that includes \$210,000 will be calculated by first applying the 10% contract discount for a discounted price of \$189,000 and next the volume discount will be applied to that discounted contract price. Example: $\$189,000 \times .94 = \$177,660$.

Shipping: All shipments shall be F.O.B. destination with freight charges prepaid and listed separately, Actual freight charges shall be added at the time of invoicing as determined and supported by the carrier's freight bill. Selection of the freight carrier shall be the option of the customer. Estimated freight charges shall be provided at the time of quotation. Additional cost for expedited delivery may be added.

Contact:

Dara Sizemore

darsiz@kompan.com

A. Item Currently Budgeted -

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
\$		\$		\$		\$		\$		\$

B. Item Currently Not Budgeted -**

Funding Source	<u>2024-25 General Funds</u>					
Account Name	<u>Playground Repair /Parts District Wide</u>					
Account Number	<u>1100E</u>	<u>7900</u>	<u>5100</u>	<u>9550</u>	<u>4950</u>	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	<u>50,000.00</u>					

Funding Source	<u>Capital Funds</u>					
Account Name	<u>Replacement/Installation of Playground Equipment</u>					
Account Number	<u>3XXX</u>	<u>7400</u>	<u>6700</u>	<u>XXXX</u>	<u>M2050</u>	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	<u>300,000.00</u>					

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

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 # 20. 24-2326

6/11/2024

Title and Board Action Requested

Approve the renewal of Bid #21-990-52RN: Inspection, Certification and Repairs of Water Based Fire Protection Systems, to Davis Ulmer Sprinkler, dba Beach Lake Sprinkler, for continuing services of Inspection, Certification and Repairs of Water Based Fire Protection Systems and authorize the purchase of products/services for an estimated annual spending of \$50,000.00 using allocated budget.

Executive Summary

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board approve renewal of Bid #21-990-52RN: Inspection, Certification and Repairs of Water Based Fire Protection Systems, to Davis Ulmer Sprinkler, dba Beach Lake Sprinkler for continuing services of Inspection, Certification and Repairs of Water Based Fire Protection Systems and authorize the purchase of products/services using allocated budget.

My Contact

William L Hall
Fire Official/Plans Examiner
hall_b@hcsb.k12.fl.us
352-797-7050

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:

June 11, 2024

Bid No. 21-990-52 RN

Bid Title: Inspection, Certification and Repairs of Water Based Fire Protection Systems

Recommend approval of this agenda item under the specific category below:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Piggyback Cooperative | | | |

Bid Contract Period:

06/28/2024 through 06/27/2025

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
1

☐ Length of
Each Term (month)

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason: Renewal of Contract

Bidders Electronically
Downloaded From Bidnet
Direct Website:

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

☒ N/A – Bids Not
Required: Renewal

Submitted By:

Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By:

Bill Hall
Fire Official/Plans Examiner

Department(s): Facilities

Recommended award, description of items and prices: (See attached)

T/C CODE: 2152

Davis Ulmer Sprinkler dba Beach Lake Sprinkler (V-49026)

Section I – Inspection and Certification		
Item	Description	Firm Pricing
A.	Inspection and Annual Certification of Fire Sprinkler Riser	
	Fire Sprinkler System: Inspected, Certified & Tagged On An Annual Basis	\$ 98.00 / Per Riser
	Fire Sprinkler System: Five (5) Year Obstruction Inspection	\$ 460.00 / Per Riser
	Replace Gauges On Riser	\$ 17.00 / Per Riser
B.	Inspection and Certification of Private Fire Hydrants	
	Fire Hydrants: Inspected, Certified & Tagged On An Annual Basis	\$ 45.00 / Per Hydrant
	Fire Hydrant Four (4) Year Flow Test	\$ Included
C.	Inspection and Annual Certification of Fire Pump	
	Fire Pump: Inspected, Certified & Tagged On An Annual Basis	\$ 282.00 / Per Pump
	Fire Pump Four (4) Year Flow Test	\$ Included
D.	Inspection and Annual Certification of Fire Main Backflow Preventors	
	Fire Main Backflow Preventor Inspected Certified and Tagged 4" To 10"	\$ 50.00 / Per Preventor
	Fire Main Backflow Preventor Inspected Certified and Tagged ¾"	\$ 50.00 / Per Preventor
E.	Inspection and Annual Certification of Combination/Fire Domestic Backflow Preventors	
	Fire Main Backflow Preventor Inspected Certified and Tagged 4" To 10"	\$ 50.00 / Per Preventor
	Fire Main Backflow Preventor Inspected Certified and Tagged ¾"	\$ 50.00 / Per Preventor
F.	Standard Trip Charge	
	Trip Charge For Riser Inspection	\$ Included
	Trip Charge For Hydrant Inspection	\$ Included
	Trip Charge For Backflow Preventor Inspection	\$ Included
	Trip Charge For Fire Pump Inspection	\$ Included

Section II – Repairs		
Item	Description	Firm Pricing
A.	Labor Rates for Repairs	
	Straight Time During Regular Business Hours – 7:00 am to 4:00 pm	\$ 97.00 / Per Hour
	School Not in Session: Nights and Weekends	\$ 135.00 / Per Hour
B.	Percentage Markup on Manufacturer's List Price for Repair Parts and Materials	0 %
C.	Standard Trip Charge for Repairs	\$ Included

Contact:

David Ulmer Sprinkler dba Beach Lake Sprinkler
 15271 Flight Path Drive
 Brooksville, FL 34604
 (352) 799-2990

Luke Capie: luke.capie@beachlakesprinkler.us
 Misty Peterman: misty.peterman@beachlakesprinkler.us
 Garrett Treverton: garrett.treverton@beachlakesprinkler.us

A. Item Currently Budgeted -

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		
\$		\$		\$		\$		\$		\$		

B. Item Currently Not Budgeted -**

Funding Source	<u>Fire-Safety General Funds Account</u>					
Account Name	<u>Will be included in 2024-2025 Budget request</u>					
Account Number	<u>1100E</u>	<u>8100</u>	<u>3500/3510</u>	<u>9550</u>	<u>M4950</u>	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ <u>estimated annual</u> <u>amount of \$50,000.00</u>					

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:

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 # 21. 24-2334

6/11/2024

Title and Board Action Requested

Approve the Purchase of the Expansion of Canvas-Instructure District License for Grades 3-12 and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$156,080.00

Executive Summary

The Supervisor of Instructional Technology, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of the expansion of Canvas-Instructure District License for Grades 3-12.

With the implementation of canvas-LMS, students will benefit from seamless access to learning resources ensuring 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 gain 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-LS integrates publisher online offerings and other district-adopted instructional technology applications, including Nearpod, Seesaw, and Microsoft 365, simplifying student access to educational materials. The adoption of canvas-LMS will also strengthen the K-20 educational continuum. As the preferred learning management system in higher education, it creates familiar and consistent learning environment for students transitioning from K-12.

Beyond classroom use, Canvas-LMS can also facilitate professional learning and ensure compliance with employee requirements throughout the district. Moreover, it enhances educational transparency by allowing parents to access not only their students’ scores on submitted 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 \$156, 080.00, with Hernando eSchool contributing \$35,340.00 for eSchool-specific features. After adjustments, the total cost will be \$120,740.00. Funding for this initiative will be sourced from Technology Millage and depends on the continued collection of this revenue stream. In the event of changes or discontinuation of the Millage, alternative funding avenues will be explored.

This 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.

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.



Expansion of Canvas Learning Management System (LMS) for Hernando Schools





Agenda

- What is Canvas Learning Management System (LMS)
- Why Hernando Schools need Canvas
- Where Canvas is used in Florida
- How Canvas will be Implemented



Canvas Learning Management System



The hub of your digital classroom that serves as the foundation for teaching and learning.



Connection between administrators, teachers, students, and families, wherever learning happens.



Actionable data and insights along side district edtech tools, curriculum, and teacher built items together.



Hernando County Schools Using Canvas

Facilitates Time Management for Teachers & Supports One to One Laptop Initiative

Creates Uniformity Across Schools & Integrates with HSD
Instructional Technology & Curriculum

(Skyward, ClassLink, Savvas, Nearpod, Microsoft 365, Laptops)

Enhances Academic Transparency by Facilitating Parent
Access to Students' Assignments, Feedback, and Learning
Progress



Florida Districts Using Canvas LMS



Alachua County

Bay County

Brevard County

Broward County

Citrus County

Collier County

Dixie County

Duval County

Escambia County

Gadsden County

Gilchrist County

Hernando County

Hillsborough County

Holmes County

Indian River County

Jackson County

Leon County

Levy County

Liberty County

Madison County

Monroe County

Okaloosa County

Orange County

Osceola County

Palm Beach County

Pasco County

Pinellas County

Santa Rosa County

Seminole County

St. Lucie County

Sumter County

Suwannee County

Taylor County

Volusia County

Wakulla County

Over 1.5 Million K12 Students in Florida



Implementation Timeline

DATA PROVISIONING

Getting your data in and out of Canvas.



AUTHENTICATION

How your students and teachers will log into Canvas.



BRANDING

Make your Canvas instance feel like part of your institution.



CONTENT MANAGEMENT

Creating course content from scratch or through various templated and import methods.



TRAINING

Learn everything Canvas for your Admins and Teachers.



SUPPORT

Setting up support so your teachers and students can get help.



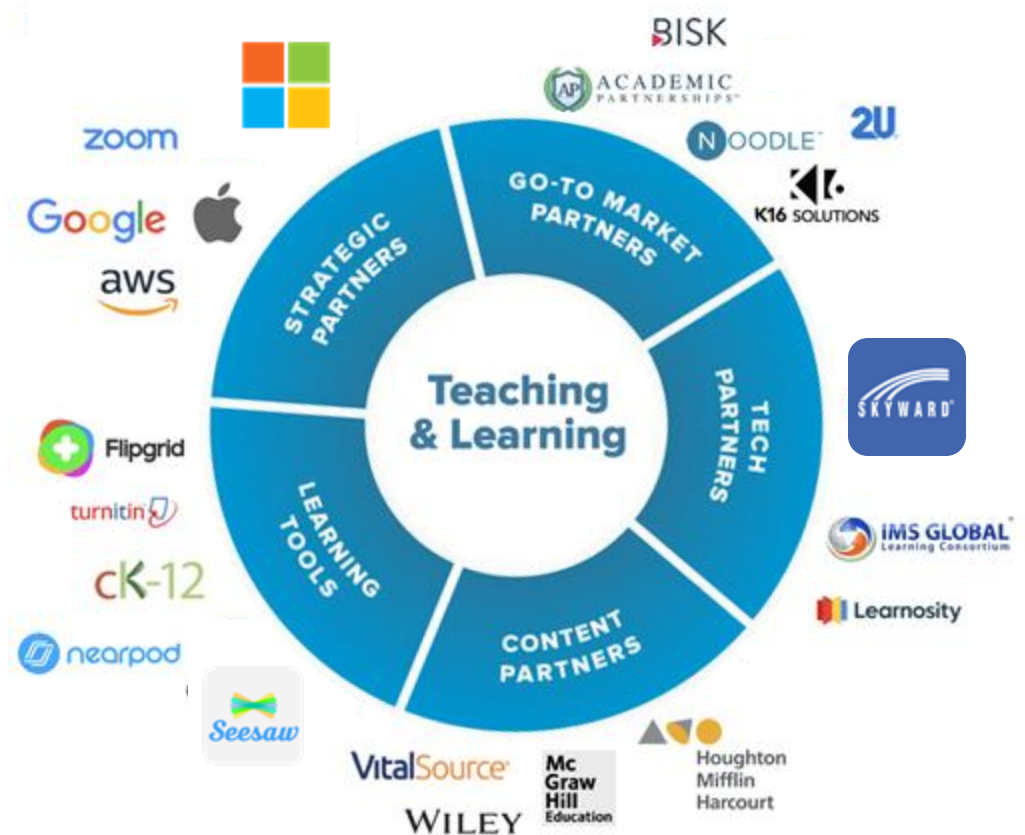


Quick Facts

- **Born in the cloud and 100% AWS native; 99.99% uptime**
- **Used in all 50 states**
- **21 state-wide deployments**
- **1.8 million actively contributing community members**
- **Tens of millions of users globally**
- **Device Agnostic - Learn using anything with a web browser**

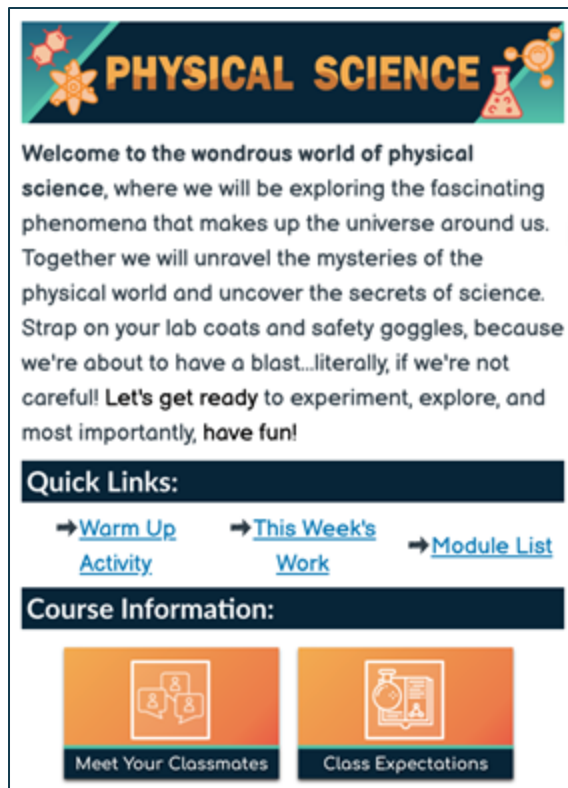


Supports an Ecosystem of EdTech Partners

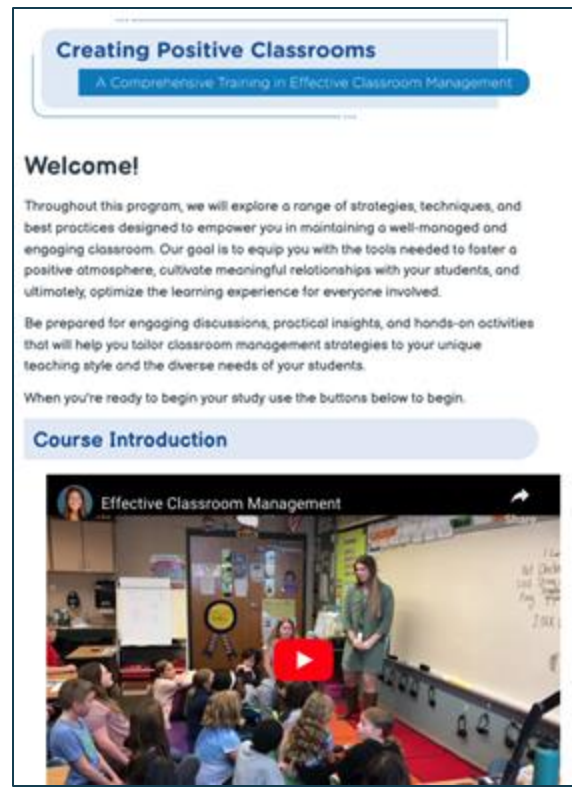




Elementary



Secondary



Professional Development



Instructure's Commitment to Accessibility

Instructure is committed to ensuring its products are inclusive and meet the diverse accessibility needs of our users

- [Canvas Voluntary Product Accessibility Template \(VPAT\)](#)

- Accessibility Checker
- Keyboard Shortcuts
- “Move to” Lists
- High Contrast View

- Screen Readers and Browsers
- Immersive Reader
- Canvas Language Options

[View the full list of Canvas Accessibility Standards](#)



Mobile Apps to Support Learning



Canvas Student

Instructure Inc.

★★★★★ 4.7 • 2.3M Ratings



Canvas Teacher

Mobile teaching companion

★★★★★ 4.6 • 82.2K Ratings



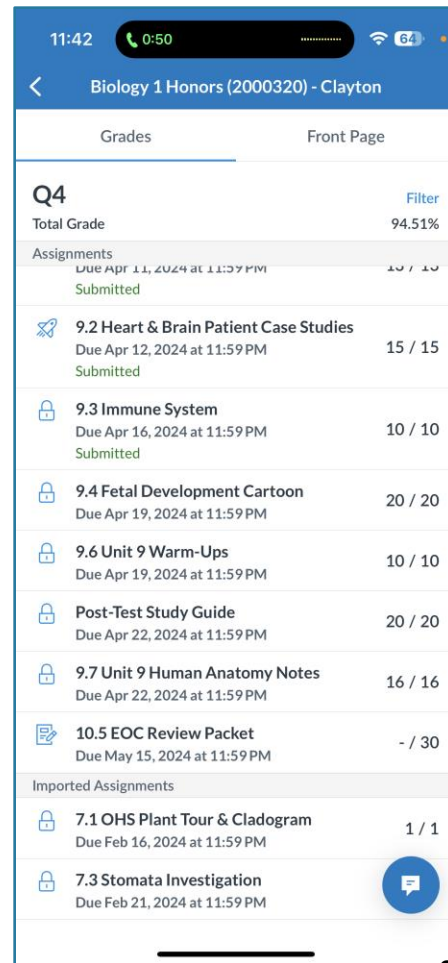
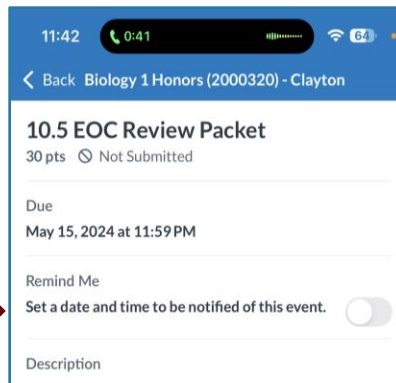
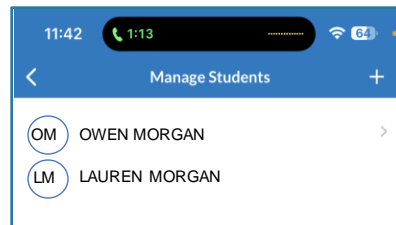
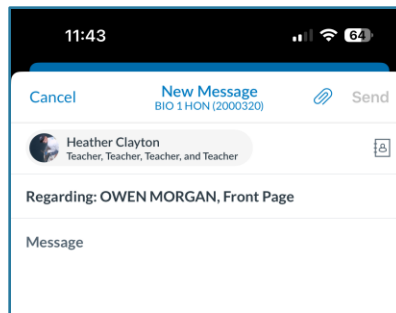
Canvas Parent

Instructure Inc.

★★★★★ 4.3 • 90.7K Ratings

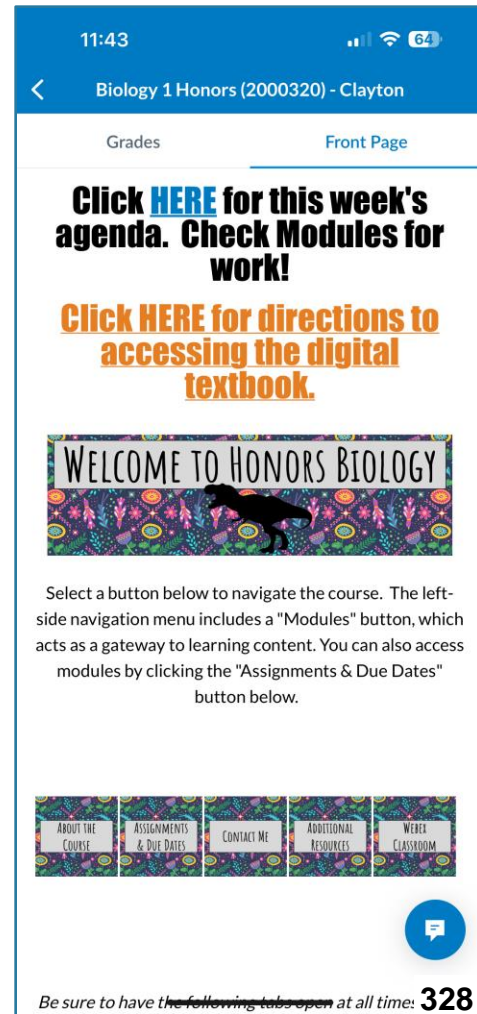
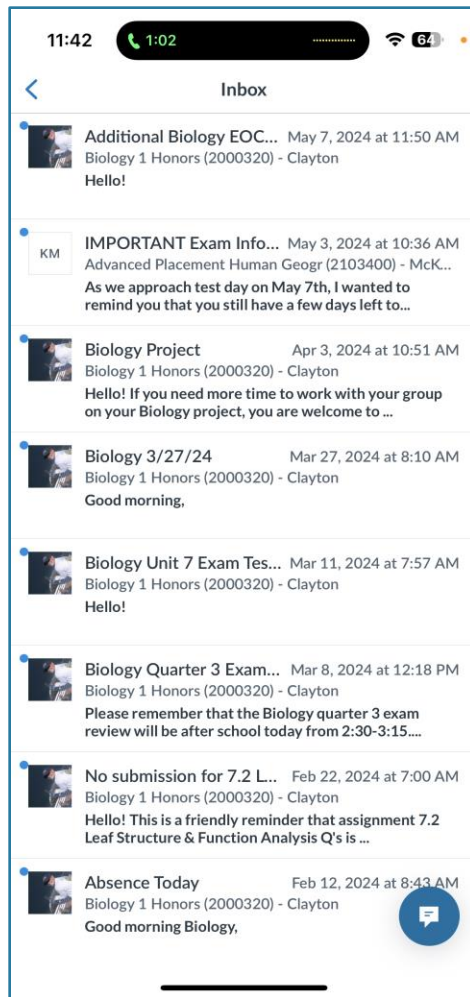


Enhanced Parental Access to Students' Learning Progress & Experiences





Enhanced Parental Access to Students' Learning Progress & Experiences





Enhanced Parental Access to Students' Learning Progress & Experiences

Experiment Approval Assignment Submission

Due: Fri Jul 7, 2023 11:59pm

83/100 Points

Attempt 1



Review Feedback

SUBMITTED: Mar 18, 2022 9:36am

Attempt 1 Score:

83/100



View Feedback

Anonymous Grading: no

Developing Investigations (4)

Criteria	Ratings				Pts
Hypothesis view longer description	25 to >18.75 pts Excellent: Hypotheses match the overall question; Hypotheses are stated correctly.	18.75 to >9.38 pts Good: Hypothesis match the overall question. A hypothesis is phrased incorrectly.	9.38 to >6.25 pts Fair: Hypotheses match the overall question but are incorrect or contradictory.	6.25 to >0 pts Poor: Hypotheses do not match the overall question and are stated incorrectly.	25 / 25 pts
Design view longer description	50 to >37.5 pts Excellent: The experiment matches the question and hypotheses; the methods will lead to meaningful results; no missing information.	37.5 to >25 pts Good: One or two minor flaws in the design; one or two pieces of information missing; part of methods unclear.	25 to >12.5 pts Fair: The experiment does not address the overall question or the hypotheses; two or more parts unclear.	12.5 to >0 pts Poor: Major flaw in the design – results will not be meaningful;	48 / 50 pts
Creativity view longer description	25 to >12.5 pts Excellent: The overall question or methods are novel; the results will yield new information.				

Page < 1 > of 2 | — ZOOM + | ↗ | 🔍 | ✎ | T | ⌂ | ↶ | ↷

Example Student Assignment

The standard Lorem Ipsum passage, used since the 1500s

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit

Mrs. Clayton
Great leading paragraph, it really caught my attention!

Mrs. Clayton
Please make sure this is proper APA formatting.

Mrs. Clayton
This is confusing, make sure you're explaining the thought behind this.

Mrs. Clayton
transpose these elements



Ensuring District Success

Customer Success Manager

Your Canvas advocate & liaison who fosters the relationship, encourages adoption, ensures retention and manages the account

Project Consultant

Point of contact during implementation who provides onboarding guidance and best practices, facilitates account configuration, authentication, SIS integration, and content migration.

Technical Consultant

Behind-the-scenes technical expert who assists the PC with complex implementation tasks and advises them regarding technical Canvas functions and features



Tools That Make Expanding Canvas LMS in HSD a Smart Educational Investment

Skyward Grade Passback

With the click of a button, teachers can pass all grades within Canvas to the district's gradebook of record.

District EdTech Tools

Make it easy for students and teachers to use district approved edtech tools right with in Canvas.

The K5 Experience

A simple user interface to improve the experience for our youngest learners.

SpeedGrader

View and grade student assignment submissions in one place using a simple point scale or complex rubric.

Highest-Rated Mobile Apps

Allow stakeholders to access Canvas on the go with our mobile apps.

Mastery Paths

Automatically differentiate learning for students based on their performance and needs.

Course Templates

Templated courses can be created to make it easy for teachers to get started building course content.

BluePrints

Create content and push it out to associated courses and allow teachers ability to customize.



Day to Day Instructure Support

24/7/365 Tier 1 Support

In-house support from Instructure employees

Phone

5 Minute Guaranteed Response Time

Live Chat

5 Minute Guaranteed Response Time

Email/Ticket

2 Hour Guaranteed Response Time



Testimonials

Stakeholder Committee Canvas-LMS Presentation/Debrief

Committee Vision	Ensure that site and district stakeholders contribute to the implementation of a dedicated Learning Management System (LMS) in Hernando County Schools.
Considerations	<ul style="list-style-type: none"> • How can Canvas-LMS benefit all stakeholders including teachers, students, parents, and staff? • What barriers need to be addressed?
Zoom Meeting with Canvas-Instructure (Presentation)	<p>May 3, 2024, at 1:00pm-2:00pm</p> <p>Katie Morgan & Thomas Turano</p>
Debriefing	May 3, 2024, at 2:00pm-2:30pm via Teams

Canvas-Instructure Committee:

Department	Administration	Staff Representatives	Staff Representatives
Elementary School	Kristina Stratton		
Elementary School	Dr. Lastra	Brandon Frampton	Lynette Lambert
Middle School	Dr. Clifford	Jessica Bates	
Middle School	Alex Rasttater		
High School	Ed LaRose	Teresa Morris	Adam Buckey
High School	Kelly Slusser		
Lead Principal	Patti Martin		
Lead Principal	Roe Maiorini	Carly Nichols	
Lead Principal	Leechele Booker		
Human Resources	Matthew Goldrick	Alexis Brown	Dawn Leo
Technology & Information	Joe Amato		
Professional Learning	Dr. Clark	Dee Longo, Leslie Salinas	Kat Dilorenzo
Instructional Technology	Jesse Díaz	Vanessa Hurd	Corey Duncan/Nadia King

Canvas-LMS Presentation Notes (1:00pm)

- Katie Morgan and Thomas Turano with Canvas
- 3rd - 12th
- Why Canvas (LMS) and Canvas Demo
 - Apps (Teachers, Student, Parents)
 - Elementary Feature can be turned on for interface/stripes down the noise/visual/accommodations
 - Families can see teacher's communication, student work, attached to student work, talk to teachers
 - Attached to SSI (Student Information System) login through Classlink
 - To Do list/Show all (agenda view) Student to complete, Teacher to grade
 - Recent feedback
 - Can embed information, links, video/flash cards all within the module/lesson without going outside of Canvas
 - "Canvas as the Glue" can still utilize EdTech tools within Canvas
 - Partnership with Microsoft
 - Can engage with PDFs, add rubric
 - Assessment-different question types
 - ADA accessible (keyboard/mouse, question answering with video/image/typing)
 - Can provide video/image to ask questions
 - Questions can be adapted to students
 - Pop up prior to finishing assessment- then student is on teacher created path (feedback, remediation, enrichment, can be individual
 - Tools can differentiate
 - Example: Nearpod graded reports automatically pushes grade into Canvas gradebook (then into Skyward)
 - Professional Development usage, Teacher/Student usage
 - Teacher can grade, split screen, student work with commenting and rubric to grade right there
 - Can leave overall comments on student work
 - Different score displays in gradebook
 - Can message students and/or parents (grouped by turned in, not turned in, etc) as individual messages
 - Offline also available
 - Create courses as templates/shell
 - Can build out items and lock items within that shell
 - Blueprint course can be linked and resources pushed out-like curriculum maps
 - Immersive Reader, Layers on all the content area, Looks just like Microsoft I R
 - Can create groups and then differentiate content and material based of needs

Committee Debrief Notes (2:00pm)

- Questions
 - Google Classroom? R.M.
 - Can be used but not Google not supporting it, no Skyward integration with grades.
 - Teams as well, is supported (easy transition to Canvas) T.M.
 - Can free account courses be sent over to HSD account? A.B.
 - Yes, they can be exported
 - Will teachers have to create their own course/kids dropped in? K.D.
 - Yes, creates an environment based of Skyward
 - Can this be embedded into the TEAMS modules for the students so that they have multiple access points? T.M
 - AI detector built in? T.M
 - Yes, but not looking to purchase that yet
- Concerns
 - Asking for differentiated trainings during rollout (Slow roll out) R.M.
 - Curriculum support? Yes!!
 - Adding members to groups? Static groups?
- Happy points
 - Can use extensively with PD-D.L.
 - 24/7 Support!!!
 - Helps when teachers are out/classes being covered/teacher turnover A.D.

Canvas Learning Management System (LMS)

Stakeholder Benefits

Students	Teachers	Parents	Administration
<ul style="list-style-type: none"> • Work all in one place • Easy to do work on phone app or laptop (1:1 device or classroom/lab device) • Have access to assignments (materials and assessments) when absent • Ability to communicate directly with teachers regarding assignments • Multiple Modality of submissions: Ability to submit a photo of a paper assignment so that papers aren't lost • Reading assessments are saved automatically for 3rd grade portfolio • Seamless progression to college/trade school facilitated by Canvas, which is predominantly utilized within these educational institutions (K-20 Continuum). 	<ul style="list-style-type: none"> • Consolidation of resources (curriculum, Microsoft, Nearpod, etc.) • Grade “passback” (Assignment scores sync with Skyward) • Absent students can access work • User friendly • Easy to organize • Developed courses can be saved and adapted for future use • Ability to build tests that replicate state testing formats • Speed Grader (Quickly score assignments) • Accessing and adapting existing lessons from the Commons • No stacks of papers to take home • Reduction of paper copies needed • Curriculum maps/documents stored in a catalog for teachers, consistency of maps through all content areas • Ease of use for sharing teacher to teacher. Great for sharing with long term subs. 	<ul style="list-style-type: none"> • Informed of student progress on assignments • Verifying if their child has turned in an assignment • Seeing what their child is doing each day • Seeing scores on rubrics • Can set up to receive alerts for student activity • Mobile app available for iOS and Android • Ability to communicate with teachers concerning assignments 	<ul style="list-style-type: none"> • Uniformity • Courses can be built for long term subs to use • Supports 1:1 initiative and SIP goals • Curriculum maps/documents managed in a catalog for teachers, consistency of maps through all content areas • Cross-department utilization (Professional Learning, Human Resources, etc.)



Services Order Form

Order #: Q-368149-1
 Date: 2024-05-06
 Offer Valid Through: 2024-06-30

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Hernando Co School District

Address: 919 N. Broad Street
 City: Brooksville
 State/Province: Florida
 Zip/Postal Code: 34601
 Country: United States

Order Information

Billing Frequency: Annual Upfront
 Payment Terms: Net 30

Billing Contact

Name: _____
 Email: _____
 Phone: _____

Primary Contact

Name: Zana Wiseman
 Email: wiseman_z@hcsb.k12.fl.us
 Phone: _____

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas LMS Cloud Subscription	2024-07-01	2025-06-30	User	20,000	USD 3.90	USD 78,000.00
24x7 Tier 1 Support (Faculty Only)	2024-07-01	2025-06-30	30% of Subscription (Minimums Apply)	1	USD 23,400.00	USD 23,400.00
Custom Development - Recurring (SOW Required)	2024-07-01	2025-06-30	Per Each	1	USD 19,945.00	USD 19,945.00
Pace Plans Subscription	2024-07-01	2025-06-30	Per Each	1	USD 14,520.00	USD 14,520.00
Recurring Sub-Total						USD 135,865.00
Canvas LMS Standard Implementation Bundle			Per Implementation	1	USD 11,340.00	USD 11,340.00
Canvas LMS Training Virtual Session			Per Each	12	USD 500.00	USD 6,000.00
Instructional Design - Ready Made Template			Per Each	1	USD 2,000.00	USD 2,000.00
Technical Consulting			Per Hour	5	USD 175.00	USD 875.00

Description	Start Date	End Date	Metric	Qty	Price	Amount
Non-Recurring Sub-Total						USD 20,215.00
Year 1 Total						USD 156,080.00
Grand Total:						USD 156,080.00

Deliverable	Description	Expiration	Qty
Canvas LMS Cloud Subscription	Canvas LMS - K-12 Subscription (by user)	N/A	20,000
24x7 Tier 1 Support (Faculty Only)	24x7 Tier 1 support (faculty only) per year (30% of subscription - min \$4,500)	N/A	1
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.	N/A	1

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

Professional Services	Description	Expiration	Qty
Canvas LMS Standard Implementation Bundle		N/A	1
Canvas LMS - K-12 Standard Implementation	As prescribed by your purchased implementation package, your implementation will include the following: <ul style="list-style-type: none"> • Access to Canvas LMS consultants to guide your project, perform some tasks, and answer questions. • One Canvas LMS instance • Access to API information, guides, public courses, and best practice documentation. 	12 Months	20,000
Canvas LMS Instance Configuration	Creation and access to one (1) Canvas LMS Instance for up to five (5) of your chosen administrators. This instance will be configured with a "institutionname.instructure.com" URL based on requested URL availability.	12 Months	1
Standard Project Management	<ul style="list-style-type: none"> • Canvas consultants will be assigned for the duration of your implementation project (i.e., approx. 12 weeks) to give you targeted, one-on-one guidance and ensure your success. • Project will be managed using a shared project plan, which outlines all implementation tasks, assignments, and timelines. • Regular project check-in calls with your consultants provide best-practice advice, processes, and Q&A. • All project management will be performed remotely. 	12 Months	1
Standard Data Provisioning / Technical Consulting for Canvas LMS Instance	One-on-one data provisioning support to get your user data into Canvas LMS, through one of the following methods: manual creation, CSV import, or SIS integration. Access to API documentation and Community guides will be provided. Excludes API-related coding/development. <ul style="list-style-type: none"> • Manual provisioning and CSV imports are configured and tested by you with basic guidance from your Canvas LMS consultants; your consultants and you will both perform tasks to establish SFTP access (if desired) or perform SIS integration (including grade pass back). Instructure will assist with one test using production data; additional testing or test environments require purchase of additional technical consulting hours. 	12 Months	1
Canvas LMS Training Virtual Session	One session of remote customized Canvas LMS training of up to 90 minutes.	12 Months	12
Instructional Design - Ready Made Template	Select one pre-built template from our collection of designs. Templates are built with a variety of audience needs in mind. Instructions are included to modify design elements as needed. This course template and all of the content and assets within it are licensed for use on one instance of Canvas LMS. Please do not share this course template in whole or in part outside of the licensed instance for which this course template and associated contents were purchased.	12 Months	1

Professional Services	Description	Expiration	Qty
Technical Consulting	<p>Technical Consulting provides the client dedicated time with an Implementation Consultant up to the contracted number of hours (minimum of 5 hours) per 12 months. The 12 month time period will begin upon the later of the signing of Order Form or subscription start date (if purchased on this Order Form) unless otherwise noted. Time spent will be tracked by the Implementation Consultant in increments of 15 minutes (with a minimum of 15 minutes per request) and reported back to the client throughout the 12 month period.</p> <p>Unused hours at the end of the 12 month time period will not roll over and are non-refundable. If additional hours are required in the 12 month time period, the client must purchase additional hours at the standard rate.</p> <p>Services that may be delivered include consultation on data provisioning, content migration strategy, theming and branding, authentication configuration, API documentation, integrations and LTI, general account structure and organization, and project management. Services rendered are on an as-needed basis. This agreement does not include future maintenance of any solutions proposed during consultation.</p> <p>Scheduling and usage of consulting services are subject to consultant availability and capacity. Consultant assigned to work will be selected based on scheduling need and available capacity. Working hours are limited to Instructure normal operating business hours including company holidays.</p>	12 Months	5

Metrics and Descriptions:

User: 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.

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.

Product	Description
Canvas LMS Cloud Subscription	Storage included in the annual subscription fee is (i) Unlimited files and database storage, and (ii) 500 MB per (FTE/User/Enrollment/Seat) multimedia storage. Additional multimedia storage can be purchased for USD \$1.00 per 1GB per year.

Duration: 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.

Miscellaneous: Instructure's support terms are available as follows:

Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>

Portfolium: <https://portfolium.com/support-terms>

MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

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.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here:

<https://www.instructure.com/policies/master-terms-and-conditions>

In the event of any conflict between this Master Terms and Conditions and any other terms, the Master Terms and Conditions shall control.

The parties agree with regards to Instructure's processing of personal data as follows:

www.instructure.com/policies/data-processing

Auto Renewal 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.

Any requests to change service deliverables as defined on the order form may incur a fee of ten percent (10%) of the remaining fees for the service.

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>

Order Form

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): _____	Please email all US state sales tax exemption certifications to ar@instructure.com
If yes, please enter PO Number: _____	

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

Signature:	
Name:	
Title:	
Date:	

Instructure, Inc.

Signature:	
Name:	
Title:	
Date:	

**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 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 §768.28(5), Fla. Stat. 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 §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §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 §768.28, Fla. Stat. 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 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.

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.

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 212.08(6), Fla. Stat.

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. E-Verify. Pursuant to Fla. Stat. § 448.095, 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 §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. 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, Jordan_k@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.

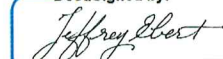
18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential 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 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:

DocuSigned by:



Printed Name: Jeff Ebert

Title: Director, Deal Desk & Pricing

Date: 6/07/2023

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

A. Item Currently Budgeted -

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	\$ 120,740.00	\$ 0.00	\$ 120,740.00	\$ 120,740.00	\$ 0.00					

Account Name	Basic Ed		Tech Rentals		Hernando ESchool		FL Virtual School			
Account Number	1100E		5100		3690		7004		00300	
	Fund		Function		Object		Cost Center		Project	
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 174,884.01		\$ 0.00		\$ 109,820.75		\$ 65,063.26		\$ 35,340.00		\$ 29,723.26

B. Item Currently Not Budgeted -**

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: \$ _____

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 # 22. 24-2339

6/11/2024

Title and Board Action Requested

Approve the agreement and authorize the purchase of Virtual Curriculum from Florida Virtual School (FLVS) and multiple vendors and authorize the issuance of Purchase Orders on an as needed basis for an estimated annual amount of \$111,619.00.

Executive Summary

The Principal of Hernando eSchool, on behalf of the Superintendent of Schools, hereby requests the Board to approve the agreement with Florida Virtual School and authorize the purchase of virtual curriculum from FLVS and multiple vendors. Florida Statute 1002.45 requires school districts to make online and distance learning programs available to establish a Distant Virtual Program - Hernando eSchool - through the Florida Virtual School (FLVS) Franchise program and multiple vendors of curriculum.

My Contact

Zana Wiseman, Principal
Hernando eSchool
352-797-7072 Ext. 453

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.



FLORIDA DISTRICT FRANCHISE AGREEMENT
by and between
FLORIDA VIRTUAL SCHOOL
and
THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

This Florida District Franchise Agreement (“Agreement”) is entered into by and between Florida Virtual School (“FLVS”) and The School Board of Hernando County, Florida (“District”), collectively referred to hereinafter as the “Parties” or “Party.”

WHEREAS, FLVS is a corporate body and political subdivision of the State of Florida which serves a component of Florida’s Early Learning-20 Education System; and

WHEREAS, the District is a corporate body and political subdivision of the State of Florida which governs and controls the above-named School District; and

WHEREAS, Section 1002.37(2)(i), Florida Statutes, authorizes FLVS to enter into Franchise Agreements with Florida school districts; and

WHEREAS, the Parties find the terms of this Agreement mutually beneficial and in the best interests of the students and families which they both serve.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

INCORPORATION OF RECITALS

The foregoing recitals are true, correct, and incorporated herein by reference.

1. DEFINITIONS

- a) “Affiliate” means any person or entity directly or indirectly controlling, controlled by, or under common control of another person or entity. “Control” as used here means the legal, beneficial, or equitable ownership, directly or indirectly, of more than fifty percent (50%) of the aggregate of all voting interest in such entity.
- b) “Authorized Third Parties” means any non-employee agent, representative, independent contractor, sub-contractor, or consultant of the District whose

duties or services require or include access to or use of the Licensed Materials on behalf of or at the direction of the District.

- c) "Authorized Users" means District personnel directly employed by the District whose duties require or include access to or use of the Licensed Materials.
- d) "Billable Enrollment" means any student enrollments designated as "Active" status in the FLVS Virtual School Administrator ("VSA") for a minimum of thirty (30) consecutive days or who achieves twenty percent (20%) completion in any status.
- e) "Business Days" means Monday through Friday excluding any day which is a nationally observed holiday in both the United States of America and Canada.
- f) "Course Fees" means the license fees to be paid by the District to FLVS, which are described in Section 6, "Fees and Payment" and Appendix A – Course List and Fees of this Agreement.
- g) "Confidential Information" means (i) all information of either Party or its Affiliates or of third persons to whom the Party owes a duty of confidence that is marked confidential, restricted, or proprietary, or that may reasonably be considered as confidential from its nature or from the circumstances surrounding its disclosure; and (ii) the Licensed Materials.
- h) "Data" means District information entered into the LMS or VSA to include, but not limited to, student, staff, school, and parent information.
- i) "Intellectual Property" means proprietary commercial, industrial, and intellectual products and property (both tangible and intangible) as well as proprietary designs, information, processes, ideas, inventions, copyrights, trademarks, service marks, patents, trade secrets, and other legal rights and privileges held by FLVS, including those associated with and/or arising from the Licensed Materials.
- j) "Intellectual Property Rights" includes all worldwide intellectual and industrial property rights including all rights in each country to copyrights, trademarks, service marks, patents, inventions, industrial designs, trade secrets, trade dress, and all other proprietary rights.

- k) "Learning Management Systems" or "LMS" means the software-based system that must be utilized to access the Licensed Course Content.
- l) "Licensed Course Content" means the courses and course components of the FLVS Course Content in object code format licensed to District hereunder and described in Appendix A of this Agreement and such additional third-party components required as part of the Licensed Course Content.
- m) "Licensed Materials" means the Licensed Course Content, LMS, and Virtual School Administrator.
- n) "Virtual School Administrator (VSA) License" means the licenses and associated restrictions with respect to the Licensed Virtual School Administrator.

2. **LICENSE GRANT**

FLVS grants to the District a restricted, non-exclusive, non-transferable license to use the Licensed Materials beginning as of the date upon which the Agreement is fully executed by both Parties and terminating pursuant to Section 3, "Term" of this Agreement. The District acknowledges and agrees that the Licensed Materials may only be accessed and used by Authorized Users and Authorized Third Parties for purposes of academic instruction and assessment of District students in accordance with this Agreement. Any other access or use of the Licensed Materials is strictly prohibited.

3. **TERM**

The term of this Agreement commences as of the date upon which it is fully executed by both Parties and ends on the term checked below (the "Term"). The District acknowledges that the pricing and course list is subject to modification at the sole discretion of FLVS prior to the start of each academic school year. FLVS shall provide the updated Appendix A - Course List and Fees of this Agreement on or before April 1 prior to the start of each academic school year.

District hereby agrees to the Agreement Term selected below:

☒ one (1) academic school year term, July 1, 2024 through June 30, 2025

☐ three (3) academic school year terms, July 1, 2024 through June 30, 2027

4. DISTRICT OBLIGATIONS

The District shall:

- a) Designate a person or persons who shall serve as point(s) of contact as follows: i) District level leader; ii) District virtual school (franchise) leader; and iii) Franchise leader whose primary duty is to supervise, monitor, and evaluate the Franchise teachers and its program. The District level leader and District virtual school (franchise) leader shall be listed in Section 40, "Notice" of this Agreement.
- b) Adhere to all branding policies as outlined in the FLVS Branding and Media Policy in Appendix D of this Agreement.
- c) Use the FLVS Learning Management System and Student Information System for students enrolled in the Franchise program.
- d) Report only Florida Virtual School courses within the Franchise program for Florida Education Finance Program (FEFP) funding.
- e) Have approved and processed by FLVS all student transfers between the Parties.
- f) Comply with the Academic Integrity policies (see Appendix B of this Agreement) established by FLVS.
- g) Provide accurate rosters of teachers, participating in the Franchise, including contact information and subjects they teach, on July 1st and December 1st of each academic year, and provide FLVS with an updated roster whenever the District hires new teachers or teachers leave employment with the District.
- h) Require that all teachers complete new teacher training before being placed with students.
- i) Require all teachers of new or updated courses complete training on the new or updated course within two (2) weeks of training being made available.
- j) Record a course as completed only if a student has taken the final segment exams or the District has documented adherence to local District policy regarding course completion.
- k) Maintain all teacher and student email communications within the FLVS LMS.

- l) Provide certified teachers in the subject they are teaching or otherwise comply with Section 1012.42, Florida Statutes, regarding out-of-field instructors. Certification numbers shall be entered and maintained by the District in the FLVS Student Information Management System (VSA) account.
- m) Have sole responsibility to comply with all College Board AP regulations and audits. Franchise AP courses not authorized by the College Board may not be offered with the AP label.
- n) Have sole responsibility to comply with all AICE regulations and audits. Franchise AICE courses not authorized by Cambridge may not be offered with the AICE label.
- o) Participate in end-of-year Franchise evaluations.
- p) Participate in Annual Franchise Management Training.
- q) Require each teacher teaching FLVS courses to sign Appendix B of this Agreement ("Teacher Acknowledgement Form") and submit all signed forms to FLVS by October 1st of each academic year or within thirty (30) days of the teacher's employment.
- r) Achieve an eighty-five percent (85%) or better satisfaction rating or higher as measured by Annual Customer Satisfaction Surveys conducted by FLVS's external vendor.
- s) Provide FLVS with notice of any public records request received regarding this Agreement or any services provided thereunder within twenty-four (24) hours of receipt by the District.
- t) Apply appropriate corrective or disciplinary action to any teachers providing services pursuant to this Agreement that FLVS identifies as failing to properly deliver the curriculum.
- u) Provide a high-resolution vector logo to FLVS by July 30th of each academic year.
- v) Use the tagline "Powered by FLVS" when specifically promoting FLVS courses.
- w) Encourage instructors and staff to attend FLVS Professional Development

offerings and award professional development in-service points upon completion.

- x) Utilize the Salesforce application to access quality assurance documents and submit concern resolutions.
- y) Regularly monitor the program and the provision of services under the program for compliance with Florida law and the terms of this Agreement. The scope of monitoring includes, but is not limited to, verifying the following: 1) that the curriculum plan is followed; 2) that students have met graduation requirements set forth in Sections 1002.3105(5), 1003.4281, and/or 1003.4282 (if applicable), Florida Statutes; 3) that FLVS maintains the confidentiality of all education records and the information contained within as per Section 10, "Confidential Information" of this Agreement.
- z) District's failure to fulfill the obligations in this Agreement shall result in the action outlined in Appendix C "Steps for Enforcement."

5. FLVS OBLIGATIONS

FLVS shall:

- a) Provide a Franchise Operations Manager assigned to support the District.
- b) Provide access to the LMS platform.
- c) Provide systems training during the academic year terms for Districts, inclusive of VSA, LMS, Web Collaboration Tool, and other systems utilized for student instruction.
- d) Provide hosting of courses on the LMS platform.
- e) Provide course materials to students which shall be returned to FLVS at the conclusion of the course by the District, unless FLVS has designated the materials as disposable.
- f) Provide course updates.
- g) Provide Student Information Management System (VSA).
- h) Provide Quality Assurance ("QA") Services inclusive of one (1) Classroom Audit and one (1) Completion Audit per instructor, Educator footprints reports upon request, and Quality Assurance training.

- i) Conduct Academic Integrity investigations pursuant to FLVS policy as set forth in Appendix B “Teacher Acknowledgement Form” of this Agreement for referral to the District and any subsequent disciplinary action upon conclusion of the investigation which the District may undertake.
- j) Provide monthly parent/student survey results.
- k) Provide an Annual Customer Satisfaction Report.
- l) Provide Instructor Training for all new course releases.
- m) Provide new Instructor Training.
- n) Provide a year-end evaluation of the program.
- o) Provide Franchise Management Training.
- p) Provide syllabus documents for AP courses for use in AP audit process.
- q) Provide a co-branded digital flyer*, which is designed and sent to the District by request only, up to three (3) times a year (August, January, and May).
- r) Provide access to FLVS video course tours.
- s) Provide the Salesforce platform to access QA documents and submit concern resolutions.

**All messaging will be pre-determined and at the discretion of FLVS based on time of year.*

6. FEES AND PAYMENT

The District shall pay to FLVS the Course Fees described in Appendix A “Course List and Fees” of this Agreement, for each Billable Enrollment. The District shall pay for each Billable Enrollment regardless of the student's status upon receipt of invoice. The Course Fees will be invoiced according to the Invoicing Schedule in the table set forth herein and paid pursuant to the provisions of the Local Government Prompt Payment Act after receipt of FLVS's invoice. The Local Government Prompt Payment Act requires the District to pay correct and undisputed invoices within forty-five (45) days of the District's Accounts Payable Department's receipt of said invoice. The District shall issue a Purchase Order to FLVS prior to the enrollment of students under this Agreement. The District shall not incur any obligation for payment prior to the issuance of a Purchase Order to FLVS. Failure to pay the franchise fees when due shall be grounds for the immediate termination or suspension of all services due



by FLVS hereunder.

All overdue (ninety (90)-plus days) accounts are subject to the late fees set forth in the Local Government Prompt Payment Act, Sections 218.70-218.80, Florida Statutes, and may be denied access to FLVS content at the sole discretion of FLVS. Performance of this Agreement will be suspended until payment is received by FLVS.

FLVS Invoicing Schedule for Agreement Billable Enrollments:

Cycle	Enrollment Data Date Range	Invoice Sent to District on or before
Cycle 1	July - Oct	November 30th
Cycle 2	Nov - Feb	March 31st
Cycle 3	Mar - Jun	June 30th
Cycle 4	True-up / Enrollments not captured in previous cycles	July 31st

Billing Contact Personnel:

District	Florida Virtual School
Name: Zana Wiseman	Name: Mihaela Brehoi
Address of School/District: 919 N. Broad Street, Brooksville, FL 34601	Address: 5422 Carrier Drive, Suite 201 Orlando, Florida 32819
Email: wiseman_z@hcsb.k12.fl.us	Email: mbrehoi@flvs.net
Telephone No.: 352-797-7072	Telephone No.: 407-513-3615

7. **SOFTWARE SECURITY**

The District will ensure all reasonable measures are taken to protect the Licensed Materials from any unauthorized use. The District shall strictly limit access to the Licensed Materials to Authorized Users and Authorized Third Parties. FLVS will ensure all reasonable measures are taken to protect the District Data while in use at the FLVS site. Reasonable measures are defined as the District Data being stored on a secure server in a secured building behind an internet firewall with role-based level password protection for all access to such Data. Further, Data shall be backed up on a schedule no less stringent than what is used by FLVS.

8. **BACKGROUND SCREENING**

FLVS agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes. All FLVS personnel who, (1) are to be permitted access to the District's school grounds when students are present, (2) will have direct contact with

the District's students, or (3) have access or control of District's funds, shall successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. FLVS shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed to maintain the fingerprints provided with respect to FLVS and its personnel. The Parties agree that the failure of FLVS to perform any of the duties described in this Section shall constitute a material breach of this Agreement entitling the District to terminate immediately with no further responsibilities or duties to perform under this Agreement. To the extent permitted by law, FLVS agrees to indemnify and hold harmless the District, its officers, and employees from any liability in the form of physical or mental injury, death or property damage resulting in FLVS's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes. Nothing herein shall be construed as a waiver by the District's or FLVS of sovereign immunity or of any rights or limits to liability or damages existing under Section 768.28, Florida Statutes.

9. INTELLECTUAL PROPERTY RIGHTS

The District acknowledges and agrees that all FLVS content, software, courses, graphics, pictures, documents, licenses, designs, and materials, and any and all derivatives thereof (collectively, "Works") made available to the District pursuant to this Agreement are protected via copyrights, trademarks, service marks, patents, trade secrets, and/or other proprietary laws and/or regulations, and FLVS retains all right, title, and interest in and to the Works. The District further acknowledges that it has no ownership of or interest in the Works except as expressly granted in this Agreement.

Absent the express written authorization by and consent of FLVS, the District will not sell, license, sublicense, lease, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create the Works or any other component of the Licensed Materials. Further, the District will not take or knowingly permit any action or omission that jeopardizes or impairs FLVS's rights in the Works or Licensed Materials. For instance, the District will not: (a) disassemble, reverse

compile, reverse engineer, or otherwise attempt to discover the source code of or trade secrets embodied in the Works; (b) transfer, assign, distribute, rent, sell, or grant sublicenses to or otherwise make available the Works or any element thereof to any third parties; (c) embed or incorporate in any manner the Works or any element thereof into other applications or products belonging to and/or utilized by the District; (d) use or transmit the Works in violation of this any state or federal law or regulation applicable to the terms of this Agreement or the Licensed Materials; (e) access, use, or copy any portion of the Works (including any component of its logic, structure, and architecture) to develop, promote, distribute, sell, or support any other product or service; or (f) remove, obscure, or alter any FLVS symbol, copyright notice, mark, name, logo, tagline, or other similar designation displayed on or through any portion of the Works.

10. CONFIDENTIAL INFORMATION

To the extent permitted by law, each Party agrees to maintain the Confidential Information of the other Party. Each Party shall fully comply with the applicable requirements of Family Education Rights and Privacy Act (FERPA) codified at 20 U.S.C. 1232g and the federal regulations set forth in 34 C.F.R Part 99, and Sections 1002.22, 1002.221, and 1006.1494, Florida Statutes, and State Board of Education rules 6A-1.0955 and 6A-1.09550, and all applicable laws and regulations regarding the confidentiality of personally identifiable student information and records.. This provision shall survive the termination of or completion of all performance or obligations under this Agreement and shall remain fully binding upon both Parties.

For the limited purposes of auditing the implementation of the Agreement and accessing student information, FLVS is hereby designated a school official for the purposes of receiving this limited confidential student information and FLVS shall remain under the direct control of the District with respect to the use and maintenance of the confidential student information. FLVS acknowledges and agrees that it will not disclose the confidential student information to any other person or entity and will only use the confidential student information for the purposes listed above and for no other purpose.

11. CHILDREN’S ONLINE PRIVACY PROTECTION ACT (“COPPA”)

The District shall comply with COPPA and all rules promulgated thereunder.

12. E-VERIFY

In accordance with Section 448.095, Florida Statutes, the Parties shall utilize the U.S. Agency 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.

13. NCAA

The National Collegiate Athletic Association (“NCAA”) has specific guidelines regarding the acceptance of distance learning or credit recovery courses for student-athletes. The District accepts responsibility for these criteria to the extent that it uses the Licensed Materials for students who desire to meet NCAA eligibility criteria.

14. DATA/SECURITY BREACH

The Parties acknowledge their respective obligations to comply with all data privacy laws, including Section 501.171, Florida Statutes. Upon knowledge of a data security breach, the breached Party shall notify the other Party immediately, and in no event later than thirty (30) calendar days following a determination of a breach of data security involving the other Party’s data. Additionally, each Party shall fully cooperate with the other regarding their respective statutory obligations with respect to security breaches, including all statutory and regulatory notification requirements.

15. WARRANTIES OF FLVS

Limit of Liability

- a) For any breach or default by FLVS of any of the provisions of this Agreement, or respect to any claim arising here from or related hereto, FLVS’s entire liability, regardless of the form of action, whether based on contract or tort, including negligence, shall in no event exceed (I) the amount paid by the District hereunder for the licensed materials; (II) the amount paid by the District for the renewal service that is the subject of the claim, if the claim relates to a breach or default by FLVS of the provisions of Section 7, “Software Security” of this Agreement; (III) the amount paid by the District for installation

service that is the subject of the claim if the claim relates to a breach or default by FLVS by the provisions of this Agreement pertaining to installation service; or (IV) in the aggregate with respect to all claims under or related to this Agreement, the amount paid by the District under this Agreement.

- b) FLVS shall in no event be liable for special, incidental, indirect, or consequential loss or damage, lost business revenue, loss of profits, loss of data, failure to realize expected profits or savings, or any claim against the District by another person (even if FLVS has been advised of the possibility of such damage) unless required by law.
- c) FLVS shall be liable to the District only as expressly provided in this Agreement, and shall have no other obligation, duty, or liability whatsoever in contract, tort, or otherwise to the District or a third party for any claim, including, not limited to, any liability for negligence. The limitations, exclusions, and disclaimers in this Agreement shall apply irrespective of the nature of the cause of action, demand, or action by the District, including but not limited to, breach of contract, negligence, tort, or any other legal theory and shall survive a fundamental breach or breaches or the failure of the essential purpose of this Agreement or of any remedy contained herein.

16. INDEMNIFICATION. To the extent permitted by law, FLVS and the District hereby acknowledge their respective entitlement to sovereign immunity and the limited waiver of sovereign immunity as to certain tort and negligence claims pursuant to Section 768.28, Florida Statutes. Nothing herein shall be construed as a waiver of any such immunity nor as an agreement by either Party to indemnify or defend the other. Furthermore, nothing herein shall be construed as an obligation of either Party to defend, sue, or consent to be sued by a third party. Rather, FLVS and the District agree to be responsible only for such claims and damages caused by the tortious or otherwise negligent action or inaction of their own officers and employees while functioning within the scope of their official duties, and their respective liability for such damages shall be limited to the amounts set forth in Section 768.28, Florida Statutes.

17. INTELLECTUAL PROPERTY CLAIMS

Notwithstanding the foregoing, FLVS shall have no liability for any claim that is based on (i) the use of other than the latest release and version of the Licensed Materials, if such infringement could have been avoided by the use of the latest versions and release and such version or release had been available to the District for use, (ii) the unauthorized combination of the Licensed Materials with the software, hardware or any other product not specifically provided by FLVS, or (iii) any unauthorized modification to the Licensed Materials or unauthorized use of the Licensed Materials other than as expressly authorized herein or as expressly described or recommended in writing by FLVS.

18. TERMINATION

This Agreement may be terminated by:

- a) either Party without cause upon delivery of written notice of intent to terminate this Agreement provided to the other Party not less than thirty (30) days prior to the effective date of such termination, subject to Section 19, "Termination for Convenience" of this Agreement; or
- b) written agreement executed by both Parties; or
- c) FLVS at any time if the District, upon notice by FLVS and the expiration of a ten (10)-day opportunity to cure period, fails to perform any duties or covenants of this Agreement; or
- d) the District at any time if FLVS, upon notice by the District and expiration of a ten (10) day opportunity to cure period, fails to perform any duties or covenants of this Agreement.

19. TERMINATION FOR CONVENIENCE

Anything to the contrary notwithstanding, the District may terminate this Agreement without cause and for convenience with thirty (30) days prior written notice to FLVS. In the event of a termination for convenience, the District shall pay FLVS for all Billable Enrollments for all service dates up to and including to the date of termination. In the event of such termination, the Parties--by mutual written agreement--may extend the notice of termination period to a time period beyond the

thirty (30) day notice period prescribed herein to ensure completion of services and/or to prevent any interruption of instruction and disruption of the delivery of services to the students.

20. RELATIONSHIP OF THE PARTIES

At all times during the term of this Agreement, the Parties shall be considered independent contractors and not employees of each other, and nothing herein shall be deemed to create a joint venture or principal-agent relationship between the Parties. Neither Party is authorized to, nor shall either Party act toward third persons or the public in any manner that would indicate anything other than an independent contractor relationship with the other Party.

21. DISPUTE RESOLUTION

The Parties agree that they will use their best efforts to settle any and all disputes arising out of or in connection with this Agreement, including disputes as to its validity, interpretation, performance, and alleged breach, prior to initiating any legal proceeding, whether judicial or administrative in nature.

22. NO PRESUMED CONSTRUCTION AGAINST DRAFTER(S)

The Parties acknowledge that they have both had an opportunity to craft the terms and scope of this Agreement. Accordingly, each and every term of this Agreement shall be construed in accordance with the fair meaning of such term and there shall be no presumption against either Party for having drafted or participated in the drafting of this Agreement.

23. SEVERABILITY

The terms of this Agreement shall be severable such that, if any term herein is deemed unlawful, invalid, or unenforceable, such term shall not affect the validity and enforceability of any other terms of the Agreement.

24. DISCLAIMER OF OTHER WARRANTIES AND CONDITIONS.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS IN RELATION TO THE LICENSED MATERIALS, SUPPORT, OR SERVICES THAT ARE THE SUBJECT MATTER OF THE AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED

WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER IMPLIED WARRANTIES OR CONDITIONS ARISING BY LAW, OR FROM A COURSE OF DEALING OR USAGE OF TRADE. THE LIMITED WARRANTIES SET FORTH ABOVE GIVE THE DISTRICT SPECIFIC LEGAL RIGHTS. THE DISTRICT MAY HAVE OTHER RIGHTS, WHICH VARY FROM JURISDICTION TO JURISDICTION.

25. PUBLIC RECORDS NOTICE

The Parties are required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of their duties under this Agreement. Each Party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each Party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Accordingly, the Parties shall:

- a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119, Florida Statutes.
- b. Provide to each other, upon request and free of charge, a copy of each record which either Party seeks to produce in response to a public records request.
- c. Ensure that Agreement Data that are considered exempt under Chapter 119, Florida Statutes, are not disclosed except as authorized by law.
- d. Upon completion of their obligations under the Agreement, transfer to each other, at no cost, all Agreement Data in their possession or otherwise keep and maintain such data/records as required by law.

Either Party's failure to comply with the provisions set forth in this Section shall constitute a default and material breach of this Agreement, which may result in immediate termination by the non-breaching Party without penalty to them.

IF THE DISTRICT HAS QUESTIONS REGARDING THE

APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR THE DISTRICT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE DISTRICT SHALL CONTACT FLVS's CUSTODIAN OF PUBLIC RECORDS AT 5422 CARRIER DRIVE, SUITE 201, ORLANDO, FLORIDA 32819, OR AT 407-490-2879, OR AT: custodianofrecords@flvs.net. IN TURN, IF FLVS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, FLVS SHALL CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT

[business/street address]:
919 N. Broad St. Brooksville, FL 34601 OR AT [phone
 number]: 352-797-7000 OR AT [email
 address]: NA.

26. FORCE MAJEURE

Neither Party to this Agreement shall be liable for delays or failures in performance under this Agreement resulting from acts or events beyond the reasonable control of such Party ("Force Majeure Event"), including acts of war, terrorism, acts of God, epidemic or pandemic, any police action of the federal, state, or local government, an earthquake, flood, embargo, riot, sabotage, labor dispute, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions. The Party so affected, upon giving prompt notice to the other Party, shall be excused from such performance to the extent of such prevention, restriction, or interference; provided however, that the Party so affected shall take all reasonable steps to avoid or remove such cause of nonperformance and shall resume performance hereunder with dispatch whenever such causes are removed.

27. NO WAIVER

No delay or failure to act on the part of either Party in exercising any right, power, or privilege under this Agreement shall impair any such right, power, or privilege or constitute a legal waiver or acquiescence regarding any such right, power, or privilege. Nor shall any single or partial exercise of any right, power, or privilege arising from this Agreement preclude any other or further exercise thereof or the exercise of any other right, power, or privilege. No waiver shall be valid and enforceable against either Party unless it is agreed upon in writing that is authorized and signed by the Party against whom enforcement of such waiver is sought.

28. AUDIT RIGHTS

FLVS may audit the use of their Licensed Materials and enrollment at any time while providing service hereunder. FLVS will conduct continuous audits for instructional quality. The results of this audit will be provided to the District and the Florida Department of Education.

29. EMAIL ACCESS

The District is responsible for providing FLVS, upon request, all email correspondence between teacher and student relevant to this Agreement.

30. NON-SOLICITATION AGREEMENT

FLVS and the District agree that during the term of this Agreement, except as provided elsewhere in this Agreement or through mutual consent of both organizations, they shall not directly or indirectly engage, hire, employ, or solicit any employee of the other, or any subsidiary or Affiliate of the other or otherwise induce or attempt to induce any employee of the other to leave employment of the other or alter the employment relationship of any employee with the other.

31. NO WAIVER OF SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

32. NON-DISCRIMINATION

The Parties shall not discriminate against any employee or participant in the

performance of the duties, responsibilities, and obligations under this Agreement because of race, age, political or religious beliefs, color, gender, gender identity or expression, national origin, marital status, disability, or sexual orientation.

33. ACCOMMODATIONS FOR STUDENTS WITH EXCEPTIONALITIES

The District is responsible for complying with all federal and state requirements, including IDEA and Section 504 in connection with its use and implementation of the Licensed Materials. Furthermore, the District is responsible for providing any required services to support and accommodate students with special needs. The District acknowledges that virtual learning programs are not appropriate for all students, and it is the District's responsibility to ensure that its delivery and implementation of the Licensed Materials is appropriate for each participating student. FLVS will not be responsible to make such a determination and is not required to make any associated modifications to the Licensed Materials.

34. ENGLISH LANGUAGE LEARNER STUDENTS

The District is responsible for providing appropriate equal access to all students, including ELL students. It is also responsible for ensuring compliance with the Florida META Consent Decree and other federal and state laws and regulations in connection with its use and implementation of the Licensed Materials.

35. ENTIRE AGREEMENT

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein, and the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

36. AMENDMENTS

With the exception of the annual update to the FLVS Course Offerings and Price List (Appendix A), no modification or alternation in the terms or conditions contained herein shall be effective unless contained in a written Amendment executed by both

Parties.

37. COMPLIANCE WITH LAWS

Each Party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

38. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to any choice of law provisions. The Parties agree that the venue for any court proceeding arising from or related to this Agreement shall be in a court of competent jurisdiction situated in Orange County, Florida.

39. PARTICIPATION IN SIMILAR ACTIVITIES

This Agreement in no way restricts FLVS or the District from participating in similar activities with other public or private agencies, organizations, and individuals.

40. NOTICE

All notices, demands, and other communications required or permitted pursuant to this Agreement shall be provided in writing and directed to the following contacts:

As to FLVS:

Larry Banks, Sr. Director of Partner Services, Florida
Florida Virtual School
5422 Carrier Drive, Suite 201
Orlando, FL 32819
Email: lbanks@flvs.net and procurement@flvs.net

With a copy to:

Office of General Counsel
Florida Virtual School
5422 Carrier Drive, Suite 201
Orlando, FL 32819
Email: ogc@flvs.net

As to the District:

John Stratton _____, Superintendent of Schools
Schools District Name: The School Board of Hernando County, FL
Address: 919 N. Broad Street



City/State: Brooksville, FL 34601
Email: N/A

With a copy to:

Name/Title: Zana Wiseman, Principal of Hernando eSchool
Address: 1070 Varsity Drive
City/State: Brooksville, FL 34601
Email: wiseman_z@hcsb.k12.fl.us

41. AUTHORITY

Each person signing this Agreement on behalf of either Party individually warrants that each has full legal power to execute this Agreement on behalf of the Party for whom each is signing and to bind and obligate such Party with respect to all provisions contained in this Agreement.

42. NO THIRD-PARTY BENEFICIARIES

There are no third-party beneficiaries created or entitled by this Agreement, and only the specific Parties hereto shall have any rights or standing to enforce this Agreement or any provision thereof.

43. NO ASSIGNMENT

This Agreement may not be assigned, transferred, or conveyed in whole or in part by either Party.

44. NO PARTNERSHIP OR JOINT VENTURE

It is understood and agreed that nothing contained in this Agreement shall be deemed or construed as creating a partnership or joint venture between the District and FLVS or any other Party or cause either Party to be responsible in any way for the debts and obligations of the other Party.

(Signatures to follow on next page)



[Signature page to Franchise Agreement between
Florida Virtual School and
The School Board of Hernando County, FL
Dated Upon Full Execution]

WHEREFORE, the Parties agree upon the foregoing terms and conditions of this Agreement and bind themselves to each other and to the covenants and promises herein stated through each of their authorized representatives/signatories below:

FLORIDA VIRTUAL SCHOOL	
By (Authorized Signature) Louis Algaze <small>Digitally signed by Louis Algaze DN: cn=Louis Algaze, o=Florida Virtual School, ou, email=lgaze@flvs.net, c=US Date: 2024.03.26 09:38:51 -04'00'</small>	Date
Printed Name and Title of Person Signing: Louis J. Algaze, Ph.D. – President and CEO	
Address: 5422 Carrier Drive, Suite 201, Orlando, FL 32819.	
Approved as to legal form and sufficiency by: Karen M. Chastain <small>Digitally signed by Karen M. Chastain Date: 2024.03.14 12:08:22 -04'00'</small>	
FLVS Office of General Counsel	
THE SCHOOL BOARD OF <u>Hernando</u> COUNTY, FLORIDA	
By (Authorized Signature)	Date
Printed Name and Title of Person Signing:	
Address:	
Approved as to legal form and sufficiency by:	
<div style="border: 2px solid black; padding: 5px; display: inline-block;">Approved as to Form <i>Alyanna Hypolite</i> General Counsel, HCSB</div>	
School Board Attorney/Legal Counsel for School Board	



APPENDIX A - Course List and Fees

Effective July 1, 2024, to June 30, 2025

The Licensed Materials, which are the subject of the Florida Virtual School (FLVS) Franchise Agreement, including Licensed Course Content, Third Party Components, FLVS Virtual School Administrator, Registration, Student Information System, and the FLVS Learning Management System granted to the District and the fees payable to FLVS are outlined in the following table, “FLVS Course Offerings”.

This list includes the most current version of all FLVS courses available for public release, except for those still in a pilot or BETA phase of development.

FLVS reserves the right to discontinue the availability of any course listed herein with reasonable notice to the District. In so doing, FLVS will assure the students currently in the course are permitted to matriculate and complete their course in which they are currently enrolled.

1. **Fees**

This Course Offering list may be altered based on any additional course releases or enhancements during the year. The Course Catalog may be found at: <https://www.flvs.net/high-school-courses>.

FLVS Course Offerings	
Course Name (*Franchise only offering)	Price per segment
ENGLISH/LANGUAGE ARTS	
Advanced Placement English Language and Composition	45.00
Advanced Placement English Literature and Composition	45.00
English 1	45.00
English 1 for Credit Recovery*	45.00
English 2	45.00
English 2 for Credit Recovery*	45.00
English 3	45.00
English 3 for Credit Recovery*	45.00
English 4	45.00
English 4 for Credit Recovery*	45.00
English 4: Florida College Prep	45.00
Journalism 1	45.00

M/J Journalism	45.00
M/J Language Arts 1	45.00
M/J Language Arts 2	45.00
M/J Language Arts 3	45.00
Social Media 1	45.00
MATHEMATICS	
Advanced Placement Calculus AB	50.00
Advanced Placement Calculus BC	50.00
Advanced Placement Statistics	45.00
Algebra 1	45.00
Algebra 1 for Credit Recovery*	45.00
Algebra 1-A	45.00
Algebra 2	45.00
Calculus Honors	50.00
Geometry	45.00
Geometry for Credit Recovery*	45.00
M/J Grade 6 Mathematics	48.00
M/J Grade 7 Mathematics	48.00
M/J Grade 8 Pre-Algebra	45.00
Mathematics for College Algebra	57.00
Mathematics for College Liberal Arts	45.00
Mathematics for Data and Financial Literacy	45.00
Pre-Calculus Honors	45.00
Probability & Statistics with Applications Honors	45.00
SCIENCE	
Advanced Placement Biology	45.00
Advanced Placement Environmental Science	45.00
Advanced Placement Physics 1	68.00
Anatomy and Physiology	45.00
Astronomy / Solar Galactic	45.00
Biology 1	45.00
Biology 1 for Credit Recovery*	45.00
Chemistry 1	45.00
Chemistry 1 for Credit Recovery*	45.00
Earth/Space Science	45.00
Environmental Science (Guy Harvey)	45.00

Forensic Science	58.00
M/J Comprehensive Science 1	45.00
M/J Comprehensive Science 2	45.00
M/J Comprehensive Science 3	45.00
M/J Computer Science Discoveries 1	45.00
M/J Computer Science Discoveries 2	45.00
Marine Science 1	45.00
Physical Science	45.00
Physics 1	45.00
SOCIAL STUDIES	
Advanced Placement Human Geography	45.00
Advanced Placement Macroeconomics	45.00
Advanced Placement Microeconomics	45.00
Advanced Placement United States Government and Politics	78.00
Advanced Placement United States History	65.00
Cambridge AICE Psychology 1 AS	82.00
Economics	45.00
Holocaust History	45.00
Law Studies	67.00
M/J Civics	45.00
M/J United States History	45.00
M/J United States History & Career Planning	45.00
M/J World History	45.00
M/J World History & Career Planning	45.00
Personal Finance and Money Management	45.00
Psychology 1	45.00
United States Government	45.00
United States Government for Credit Recovery*	45.00
United States History	45.00
United States History for Credit Recovery*	45.00
World History	45.00
World History for Credit Recovery*	45.00
ART/VISUAL ART/MUSIC	
Advanced Placement Art History	45.00
Art History and Criticism 1 Honors	45.00
Digital Art Imaging 1	48.00

Guitar 1	60.00
M/J Digital Art and Design 1	45.00
M/J Exploring Music	48.00
M/J Guitar 1	60.00
M/J Visual Art 1	45.00
M/J Visual Art 2	45.00
Music of the World	45.00
Theatre, Cinema, & Film Production	58.00
Two-Dimensional Studio Art 1	45.00
CAREER AND LIFE SKILLS	
Accounting Applications 1	75.00
Advanced Placement Computer Science A (STEM)	58.00
Allied Health Assisting 3	45.00
Applications in Artificial Intelligence	67.00
Artificial Intelligence in the World	67.00
Career Research and Decision Making	67.00
Critical Thinking and Study Skills	67.00
Driver Education/Traffic Safety - Classroom	71.00
Leadership Skills Development	67.00
M/J Career Research & Decision Making	45.00
M/J Critical Thinking, Problem Solving, and Learning Strategies	45.00
M/J Peer Counseling 1	67.00
Parenting Skills	67.00
Peer Counseling 1	67.00
Peer Counseling 2	67.00
Peer Counseling 2 ELL	67.00
CAREER TECHNICAL EDUCATION	
Agriscience Foundations 1	45.00
Agriculture Communications 2	48.00
Agriculture Communications 3	48.00
Computer & Network Security Fundamentals	59.00
Criminal Justice Operations 1	45.00
Cybersecurity Essentials	45.00
Digital Information Technology	68.00
Foundations of Curriculum and Instruction	67.00
Foundations of Programming	45.00

Hospitality and Tourism Marketing Management	67.00
Human Growth and Development	48.00
Introduction to Hospitality & Tourism	67.00
Introduction to the Teaching Profession	67.00
M/J Business Keyboarding	45.00
M/J Coding Fundamentals	45.00
Principles of Entrepreneurship	67.00
Procedural Programming	45.00
Technology for Hospitality and Tourism	45.00
HEALTH/PHYSICAL EDUCATION	
Fitness Lifestyle Design	45.00
Health 1 - Life Management Skills	45.00
Health Science Foundations	45.00
HOPE - Physical Education (Core)	45.00
M/J Comprehensive Physical Education Grade 6/7	45.00
M/J Comprehensive Physical Education Grade 7/8	45.00
M/J Fitness - Grade 6	45.00
Outdoor Education	80.00
Personal Fitness	45.00
WORLD LANGUAGE	
American Sign Language 1	45.00
American Sign Language 2	45.00
Chinese 1	45.00
Chinese 2	45.00
Chinese 3 Honors	45.00
French 1	45.00
French 2	45.00
French 3 honors	45.00
Hebrew 1	45.00
Hebrew 2	45.00
Latin 1	45.00
Latin 2	45.00
Latin 3 Honors	45.00
M/J Spanish, Beginning	45.00
M/J Spanish, Intermediate	45.00
Spanish 1	45.00

Spanish 2	45.00
Spanish 3 Honors	45.00
Spanish 4 Honors	45.00
Spanish for Spanish Speakers 1	45.00
ELEMENTARY	
Language Arts - Kindergarten	48.00
Language Arts - Grade One	48.00
Language Arts - Grade Two	48.00
Language Arts - Grade Three	48.00
Language Arts - Grade Four	48.00
Language Arts - Grade Five	48.00
Mathematics - Kindergarten	45.00
Mathematics – Grade One	45.00
Mathematics - Grade Two	45.00
Mathematics - Grade Three	45.00
Mathematics - Grade Four	45.00
Mathematics - Grade Five	45.00
Science - Kindergarten	45.00
Science – Grade One	45.00
Science – Grade Two	45.00
Science – Grade Three	45.00
Science – Grade Four	45.00
Science – Grade Five	45.00
Social Studies - Kindergarten	45.00
Social Studies – Grade One	45.00
Social Studies – Grade Two	45.00
Social Studies - Grade Three	45.00
Social Studies – Grade Four	45.00
Social Studies – Grade Five	45.00
Introduction to Computer Science K	45.00
Introduction to Computer Science 1	45.00
Introduction to Computer Science 2	45.00
Introduction to Computer Science 3	45.00
Introduction to Computer Science 4	45.00
Introduction to Computer Science 5	45.00
Elementary Spanish Introductory Level	45.00

Elementary Spanish 1	45.00
Elementary Spanish 2	45.00
Elementary Spanish 3	45.00
Elementary Spanish 4	45.00
Elementary Spanish 5	45.00
Elementary Physical Education K	45.00
Elementary Physical Education 1	45.00
Elementary Physical Education 2	45.00
Elementary Physical Education 3	45.00
Elementary Physical Education 4	45.00
Elementary Physical Education 5	45.00
Art - Grade Kindergarten	45.00
Art - Grade 1	45.00
Art - Grade 2	45.00
Art - Intermediate 1 - Grade 3	45.00
Art - Intermediate 2 - Grade 4	45.00
Art - Intermediate 3 - Grade 5	45.00

[End of Course List]

APPENDIX B

Teacher Acknowledgement

Form

FLVS Mission:

Equip students for success by developing and delivering highly effective digital learning through an intuitive online platform.

FLVS Vision:

Lead online education worldwide with innovative digital solutions that individualize learning for each student.

FLVS Values:

- Excellence – Deliver the best. Always.
- Innovation – Lead transformative learning.
- Community – Build meaningful connections.
- Balance – Embrace flexibility.
- Communication – Listen, share, and collaborate openly.

FLVS Commitment:

The Student is at the center of every decision we make.

FLVS Franchise Policy Guide:

Communication and interaction are at the heart of our success. Research continues to show that Student-Teacher interaction is the key to a successful educational experience. Frequent Student-Teacher communication in the virtual learning environment requires commitment above and beyond the traditional workday by staff, as communication is the critical element to the success of the program. Florida Virtual School's evaluation consistently shows an overwhelming need and appreciation for the frequent communication that is occurring between staff and Students. Voice-to-voice communication and email are considered essential and are expected on a regular basis. Teachers are expected to perform Discussion Based Assessments as scheduled and additional as needed.

Academic Integrity:

Academic Integrity, along with hiring the best and brightest instructional staff, is one of the core values at FLVS. It is one of the most important things we do as a learning organization. Done well, Students will make decisions based on values that will prepare them as productive, meaningful, and ethical citizens. All Franchise teachers will comply with the FLVS Academic Integrity policies and procedures, which can be found at:

<https://www.flvs.net/docs/default-source/myflvs/academicintegrity.pdf?sfvrsn=6>

Welcome Phone Call:

Prior to being granted access to their online course, students must have a Welcome Phone Call conversation with their instructors. During the initial Welcome Call, instructors will ask for a preferred method of contact. Instructors will make note of the preferred method and communicate student progress accordingly.

Grading Student Work:

1. A major component of proper communication is returning student work in a timely manner. It is the Florida Virtual School's policy that all communication be returned within twenty-four (24) hours. Responding within twenty-four (24) hours does not have to include the grading of all work that was submitted the previous day. It is the responsibility of the instructor to inform students about the expected turnaround time on grading work that has been submitted. All work should be graded within forty-eight (48) hours of submission.
2. Florida Virtual School uses the state-adopted grading scale. Per Section 1003.437, Florida Statutes, Middle and High School (grades 6-12) Grading System:
 - a) Grade A equals ninety percent (90%) through one hundred percent (100%).
 - b) Grade B equals eighty percent (80%) through eighty-nine percent (89%).
 - c) Grade C equals seventy percent (70%) through seventy-nine percent (79%).
 - d) Grade D equals sixty percent (60%) through sixty-nine percent (69%).
 - e) Grade F equals zero percent (0%) through fifty-nine percent (59%).
 - f) W – Student withdrawn during the grace period. No credit awarded.
 - g) WF – Student withdraws past grace period with a failing grade at the time of withdrawal. No credit awarded.
 - h) WP – Student withdraws past grace period with a passing grade at the time of withdrawal. No credit awarded.
 - i) P – Indicates that credit was awarded based on the student passing a state-administered End of Course (EOC) assessment instead of completing one hundred percent (100%) of the course materials. Florida refers to this as a Credit Acceleration Program (CAP) credit. However, Florida has instituted EOC exams for select courses. A final grade issued by FLVS in one (1) of the EOC exam courses may be interpreted differently based on district policies in effect at the time of enrollment and/or completion, and specific requirements per Florida Statute.

Each Florida School District reserves the right to input FLVS statuses into their county transcript system based on their specific student progression plan and/or reporting capabilities.

Final Exam Policy:

The purpose of the final exam is to assist in validating that Students have demonstrated mastery of key course concepts and standards. The final exam, unto itself, is not the sole determiner of Student achievement; however, students are required to take a final exam in all FLVS courses.

For Courses with state-required EOC exams, the District may act in accordance with District policy.

To maintain the integrity of all FLVS grades, instructors may choose to facilitate random oral assessments and/or face-to-face exams.

Minimum Length of Courses:

To ensure that Students are mastering content within their courses, it is important to remember that the fourteen (14) day minimum learning experience for all half-credit courses and a twenty-eight (28) day minimum for all full-credit courses remains in effect. For Students to successfully complete a skill-based course with specific course requirements, such as a time component (i.e., workout logs in Personal Fitness), a longer minimum learning experience may be required.

As noted in the statement above, skill-based courses with a time component require a longer minimum stay. PE courses fall into that category.

Personal Fitness (PF):	Twenty-one (21) Days
Fitness Lifestyle Design (FLD):	Twenty-four (24) Days
Health Opportunities in Physical Education	Twenty-one (21) Days

Documentation of Student Work:

All Student assessment records should be kept in the FLVS course management system. Primarily, Student work will be completed within the course management system. Keep digital documentation of any Student assessments given by phone or in the chat room. Create a system for storing work that would be logical to anyone. Record the assessment grade and comments in the LMS. All email communication with Students must be maintained within the LMS.



As a Florida District Learning and Service Agreement Teacher, I have read and agree to abide by all FLVS Instructional Policies as found at:

https://drive.google.com/file/d/1XBOfvyw9DBY7rnV_mvpadY78GovoCXx2/view

Teacher Name	Certification	Areas
Teacher Signature		Date
Franchise Leader		Date

Please submit this form to the Franchise Manager within thirty (30) Business Days of Teacher employment with your Franchise School.

APPENDIX C

Steps for Enforcement

To ensure that its products and services are properly presented, FLVS reserves the right to review both the individual and overall performance of the District. Based on defined expectations for performance and policy/procedure alignment, FLVS will notify the District representative of any discrepancies so that the representative may take immediate action to correct the issue(s). FLVS may assist in providing additional tools and/or training at the expense of the District. Should the discrepancies continue, either with or without remediation, FLVS reserves the right to have a non-performing individual removed from the District program and/or terminate the Agreement with the District.

Step One: Verbal Warning

1. Memo to file summarizing the discussion.
2. The District may file a written document outlining an opposing view with FLVS Franchise Manager, Director, and Chief.
3. Verbal communication with the District Franchise Leader to identify deficiencies with a plan for correction of identified deficiencies to bring the Franchise back into compliance within seven (7) Business Days.
4. If a deficiency is not corrected within seven (7) Business Days with the District back in compliance with the District Agreement, parties involved will attend mandatory training with costs being incurred by the District.

Step Two: Probation

1. Should the discrepancies continue, FLVS will place the District on probation for no longer than one (1) year. This probationary action shall not prevent students currently enrolled in FLVS courses to complete those courses.

APPENDIX D

Florida Virtual School Branding and Media Policy

FLVS Branding Policy:

- Include the registered trademark ® symbol after the first mention of Florida Virtual School or FLVS on all newly created marketing pieces, and include the following trademark statement:

Florida Virtual School and FLVS are registered trademarks of Florida Virtual School, a public school district of the State of Florida.

- “Florida Virtual School” and “FLVS” are the only approved school name and abbreviation. “The Florida Virtual School,” “Florida Virtual,” and “Florida Virtual Schools” are not approved for use.
- Never use FLVS or Florida Virtual School possessively.
- Provide the FLVS Senior Director of Partner Services with a copy of all new marketing/informational pieces that mention Florida Virtual School or FLVS.

FLVS Media Relations Policy:

- Notify the FLVS Communications Manager and the FLVS Senior Director of Partner Services upon receiving an inquiry from the media, or directly upon completion of an interview if prior notice is not possible.
 - Tania Clow, Communications Manager: 407-513-3627, tclow@flvs.net
 - Larry Banks, Senior Director of Partner Services: 407-484-4031, lbanks@flvs.net
- Media Resources Available:
 - FLVS Newsroom (flvs.net/news) – View news releases, annual reports, district enrollment summary, research documents, and FLVS leadership members.
- When speaking about enrollment numbers, we ask that you clarify that the numbers are for your franchise specifically. If you need current enrollment data for FLVS, please reach out to the FLVS Communications Manager or FLVS Senior Director of Partner Services.

A. Item Currently Budgeted -

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
\$		\$		\$		\$		\$		\$

B. Item Currently Not Budgeted -**

Funding Source	General Fund - from the to be approved General Fund for the 2024-2025 school year					
Account Name	Fees for Virtual Instruction					
Account Number	1100	5100	3690	7004	00300	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	111,619.00					

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: \$ 111,569.00

Prior Year Actual Spent: \$ 58,812.00

** 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 # 23. 24-2340

6/11/2024

Title and Board Action Requested

Approve the Closeout/Final Acceptance to the contract with Air Mechanical and Service Corp. for Suncoast Elementary School HVAC Renovation (Phase 1) and Authorize Final Payment in the Amount of \$45,204.74.

Executive Summary

The Director of Facilities and Construction, on behalf of the Superintendent of Schools, hereby requests the Board Approve the Closeout/Final Acceptance to the contract with Air Mechanical and Service Corp. for Suncoast Elementary School HVAC Renovation (Phase 1) and Authorize Final Payment in the Amount of \$45,204.74.

The original contract sum was \$904,223.00 of which \$858,890.13 has been paid to date, leaving a balance of \$45,332.87. Change Orders 01 returns to the School Board \$128.13. The final payment due to the Contractor, therefore, is \$45,204.74.

My Contact

Brian Ragan
Director of Facilities & Construction
ragan_b@hcsb.k12.fl.us
352-797-7050

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

Hernando County School Board



CERTIFICATE OF COMPLETION

For each completed project, submit one copy for the project permit file and one copy to the cost center Administrator.

Date: 4/22/2024

Location: SUNCOAST ELEMENTARY

HIGH BMEL-100-21-SES

Project : HVAC RENOVATION PHASE 1

BUILDING CODE ADMINISTRATOR

In accordance with Section 106.2, Florida Building Code, and upon recommendation of the Building Code Administrator and Safety Inspector as stated below, the project is complete.

Signature: [Signature]
☒ Building Official ☐ Designee

Date: 04.24.2024

License # / Expiration Date: B01294 11/2025

FIRE / SAFETY INSPECTOR CERTIFICATION

I have inspected the project and, to the best of my knowledge and ability, I have determined that the safety systems are working satisfactorily; the facility is in compliance with statutes, rules and codes affecting the health and safety of its occupants.

Fire / Safety Inspector:

William L Hall

Name (Type or Print)

143319

License #

Signature: [Signature]

Date: 4/22/24



AIR MECHANICAL & SERVICE CORP.

WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT

The undersigned lienor, in consideration of the sum of \$ 45,204.74 hereby waives and releases its lien and right to claim a lien in labor, services, or materials invoiced through 12/18/23 on the job HVAC Replacement Phase I to Hernando County Schools on the following described property:

Suncoast ES
11135 Quality Dr.
Spring Hill, FL 34609

This waiver and release does not cover any retention or labor, services or material furnished after the date specified.

Dated on this 18th day of December 2023

Lienor's Name: Air Mechanical & Service Corp.

Address: 4311 West Ida Street
Tampa, FL 33614

By:



Title: Vice President

State of Florida

County of Hillsborough

Sworn & Subscribed to before me by means of ☒ physical presence or ☐ online notarization

This 18th day of December 2023


Notary Public, State of Florida
My Commission expires: 4/22/27



NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996 a person may not require a lienor to furnish a waiver or release of lien that is different from statutory form.

AIA Document G701™ – 2017

Change Order

PROJECT: Suncoast ES HVAC Replacement
Phase I, 11135 Quality Drive, Spring Hill,
Florida, 34609

CONTRACT INFORMATION:
Contract For: Suncoast ES
Date: 6/11/21

CHANGE ORDER INFORMATION:
Change Order Number: 1
Date: 12/18/23

OWNER: Hernando County Schools, Facilities
Department, 8016 Mobley Road, Brooksville
Florida, 34601

ARCHITECT: Phoenix
Engineering Group, Inc. 10012
N. Dale Mabry Hwy, Tampa,
Florida, 33618

CONTRACTOR: Air Mechanical &
Service Corp. 4311 W. Ida Street,
Tampa, Florida, 33614

The Contract is changed as follows: Change Order is to Return Un-Used Contingency Funds Back to Owner

The original Contract Sum was	\$ 904,223.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 904,223.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 128.13
The new Contract Sum, including this Change Order, will be	\$ 904,094.87
	(0) days.

The Contract Time will be unchanged by

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.

Phoenix Engineering Group, Inc.
ARCHITECT (Firm name)

SIGNATURE

Chad West, Principal / Mechanical Engineer
PRINTED NAME AND TITLE

December 18, 2023
DATE

Air Mechanical & Service Corp.
CONTRACTOR (Firm name)

SIGNATURE

Gus Garza, Area Manager
PRINTED NAME AND TITLE

December 18, 2023
DATE

Hernando County Schools
OWNER (Firm name)

SIGNATURE

Richard Oakley, Project Manager
PRINTED NAME AND TITLE

December 18, 2023
DATE

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.

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Facilities & Construction Department

Brian Ragan, Director
8016 Mobley Road Brooksville, FL 34601
Phone: 352-797-7050
Fax: 352-797-7150



Learn it. Love it. Live it.

Superintendent: John Stratton
Board Chair: Linda Prescott
Chairperson: Susan Duval
Board Members: Gus Guadagnino
Mark Johnson
Shannon Rodriguez

389

NOTICE OF FINAL ACCEPTANCE

PROJECT NO.: NA
PROJECT NAME: SES HVAC REPLACEMENT PHASE I
CONTRACTOR: AIR MECHANICAL & SERVICE CORP.
4311 W. IDA STREET
TAMPA, FL 33614

ACCEPTANCE DATE: 11TH JUNE, 2024.

NOTICE IS HEREBY GIVEN TO THE CONTRACTOR THAT THE HERNANDO COUNTY SCHOOL BOARD, ACTING BY AND THROUGH THE DULY AUTHORIZED REPRESENTATIVE IDENTIFIED BELOW, ACCEPTS AS COMPLETE THE PROJECT REFERENCED ABOVE.

Duly Authorized Representative

Name: Richard Oakley
Agency: Hernando County School District
Facilities and Construction Department
Phone: (352) 797-7050
E-mail: Oakley_r@hcsb.k12.fl.us

Upon approval by the Hernando County School Board, a copy of this form shall be delivered to the Contractor.

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices.

Facilities & Construction Department

Brian Ragan, Director
8016 Mobley Road Brooksville, FL 34601
Phone: 352-797-7050
Fax: 352-797-7150



Learn it. Love it. Live it.

Superintendent: John Stratton
Board Chairperson: Linda Prescott
Vice Chairperson: Susan Duval
Board Members: Gus Guadagnino
Mark Johnson
Shannon Rodriguez

NOTICE OF FINAL SETTLEMENT

PROJECT NO.: NA
PROJECT NAME: SES HVAC REPACEMENT PHASE I
CONTRACTOR: AIR MECHANICAL & SERVICE CORP.
4311 W. IDA STREET
TAMPA, FL 33614

SETTLEMENT DATE: 11TH JUNE 2024

NOTICE IS HEREBY GIVEN THAT AT 6:00PM ON THE DATE INDICATED ABOVE, AT 919 NORTH BROAD ST., BROOKSVILLE, FLORIDA, FINAL SETTLEMENT WILL BE MADE, PENDING ANY OUTSTANDING CLOSEOUT PROCEDURES, BY THE HERNANDO COUNTY SCHOOL BOARD WITH THE ABOVE-NAMED CONTRACTOR FOR AND ON ACCOUNT OF THE CONTRACT FOR THE CONSTRUCTION OF THE PROJECT REFERENCED ABOVE.

1. Any person, co-partnership, association or corporation who has an unpaid claim against the said project, for or on account of the furnishing of labor, materials, team hire, sustenance, provisions, provender, rental machinery, tools or equipment and other supplies used or consumed by the Contractor or any of his subcontractors in or about the performance of said work, may at any time up to and including said time of such final settlement, file a verified statement of the amount due and unpaid account of such claim.
2. All such claims shall be filed with the duly authorized representative identified below.
3. Failure on the part of a creditor to file a verified statement prior to final settlement shall relieve the Hernando County School Board from any and all liability for any such claim pertaining to the project referenced above.

Duly Authorized Representative

Name: Richard Oakley
Agency: Hernando County School District
Facilities and Construction Department
Phone: (352) 797-7050
E-mail: Oakley_r@hcsb.k12.fl.us

TO OWNER: HERNANDO COUNTY SCHOOLS FACILITIES DEPARTMENT 8016 MOBLEY ROAD BROOKSVILLE, FL 34601	PROJECT: SUNCOAST ES HVAC REPLACEMENT PHASE I 11135 QUALITY DRIVE SPRING HILL, FL 34609	APPLICATION NO.: 9 PERIOD TO: 12/18/23 PROJECT NOS.: 2042100121 CONTRACT DATE: 6/11/21 INVOICE NO: 129288
Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR		
FROM CONTRACTOR: AIR MECHANICAL & SERVICE CORP 4311 W. IDA STREET TAMPA, FL 33614	VIA ARCHITECT: PHOENIX ENGINEERING GROUP, INC 1111 NE 25TH AVE SUITE 401 OCALA, FL 34470	
CONTRACT FOR: SUNCOAST ES HVAC REPLACEMENT		

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 | \$ 904,223.00 |
| 2. Net change by Change Orders | -128.13 |
| 3. CONTRACT SUM TO DATE (Line 1 ± 2) | \$ 904,094.87 |
| 4. TOTAL COMPLETED & STORED TO DATE | \$ 904,094.87 |
| (Column G on G703) | |
| 5. RETAINAGE: | |
| a. % of Completed Work | \$ 0.00 |
| (Columns D + E on G703) | |
| 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 | \$ 904,094.87 |
| (Line 4 less Line 5 Total) | |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT | |
| (Line 6 from prior Certificate) | \$ 858,890.13 |
| 8. CURRENT PAYMENT DUE | \$ 45,204.74 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE | |
| (Line 3 less Line 6) | \$ 0.00 |

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	128.13
Total approved this Month	0.00	0.00
TOTALS	0.00	128.13
NET CHANGES by Change Order	-128.13	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, 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 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.

CONTRACTOR: AIR MECHANICAL & SERVICE CORP

By: [Signature] Date: 12/18/23

State of: Florida

County of: Hillsborough

Subscribed and sworn to before me this 18th day of December



Notary Public: [Signature]
 My Commission expires: 4/22/27

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's 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 45,204.74

(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.)

ARCHITECT: Phoenix Engineering Group
 By: Chad West

Date: 12/20/23

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 rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 1 OF 1 PAGES

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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.

APPLICATION NO.: 9
APPLICATION DATE: 12/18/2023
PERIOD TO: 12/18/2023
ARCHITECT'S PROJECT NO.: 2042100121

Use Column I on Contracts where variable retainage for late items may apply									
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	SUBMITTALS / BOND	34,125.00	34,125.00	0.00	0.00	34,125.00	100	0.00	0.00
2	MATERIALS	137,363.00	137,363.00	0.00	0.00	137,363.00	100	0.00	0.00
3	LABOR	177,292.00	177,292.00	0.00	0.00	177,292.00	100	0.00	0.00
4	ELECTRICAL	191,179.00	191,179.00	0.00	0.00	191,179.00	100	0.00	0.00
5	SUB-CONTRACTOR CONTROLS	81,600.00	81,600.00	0.00	0.00	81,600.00	100	0.00	0.00
6	SUB-CONTRACTOR TEST & BALANCE	3,917.00	3,917.00	0.00	0.00	3,917.00	100	0.00	0.00
7	SUB-CONTRACTOR GC DEMO AND CONSTRUCTION	143,004.00	143,004.00	0.00	0.00	143,004.00	100	0.00	0.00
8	FENCING SUB-CONTRACTOR	4,231.00	4,231.00	0.00	0.00	4,231.00	100	0.00	0.00
9	SUBSURFACE UTILITIES INVESTIGATION	5,855.00	5,855.00	0.00	0.00	5,855.00	100	0.00	0.00
10	ASPHALT PAVING	9,690.00	9,690.00	0.00	0.00	9,690.00	100	0.00	0.00
11	SUB-CONTRACTOR PAINTING / STRIPPING	2,652.00	2,652.00	0.00	0.00	2,652.00	100	0.00	0.00
12	SUB-CONTRACTOR DIRECTIONAL DRILLING	39,740.00	39,740.00	0.00	0.00	39,740.00	100	0.00	0.00
13	SUB-CONTRACTOR SUPERVISION	29,376.00	29,376.00	0.00	0.00	29,376.00	100	0.00	0.00
14	RENTAL EQUIPMENT / CRANE	8,823.00	8,823.00	0.00	0.00	8,823.00	100	0.00	0.00
15	O & M MANUALS / FINAL CLOSE OUT	15,376.00	15,376.00	0.00	0.00	15,376.00	100	0.00	0.00



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CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 9 OF 9 PAGES

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.

APPLICATION NO.: 9

APPLICATION DATE: 12/18/2023

PERIOD TO: 12/18/2023

ARCHITECT'S PROJECT NO.: 2042100121

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%, (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
16	OWNER CONTINGENCY	128.13	128.13	0.00	0.00	128.13	100	0.00	0.00
17	CCA #1	15,897.00	15,897.00	0.00	0.00	15,897.00	100	0.00	0.00
18	CCA #2	-1,000.00	-1,000.00	0.00	0.00	-1,000.00	100	0.00	0.00
19	CCA #3	467.87	467.87	0.00	0.00	467.87	100	0.00	0.00
20	CCA #4	4,507.00	4,507.00	0.00	0.00	4,507.00	100	0.00	0.00
21	CO #1 RETURN UNUSED CONTINGENCY	-128.13	-128.13	0.00	0.00	-128.13	100	0.00	0.00



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G703-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT

The undersigned lienor, in consideration of the sum of \$45,204.74 hereby waives and releases its lien and right to claim a lien in labor, services, or materials invoiced through 12/18/23 on the job HVAC Replacement Phase I to Hernando County Schools on the following described property:

Suncoast ES
11135 Quality Dr.
Spring Hill, FL 34609

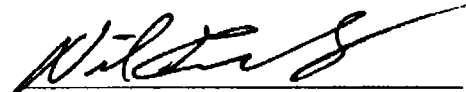
This waiver and release does not cover any retention or labor, services or material furnished after the date specified.

Dated on this 18th day of December 2023

Lienor's Name: Air Mechanical & Service Corp.

Address: 4311 West Ida Street
Tampa, FL 33614

By:



Title: Vice President

State of Florida

County of Hillsborough

Sworn & Subscribed to before me by means of ☒ physical presence or ☐ online notarization

This 18th day of December 2023


Notary Public, State of Florida
My Commission expires: 4/22/27



NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996 a person may not require a lienor to furnish a waiver or release of lien that is different from statutory form.

A. Item Currently Budgeted -

Suncoast Elementary HVAC Replacement Project Phase I Close-Out													
Account Name		3983E		7400		6800		0321		M2010			
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		
\$ 904,223.00			\$ (-128.13)		\$ 858,890.13		\$ 45,204.74		\$ 45,204.74		\$ 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			
\$		\$		\$		\$		\$		\$			

B. Item Currently Not Budgeted -**

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:

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 # 24. 24-2341

6/11/2024

Title and Board Action Requested

Approve the Closeout/Final Acceptance to the contract with Air Mechanical and Service Corp. for Suncoast Elementary School HVAC Renovation (Phase 2) and Authorize Final Payment in the Amount of \$35,185.82.

Executive Summary

The Director of Facilities and Construction, on behalf of the Superintendent of Schools, hereby requests the Board Approve the Closeout/Final Acceptance to the contract with Air Mechanical and Service Corp. for Suncoast Elementary School HVAC Renovation (Phase 2) and Authorize Final Payment in the Amount of \$35,185.82.

The original contract sum was \$3,642,951.00 of which \$3,483,394.25 has been paid to date, leaving a balance of \$159,556.75. Change Order 01 returns to the School Board \$124,370.93. The final payment due to the Contractor, therefore, is \$35,185.82.

My Contact

Brian Ragan
Director of Facilities & Construction
ragan_b@hcsb.k12.fl.us
352-797-7050

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

Design Professional:
Return completed form to:
Hernando County School
District
Facilities Operations
Department

CERTIFICATE OF COMPLETION



Facility Name: Suncoast Elementary School ☒ School ☐ Other Facility)
Project Description / Phase: HVAC Replacement Phase II Permit No. _____

In accordance with Section 111.5 of the Florida Building Code, and as indicated below by the Building Code Official and Fire/Safety Official, the project is hereby certified to be complete.

SECTION A: (ARCHITECT / ENGINEER)

I have inspected the project and, in my considered professional opinion, the work required by the Construction Contract has been completed in accordance with approved Contract Documents, Florida Statutes, and the Florida Building Code.

Signature/Seal: _____ Date: 04/11/2024

Firm Name: Phoenix Engineering Group, Inc.

Address: 10012 N. Dale Mabry Hwy. Ste 102, Tampa, FL 33618

Street

City

State

Zip

1. TYPE OF PROJECT:

- ☐ New Facility ☐ Addition
☐ Remodeling ☒ Renovation
☐ Other _____

2. COMPLETED FACILITY SPACE CHART HAS BEEN FILED WITH THE DISTRICT:

☐ Yes ☐ No ☒ N/A If "No", explain: _____

3. OCCUPANCY DATE:

12/21/2023

4. COMPLETION DATE:

04/11/2024

(enter the date that all contractual work, including close out requirements are complete)

SECTION B: ☐ BUILDING OFFICIAL ☐ OTHER (specify Certification: _____):

I have inspected the project and, in my considered opinion, the work is in compliance with applicable statutes, rules and codes.

Name (type/print) Otto J Letzelter, PE, SE, BCA License # BU1294 Expiration Date 11/2025

Signature: Otto J Letzelter Date: 04.15.2024

(☒ Building Official ☒ Certified Inspector)

SECTION C: ☐ FIRE / SAFETY OFFICIAL ☐ OTHER (specify Certification: _____):

I have inspected the project and, in my considered opinion, the work is in compliance with applicable statutes, rules and codes.

Name (type/print) William L Hall License # 143319 Expiration Date 12/26

Signature: William L Hall Date: 4/18/24

(Fire / Safety Inspector)

SECTION D: OWNER ACCEPTANCE

Upon the recommendation and Certification of the Design Professional in Section A above, and in accordance with Chapter 1013, F.S., the above referenced project is ACCEPTED by the Owner.

Name (type or print): Richard Oakley
Signature of Designee: Richard Oakley Date: 4/18/24



AIR MECHANICAL & SERVICE CORP.

WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT

The undersigned lienor, in consideration of the sum of \$ 35,185.82 hereby waives and releases its lien and right to claim a lien in labor, services, or materials invoiced through 5/16/24 on the job HVAC Replacement Phase II to Hernando County Schools on the following described property:

Suncoast ES
11135 Quality Dr.
Spring Hill, FL 34609

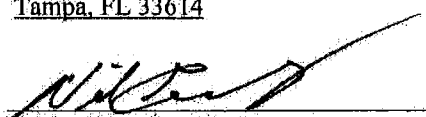
This waiver and release does not cover any retention or labor, services or material furnished after the date specified.

Dated on this 16th day of May 2024

Lienor's Name: Air Mechanical & Service Corp.

Address: 4311 West Ida Street
Tampa, FL 33614

By:



Title: Vice President

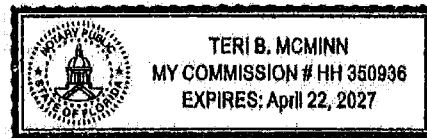
State of Florida

County of Hillsborough

Sworn & Subscribed to before me by means of ☒ physical presence or ☐ online notarization

This 16th day of May 2024


Notary Public, State of Florida
My Commission expires: 4/22/27



NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996 a person may not require a lienor to furnish a waiver or release of lien that is different from statutory form.

 **AIA** Document G701™ – 2017

Change Order

PROJECT: *Suncoast ES, HVAC Replacement*
Project Phase II, 11135 Quality Drive
Spring Hill FL 34609 PO# 2042200016

CONTRACT INFORMATION:
Contract For: Suncoast
Elementary School

CHANGE ORDER INFORMATION:
Change Order Number: 1
Date: 5/16/2024

OWNER: *Hernando County Schools, Facilities*
Department, 8016 Mobley Road, Brooksville
FL, 34601

ARCHITECT: *Phoenix*
Engineering Group, Inc. 10012
N. Dale Mabry Hwy, Tampa,
FL 33618

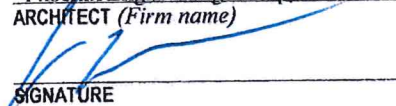
CONTRACTOR: *Air Mechanical &*
Service Corp., 4311 West Ida Street
Tampa, FL 33614

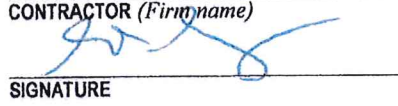
The Contract is changed as follows:
Deductive Change Order to Return Un-Used Funds

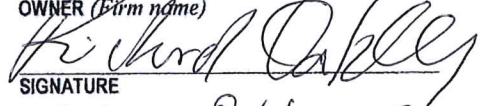
The original Guaranteed Maximum Price was:	\$ <u>3,642,951.00</u>
The net change by previously authorized Change Orders:	\$ <u>0.00</u>
The Guaranteed Maximum Price prior to this Change Order was:	\$ <u>3,642,951.00</u>
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of:	\$ <u>(124,370.93)</u>
The new Guaranteed Maximum Price, including this Change Order, will be:	\$ <u>3,518,580.07</u>
The Contract Time will be unchanged by	0 days.
The date of Substantial Completion will be	April 11, 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.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Phoenix Engineering Group, Inc.
ARCHITECT (Firm name)

SIGNATURE
Chad West CFO
PRINTED NAME AND TITLE
5/24/24
DATE

Air Mechanical & Service Corp.
CONTRACTOR (Firm name)

SIGNATURE
Gus Garza, Area Manager
PRINTED NAME AND TITLE
5/16/2024
DATE

Hernando County Schools
OWNER (Firm name)

SIGNATURE
Richard Oakley PM
PRINTED NAME AND TITLE
5/16/2024
DATE

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.

Facilities & Construction Department

Brian Ragan, Director
8016 Mobley Road Brooksville, FL 34601
Phone: 352-797-7050
Fax: 352-797-7150



Learn it. Love it. Live it.

Superintendent: John Stratton
Board Chair: Linda Prescott
Chairperson: Susan Duval
Board Members: Gus Guadagnino
Mark Johnson
Shannon Rodriguez

400

NOTICE OF FINAL ACCEPTANCE

PROJECT NO.: NA
PROJECT NAME: SES HVAC REPLACEMENT PHASE II
CONTRACTOR: AIR MECHANICAL & SERVICE GROUP.
4311 W. IDA STREET
TAMPA, FL 33614

ACCEPTANCE DATE: 11TH JUNE, 2024.

NOTICE IS HEREBY GIVEN TO THE CONTRACTOR THAT THE HERNANDO COUNTY SCHOOL BOARD, ACTING BY AND THROUGH THE DULY AUTHORIZED REPRESENTATIVE IDENTIFIED BELOW, ACCEPTS AS COMPLETE THE PROJECT REFERENCED ABOVE.

Duly Authorized Representative


Name: Richard Oakley
Agency: Hernando County School District
Facilities and Construction Department
Phone: (352) 797-7050
E-mail: Oakley_r@hcsb.k12.fl.us

Upon approval by the Hernando County School Board, a copy of this form shall be delivered to the Contractor.

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices.

Facilities & Construction Department

Brian Ragan, Director
8016 Mobley Road Brooksville, FL 34601
Phone: 352-797-7050
Fax: 352-797-7150



Learn it. Love it. Live it.

Superintendent: John Stratton
Board Chairperson: Linda Prescott
Vice Chairperson: Susan Duval
Board Members: Gus Guadagnino
Mark Johnson
Shannon Rodriguez

401

NOTICE OF FINAL SETTLEMENT

PROJECT NO.: NA
PROJECT NAME: SES HAVAC REPACEMENT PHASE II
CONTRACTOR: AIR MECHANICAL & SERVICE CORP.
4311 W. IDA STREET
TAMPA, FL 33614

SETTLEMENT DATE: 11TH JUNE 2024

NOTICE IS HEREBY GIVEN THAT AT 6:00PM ON THE DATE INDICATED ABOVE, AT 919 NORTH BROAD ST., BROOKSVILLE, FLORIDA, FINAL SETTLEMENT WILL BE MADE, PENDING ANY OUTSTANDING CLOSEOUT PROCEDURES, BY THE HERNANDO COUNTY SCHOOL BOARD WITH THE ABOVE-NAMED CONTRACTOR FOR AND ON ACCOUNT OF THE CONTRACT FOR THE CONSTRUCTION OF THE PROJECT REFERENCED ABOVE.

1. Any person, co-partnership, association or corporation who has an unpaid claim against the said project, for or on account of the furnishing of labor, materials, team hire, sustenance, provisions, provender, rental machinery, tools or equipment and other supplies used or consumed by the Contractor or any of his subcontractors in or about the performance of said work, may at any time up to and including said time of such final settlement, file a verified statement of the amount due and unpaid account of such claim.
2. All such claims shall be filed with the duly authorized representative identified below.
3. Failure on the part of a creditor to file a verified statement prior to final settlement shall relieve the Hernando County School Board from any and all liability for any such claim pertaining to the project referenced above.

Duly Authorized Representative

Name: Richard Oakley
Agency: Hernando County School District
Facilities and Construction Department
Phone: (352) 797-7050
E-mail: Oakley_r@hcsb.k12.fl.us

TO OWNER: HERNANDO COUNTY SCHOOLS
FACILITIES DEPARTMENT
8016 MOBLEY ROAD
BROOKSVILLE, FL 34601

PROJECT: SUNCOAST ES HVAC REPLACEMENT
PHASE II
11135 QUALITY DRIVE
SPRING HILL, FL 34609

APPLICATION NO.: 20
PERIOD TO: 5/16/24
PROJECT NOS.: 2042200016

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

FROM CONTRACTOR: AIR MECHANICAL & SERVICE CORP
4311 W. IDA STREET
TAMPA, FL 33614

ARCHITECT: PHOENIX ENGINEERING GROUP, INC
PROJECT #0321-201-2101

CONTRACT DATE: 9/2/21
INVOICE NO: 133112

CONTRACT FOR: SUNCOAST ES HVAC REPLACEMENT

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\$ 3,642,951.00
2. Net change by Change Orders\$ -124,370.93
3. CONTRACT SUM TO DATE (Line 1 ± 2)\$ 3,518,580.07
4. TOTAL COMPLETED & STORED TO DATE\$ 3,518,580.07
(Column G on G703)
5. RETAINAGE:
 - a. 0 % of Completed Work\$ 0.00
(Columns D + E on G703)
 - b. 0 % 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\$ 3,518,580.07
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate)\$ 3,483,394.25
8. CURRENT PAYMENT DUE\$ 35,185.82
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)\$ 0.00

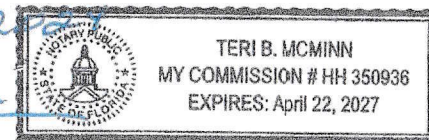
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	124,370.93
TOTALS	0.00	124,370.93
NET CHANGES by Change Order	-124,370.93	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, 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 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.

CONTRACTOR: AIR MECHANICAL & SERVICE CORP
By: Nail Date: 5/16/24

State of: FLORIDA
County of: HILLSBOROUGH
Subscribed and sworn to before
me this 16th day of May 2024

Notary Public: Teri B. McMin
My Commission expires: 4/22/2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's 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\$ 35,185.82

(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.)

ARCHITECT: Phoenix Engineering Group
By: Chad West Date: 5/24/24

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 rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 1 OF 1 PAGES

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.

APPLICATION NO.: 20
APPLICATION DATE: 5/16/2024
PERIOD TO: 5/16/2024
ARCHITECT'S PROJECT NO.: 2042200016

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	CONSTRUCTION MEETING \$52 * 96	4,992.00	4,992.00	0.00	0.00	4,992.00	100	0.00	0.00
2	PROJECT ADMINISTRATION \$52 * 644	33,488.00	33,488.00	0.00	0.00	33,488.00	100	0.00	0.00
3	PROJECT SUPERINTENDANT \$32 * 2080	66,560.00	66,560.00	0.00	0.00	66,560.00	100	0.00	0.00
4	ASSISTANT SUPERINTENDANT \$25 * 2080	52,000.00	51,770.00	230.00	0.00	52,000.00	100	0.00	0.00
5	SCHEDULING \$52 * 96	4,992.00	4,992.00	0.00	0.00	4,992.00	100	0.00	0.00
6	PROJECT SECRETARY \$24 * 96	2,304.00	2,304.00	0.00	0.00	2,304.00	100	0.00	0.00
7	PROJECT GENERAL LABOR \$24 * 4160	99,840.00	99,175.78	664.22	0.00	99,840.00	100	0.00	0.00
8	LABOR BURDEN @ 58%	153,222.08	153,023.60	198.48	0.00	153,222.08	100	0.00	0.00
9	AHUS / DX EQUIPMENT	122,120.00	113,780.10	8,339.90	0.00	122,120.00	100	0.00	0.00
10	AIR DISTRIBUTION / EFS	30,900.00	29,585.31	1,314.69	0.00	30,900.00	100	0.00	0.00
11	HYDRONIC SPECIALTIES	4,080.00	3,720.84	359.16	0.00	4,080.00	100	0.00	0.00
12	FLOOR / WALL PROTECTION	26,821.00	12,150.49	14,670.51	0.00	26,821.00	100	0.00	0.00
13	TEMPORARY FENCING	903.20	0.00	903.20	0.00	903.20	100	0.00	0.00
14	MISC. SOD & LANDSCAPE MATERIALS	8,435.00	4,458.93	3,976.07	0.00	8,435.00	100	0.00	0.00
15	STORAGE CONTAINERS	9,000.00	5,069.45	3,930.55	0.00	9,000.00	100	0.00	0.00
16	LULL / FORKLIFT	28,800.00	28,270.42	529.58	0.00	28,800.00	100	0.00	0.00



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PAGE 20 OF 20 PAGES

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ARCHITECT'S PROJECT NO.: 2042200016

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)		BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G ÷ C)		
17	PORT A POTTY	1,500.00	1,345.50	154.50	0.00	1,500.00	100	0.00	0.00
18	CONCRETE SAW / CORE DRILL	5,880.00	0.00	5,880.00	0.00	5,880.00	100	0.00	0.00
19	ELECTRICAL SUB-CONTRACTOR	929,854.00	929,854.00	0.00	0.00	929,854.00	100	0.00	0.00
20	PIPING / RIGGER	192,000.00	192,000.00	0.00	0.00	192,000.00	100	0.00	0.00
21	SHEET METAL INSTALL SUB-CONTRACTOR	200,180.00	200,180.00	0.00	0.00	200,180.00	100	0.00	0.00
22	SHEET METAL MANUFACTURER	106,601.00	106,185.90	415.10	0.00	106,601.00	100	0.00	0.00
23	GC SUB-CONTRACTOR	75,187.00	75,187.00	0.00	0.00	75,187.00	100	0.00	0.00
24	STRUCTURAL STEEL SUB-CONTRACTOR	28,250.00	28,250.00	0.00	0.00	28,250.00	100	0.00	0.00
25	MOVING SUB-CONTRACTOR	151,004.00	143,453.80	7,550.20	0.00	151,004.00	100	0.00	0.00
26	TEST & BALANCE SUB-CONTRACTOR	21,545.00	21,545.00	0.00	0.00	21,545.00	100	0.00	0.00
27	ACOUSTICAL CEILINGS SUB-CONTRACTOR	116,300.00	116,300.00	0.00	0.00	116,300.00	100	0.00	0.00
28	DUCT CLEANING SUB-CONTRACTOR	49,500.00	49,500.00	0.00	0.00	49,500.00	100	0.00	0.00
29	HVAC CONTROLS SUB-CONTRACTOR	147,880.00	147,880.00	0.00	0.00	147,880.00	100	0.00	0.00
30	PLUMBING SUB-CONTRACTOR	8,533.00	8,533.00	0.00	0.00	8,533.00	100	0.00	0.00



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PAGE 3 OF 3 PAGES

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APPLICATION NO.: 20

APPLICATION DATE: 5/16/2024

PERIOD TO: 5/16/2024

ARCHITECT'S PROJECT NO.: 2042200016

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)		BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G ÷ C)		
31	CM FEES 4.5%	120,720.21	120,720.21	0.00	0.00	120,720.21	100	0.00	0.00
32	TAXES 7.5%	17,882.94	17,567.40	315.54	0.00	17,882.94	100	0.00	0.00
33	P & P BOND 1.3%	36,676.57	23,472.00	13,204.57	0.00	36,676.57	100	0.00	0.00
34	CM CONTINGENCY	4,556.58	0.00	4,556.58	0.00	4,556.58	100	0.00	0.00
35	OWNER CONTINGENCY	3,779.58	0.00	3,779.58	0.00	3,779.58	100	0.00	0.00
36	CHANGE REQUEST 2 CM CONT	7,509.37	7,509.37	0.00	0.00	7,509.37	100	0.00	0.00
37	CHANGE REQUEST 3 CM CONT	1,095.16	1,095.16	0.00	0.00	1,095.16	100	0.00	0.00
38	CHANGE REQUEST 4 CM CONT	5,180.67	5,180.67	0.00	0.00	5,180.67	100	0.00	0.00
39	CHANGE REQUEST 5 CM CONT GEN. CONSTRUCTION	22,400.00	22,017.52	382.48	0.00	22,400.00	100	0.00	0.00
40	CHANGE REQUEST 6 CM CONT DUMPSTER	11,200.00	8,025.15	3,174.85	0.00	11,200.00	100	0.00	0.00
41	CHANGE REQUEST 1 OWNER CONT	237,434.45	227,210.00	10,224.45	0.00	237,434.45	100	0.00	0.00
42	CHANGE REQUEST 7 OWNER CONT	10,429.10	10,429.10	0.00	0.00	10,429.10	100	0.00	0.00
43	CHANGE REQUEST 8 CM CONT	15,777.51	11,944.52	3,832.99	0.00	15,777.51	100	0.00	0.00
44	CHANGE REQUEST 9 OWNER CONT	20,613.17	19,708.52	904.65	0.00	20,613.17	100	0.00	0.00



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PAGE 4 OF 4 PAGES

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APPLICATION NO.: 20
APPLICATION DATE: 5/16/2024
PERIOD TO: 5/16/2024
ARCHITECT'S PROJECT NO.: 2042200016

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
45	CHANGE REQUEST 10 CM CONT	23,876.05	23,876.05	0.00	0.00	23,876.05	100	0.00	0.00
46	CHANGE REQUEST 11 CM CONT	1,197.57	1,197.57	0.00	0.00	1,197.57	100	0.00	0.00
47	CHANGE REQUEST 12 OWNER CONT	15,910.13	15,910.13	0.00	0.00	15,910.13	100	0.00	0.00
48	CHANGE REQUEST 13 OWNER CONT	51,946.95	51,946.95	0.00	0.00	51,946.95	100	0.00	0.00
49	CHANGE REQUEST 14 OWNER CONT	3,786.04	0.00	3,786.04	0.00	3,786.04	100	0.00	0.00
50	CHANGE REQUEST 15 CM CONT	2,645.94	2,645.94	0.00	0.00	2,645.94	100	0.00	0.00
51	CHANGE REQUEST 16 OWNER CONT	429.50	429.50	0.00	0.00	429.50	100	0.00	0.00
52	CHANGE REQUEST 17 CM CONT	3,835.61	3,791.08	44.53	0.00	3,835.61	100	0.00	0.00
53	CHANGE REQUEST 18 CM CONT	2,549.80	2,440.00	109.80	0.00	2,549.80	100	0.00	0.00
54	CHANGE REQUEST 19 CM CONT	9,275.88	9,275.88	0.00	0.00	9,275.88	100	0.00	0.00
55	CHANGE REQUEST 20 CM CONT	1,279.14	1,224.06	55.08	0.00	1,279.14	100	0.00	0.00
56	CHANGE REQUEST 21 CM CONT	9,007.90	9,007.90	0.00	0.00	9,007.90	100	0.00	0.00



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AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 5 OF 5 PAGES

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.

APPLICATION NO.: 20
APPLICATION DATE: 5/16/2024
PERIOD TO: 5/16/2024
ARCHITECT'S PROJECT NO.: 2042200016

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)		BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G ÷ C)		
57	CHANGE REQUEST 22 CM CONT	1,295.80	1,240.00	55.80	0.00	1,295.80	100	0.00	0.00
58	CHANGE REQUEST CM CONT ADJ #23	42,374.43	40,549.69	1,824.74	0.00	42,374.43	100	0.00	0.00
59	CHANGE REQUEST CM CONT ADJ #24	5,026.45	4,810.00	216.45	0.00	5,026.45	100	0.00	0.00
60	CHANGE REQ 25 CM CONT ADJ	3,243.87	0.00	3,243.87	0.00	3,243.87	100	0.00	0.00
61	CHANGE REQ 26 CM CONT ADJ	2,319.90	2,319.90	0.00	0.00	2,319.90	100	0.00	0.00
62	CHANGE REQ 27 CM CONT ADJ	13,140.68	13,140.68	0.00	0.00	13,140.68	100	0.00	0.00
63	CHANGE REQ 28 CM CONT ADJ	55,125.00	38,752.34	16,372.66	0.00	55,125.00	100	0.00	0.00
64	CHANGE REQ 30 OWNER CONT ADJO	48,229.58	47,212.06	1,017.52	0.00	48,229.58	100	0.00	0.00
65	CHANGE REQUEST 31 CM CONT ADJ	21,580.81	17,515.74	4,065.07	0.00	21,580.81	100	0.00	0.00
66	CHANGE REQUEST 32 CM CONT ADJ	82,400.67	78,313.15	4,087.52	0.00	82,400.67	100	0.00	0.00
67	CHANGE RERQUEST #33 CM CONT ADJ	27,105.21	27,105.21	0.00	0.00	27,105.21	100	0.00	0.00
68	CHANGE REQUEST #35 OWNER CONT ADJ	6,970.60	6,970.60	0.00	0.00	6,970.60	100	0.00	0.00



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G703-1992

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CONTINUATION SHEET

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PAGE 6 OF PAGES

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APPLICATION NO.: 20

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[illegible]

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G703-1992

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WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT

The undersigned lienor, in consideration of the sum of \$ 35,185.82 hereby waives and releases its lien and right to claim a lien in labor, services, or materials invoiced through 5/16/24 on the job HVAC Replacement Phase II to Hernando County Schools on the following described property:

Suncoast ES
11135 Quality Dr.
Spring Hill, FL 34609

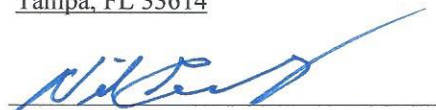
This waiver and release does not cover any retention or labor, services or material furnished after the date specified.

Dated on this 16th day of May 2024

Lienor's Name: Air Mechanical & Service Corp.

Address: 4311 West Ida Street
Tampa, FL 33614

By:


Title: Vice President

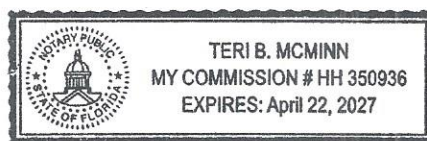
State of Florida

County of Hillsborough

Sworn & Subscribed to before me by means of ☒ physical presence or ☐ online notarization

This 16th day of May 2024


Notary Public, State of Florida
My Commission expires: 4/22/27



NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996 a person may not require a lienor to furnish a waiver or release of lien that is different from statutory form.

A. Item Currently Budgeted -

Suncoast Elementary HVAC Replacement Phase II Close-Out										
Account Name										
Account Number		3983E	7400	6800	0321	M2010				
		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
\$ 3,642,951.00		\$ (-124,370.93)		\$ 3,483,394.25		\$ 35,185.82		\$ 35,185.82		\$ 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	
\$		\$		\$		\$		\$		\$				\$		

B. Item Currently Not Budgeted -**

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:

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 # 25. 24-2313

6/11/2024

Title and Board Action Requested

Approval of the Florida School Board Association (FSBA) Advocacy Committee Member and Alternate. The term starts July 1, 2024, and runs through June 30, 2025.

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:

- Participation on this committee with statewide representation (one rep from each school district)
- Interaction with policy makers and stakeholders to promote public education
- The opportunity to be considered to serve on the Legislative or Federal subcommittees
- Monthly meetings (and additional meetings for subcommittees)
- Advocacy and communication leadership
- Reporting advocacy efforts back to your respective boards

My Contact

Linda Prescott
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.

A. Item Currently Budgeted -

Account Name		<u>No Financial Impact</u>										
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 -**

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: \$ _____

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 # 26. 24-2350

6/11/2024

Title and Board Action Requested

Approve the Selection of an Interim Superintendent for the 2024-25 School Year

Executive Summary

At the Regular School Board Meeting of May 14, 2024, the Board decided to interview two candidates for the position of Interim Superintendent. Mr. Brent Gaustad, Assistant Principal of Hernando High School and Mr. Ray Pinder, Assistant Superintendent of Business and Support Operations were named and will be in attendance for an interview at the June 11, 2024 Workshop.

My Contact

Linda Prescott
Board Chair

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.

A. Item Currently Budgeted -

Account Name		<u>No Financial Impact</u>								
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 -**

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: \$

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 # 27. 24-2363

6/11/2024

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

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

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 concerns.

TOPIC: _____

Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following 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 outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the Board Meeting is called to order.
- 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 Citizen Comments.

My signature is confirmation that I have read, understand, and agree to abide by all guidelines and HCSD Code of Civility:

Signature of speaker: _____

Chairperson's Approval of form: _____

FOR OFFICE USE ONLY:

Date Received: _____

Time Received: _____

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

*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.

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.