



# Hernando School District

## School Board Regular Meeting

### Agenda - Final

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**Tuesday, January 13, 2026**

**6:00 PM**

**District Office-Board Room**  
**919 N. Broad Street**  
**Brooksville, FL 34601**

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#### **CALL TO ORDER**

#### **REFLECTION**

by Mark Johnson, Board Member

#### **PLEDGE OF ALLEGIANCE by Powell Middle School Students**

#### **SCHOOL SPOTLIGHT**

#### **ADOPTION OF AGENDA**

1. [26-3514](#) Approval to adopt the agenda dated 1/13/2026.

#### **ELECTED OFFICIALS**

#### **STUDENT REPRESENTATIVE TO THE BOARD, Jaserah Abdul-Rahim**

2. [26-3515](#) Student Representative, Jaserah Abdul-Rahim of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

#### **APPROVAL OF THE MINUTES**

3. [26-3516](#) Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of 12/9/2025.

**Attachments:** [12-09-25 Informal Minutes DRAFT](#)  
[12-09-25 Workshop Minutes with links DRAFT](#)  
[12-09-25 Regular Minutes with links DRAFT](#)

**PUBLIC HEARING ITEMS (WHITE SPEAKER FORMS)**

4. [26-3432](#) Public Hearing and Final Approval of the Hernando County Schools Volunteer Handbook. This item received tentative approval at the December 9, 2025 Workshop.

**Attachments:** [Volunteer Handbook Strikethrough 26 342 26 3348](#)

[Volunteer Handbook Clean Copy for 263432 263348](#)  
[budget sheet no financial impact](#)

**EXPULSION RECOMMENDATIONS**

5. [26-3499](#) Enter a Final Order Expelling the Student in Case No. E2026-12-01 for the remainder of the 2025-2026 school year with educational services.

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

6. [26-3500](#) Enter a Final Order Expelling the Student in Case No. E2026-12-02 for one (1) year with educational services.

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

7. [26-3520](#) Enter a Final Order Expelling the Student in Case No. E2026-12-03 for one (1) year with educational services.

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

**CITIZEN INPUT ON AGENDA ITEMS (GREEN SPEAKER FORMS)**

8. [26-3517](#) Citizen Input on agenda items (Green Form)

**Attachments:** [Citizen Input Speaker Green Form 110917 ACC](#)

**ADOPTION OF CONSENT AGENDA (Item # 9-28)****Personnel Recommendations**

9. [26-3532](#) Approval of the Personnel Recommendations

**Attachments:** [25-26 BOARD AGENDA JAN 13](#)  
[1-13-26 CORE OOF Board Agenda](#)  
[2026 Inst. Supplements & Differentiated Pay for 1-13-2026](#)  
[2026 Noninst., PTS & Adm. Supplements for 1-13-2026](#)

**All Other Teaching & Learning Agenda Items**

10. [\*\*26-3470\*\*](#) Approve an overnight field trip for Nature Coast Technical High Schools' Digital Cinema Production class to attend the Student Television Network Convention on 2/28/26 - 3/3/26, in Tampa, Florida.

**Attachments:** [wald budget strip](#)

11. [\*\*26-3494\*\*](#) Approve Field Trip for West Hernando Middle School Thespians Society's Troupe 12068 to Orlando, Florida to Compete at the 2026 Florida Junior State Thespians Festival from February 4 - 8, 2026

**Attachments:** [Budget Sheet 26-3494](#)

12. [\*\*26-3511\*\*](#) Approval of the Early College Program Contract Between the District Board of Trustees of Pasco-Hernando State College (PHSC) and the District School Board of Hernando County (HCSB)

**Attachments:** [PHSC Early College Program 2026 Hernando County Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

13. [\*\*26-3512\*\*](#) Approval of the Agreement Between Hernando County School Board (HCSB) and Suncoast Urgent Care Centers, LLC (Suncoast Urgent Care)

**Attachments:** [Suncoast Urgent Care and HCSB Agreement](#)  
[State of Florida Affidavit](#)  
[PUR 1355](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

14. [\*\*26-3526\*\*](#) Approve overnight field trip for the Central High School Band Director and one student to Tampa, Florida, for All State Honor Band at FMEA on January 15, 2026.

**Attachments:** [CHS All State Honor Band 011526 - Budget Sheet - AMD](#)

15. [\*\*26-3530\*\*](#) Approve an overnight field trip for a DS Parrott Middle School student to attend the All-State Honor Band at the Florida Music Educators Association Conference on January 15 - 17, 2026 in Tampa, Florida.

**Attachments:** [Band Field Trip Budget Sheet](#)

16. [\*\*26-3536\*\*](#) Amend the approval for the Overnight Field Trip for F.W. Springstead High School Students to Attend the Florida Music Educator Association Conference in Tampa, Florida from January 15, 2026 through January 17, 2026.

**Attachments:** [SHS Budget Sheet - FMEA Conference 2026](#)

**All Other Business Services Agenda Items**

17. [26-3503](#) Approve the Affiliation Agreement with Walden University for interns.

**Attachments:** [Walden-Hernando County School District Clean 102725 Walden](#)  
[Affidavit - Foreign Country of Concern \(PUR 1355\) updated2 Walden-](#)  
[Affidavit Regarding the Use of Coercion for Labor Services updated 1027252](#)  
[Budget Sheet - NO Financial Impact](#)

**Job Descriptions**

18. [26-3531](#) Approve the attached job description for Substitute ESE Therapy Provider.

**Attachments:** [Substitute - ESE Therapy Provider - STRIKE](#)  
[Substitute - ESE Therapy Provider - CLEAN](#)  
[Substite\\_Salary\\_Schedule\\_STRIKE](#)  
[Substite\\_Salary\\_Schedule\\_CLEAN](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

**All Other Support Operations Agenda Items**

19. [26-3501](#) Approve Out of State Travel for Kelly Downey, Joseph Harrin, Beth Lastra, and Kelly Slusser, of the Fixtures, Furnishings & Equipment (FF&E) Committee, to Charlotte, North Carolina to attend the VS American Experience Days on February 2nd & 3rd, 2026.

**Attachments:** [26-3501 Feb2-3 Experience Days STD 2026](#)  
[26-3501 Approved LOA](#)  
[26-3501 Budget Sheet NO Financial Impact](#)

**All Other Purchase Order/Bid Agenda Items**

20. [26-3460](#) Approve the Purchase of Equipment and Curriculum from zSpace for the Agrotechnology Program at Hernando High School and Authorize the Issuance of Purchase Orders in an Estimated Amount of \$250,000.00

**Attachments:** [zSpace Quote Q38255 Attorney Approved](#)  
[Standard Addendum to Agreements](#)  
[State of Florida Affidavit](#)  
[PUR 1355](#)  
[Budget Sheet zSpace](#)

21. [26-3461](#) Approve the Purchase of Certification Prep Curriculum from Knowledge Pillars Education Inc. for Career and Technical Education (CTE) Programs and Authorize the Issuance of Purchase Orders in an Estimated Amount of \$85,000.00

**Attachments:** [Knowledge Pillars Quote](#)  
[Standard Addendum to Agreements](#)  
[State of Florida Affidavit](#)  
[PUR 1355](#)  
[Budget Sheet Knowledge Pillars](#)

22. [26-3509](#) Approve the renewal of the piggyback of Florida Buy State Cooperative Purchasing, Contract No. 24-135: Audio Visual Integration, awarded to Audio Enhancement and the purchase of audio enhancement, replacement parts and classroom amplification systems and installations for instructional use in classrooms and other areas for an estimated annual spending of up to \$55,000.00.

**Attachments:** [26-3509 Tabulation](#)  
[26-3509 Budget Sheet](#)

23. [26-3522](#) Approve the piggyback of Volusia County Schools, Contract No. ITB CPT-24-003CE: Electronic Recycling and Disposal Services, awarded to Vantage Point ITAD as primary vendor and Tech Smart International, LLC as secondary vendor, for the disposal of obsolete electronic equipment.

**Attachments:** [26-962-31 PB Electronic Recycling \(01-13-26\)](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

24. [26-3523](#) Approve the Purchase of Online Digital Curriculum, Practice Tests, and Certification Exams from Certiport, Inc. and Issuance of Purchase Orders in an Estimated Annual Amount of \$90,000.00

**Attachments:** [Hernando 121025 Additional Licenses Certiport](#)  
[Standard Addendum to Agreements](#)  
[State of Florida Affidavit](#)  
[PUR 1355](#)  
[Budget Sheet Certiport](#)

25. [26-3527](#) Approve the amendment to the contract for Bid #24-725-27: Motorola Mobile/Portable Radios: Installation and Repair Services awarded to Bear Communications, Inc. and Tri-Co Communications, Inc. and authorize the increase in expenditures for an estimated annual spending of \$250,000.00.

**Attachments:** [26-3527 AMEND Motorola Portable Radios 24-725-27](#)  
[26-3527 Budget Sheet](#)

26. [26-3533](#) Approve the 2025-2026 Dual Enrollment Agreement Between Saint Leo University (Saint Leo) and the Hernando County School Board and Issuance of a Purchase Order in an Estimated Annual Amount of \$80,000.00

**Attachments:** [Hernando County Public Schools Dual Enrollment St Leo](#)  
[Budget Sheet St Leo](#)

#### All Other Safe Schools Agenda Items

27. [26-3506](#) Approve out of state travel for Angel Pagan to attend the SAFE Customer Advisory Board Power User Summit scheduled for February 23-25, 2026, in Salt Lake City, Utah..

**Attachments:** [SAFE AGENDA 26 3506 2026](#)  
[Pagan leave for SAFE conference](#)  
[budget sheet\\_pagan out of state travel SAFE](#)

#### All Other School Board Agenda Items

28. [26-3528](#) Approval Requested for out of state travel for a School Board Member to attend the 2026 COSSBA National Conference & UBA Preconference Day from March 11-16, 2026 in Louisville, Kentucky that may exceed \$500 per Board Member.

**Attachments:** [COSSBA 2026 - Agenda](#)  
[COSSBA 2026 Conf- Cost Breakdown](#)  
[Budget Sheet COSSBA](#)

#### ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

#### ADDENDUM ITEMS

#### CITIZEN INPUT ON GENERAL TOPICS (PINK SPEAKER FORMS)

29. [26-3518](#) 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

30. [26-3505](#) Deductive Change Order 002 to the contract with J.E. Dunn Construction Co. for the 30 Classroom Addition for Winding Waters K-8 and Weeki Wachee High School is provided for the Board's information. No board action is required.

**Attachments:** [26-3505 WWK8 30 Classroom Addition Change Oredr 002](#)  
[26-3505 Budget Sheet NO Financial Impact](#)

#### GENERAL COUNSEL

**SCHOOL BOARD COMMENTS**

**ADJOURNMENT**

The next School Board Meetings are scheduled for January 27, 2026:

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.

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# Hernando School District

## School Board Regular Meeting

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**Agenda Item #** 1. 26-3514

1/13/2026

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**Title and Board Action Requested**

Approval to adopt the agenda dated 1/13/2026.

**Executive Summary**

The Superintendent of Schools, hereby requests the Board adopt the agenda dated 1/13/2026.

**My Contact**

Ray Pinder  
Superintendent of Schools

**2023-28 Strategic Focus Area**

Other

**Financial Impact**

No Financial Impact

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



# Hernando School District

## School Board Regular Meeting

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**Agenda Item #** 2. 26-3515

1/13/2026

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### **Title and Board Action Requested**

Student Representative, Jaserah Abdul-Rahim of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

### **Executive Summary**

Student Representative, Jaserah Abdul-Rahim of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

### **My Contact**

Jaserah Abdul-Rahim

Student Representative to the School Board

### **2023-28 Strategic Focus Area**

Priority 1: Student Success

### **Financial Impact**

No Financial Impact



# Hernando School District

## School Board Regular Meeting

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**Agenda Item #** 3. 26-3516

1/13/2026

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### **Title and Board Action Requested**

Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of 12/9/2025.

### **Executive Summary**

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

### **My Contact**

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

### **2023-28 Strategic Focus Area**

Other

### **Financial Impact**

No Financial Impact



# Hernando School District

## School Board Informal Meeting

### Minutes - Draft

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Tuesday, December 9, 2025

1:00 PM

District Office-Board Room  
919 N. Broad Street  
Brooksville, FL 34601

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#### CALL TO ORDER

**Present**      Board Chair Kayce Hawkins  
                 Vice Chair Shannon Rodriguez  
                 Board Member Michelle Bonczek  
                 Board Member Susan Duval  
                 Board Member Mark Johnson

*The Informal Meeting was called to order at 1:01 P.M. Also present were Robert Meyers, School Board Attorney; and Ray Pinder, Superintendent.*

#### GENERAL DISCUSSION

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

Topics of Discussion:

*Johnson - Email from Chair updating board members of the recent conference she attended. Request for a presentation on AI procedures.*

*Bonczek - Field trip packets*

*Bonczek - Sal/Val policy (IB and AICE programs)*

*Rodriguez - Neola policy 2340 [Educational and Extra-Curricular Trips]: Mr. Pinder will check with Neola on changing the verbiage regarding overnight lodging and room assignments based on gender at birth.*

*Johnson - Neola policy 5200 [Attendance]: Procedures should be district-wide and not up to each school.*

#### ADJOURNMENT

*The meeting adjourned at 1:43 P.M.*

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**Superintendent**

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**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.

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# Hernando School District

## School Board Workshop

### Minutes - Draft

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Tuesday, December 9, 2025

2:00 PM

District Office-Board Room  
919 N. Broad Street  
Brooksville, FL 34601

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#### CALL TO ORDER

**Present:** Board Chair Kayce Hawkins  
Vice Chair Shannon Rodriguez  
Board Member Michelle Bonczek  
Board Member Susan Duval  
Board Member Mark Johnson

*The Workshop was called to order at 200 P.M. Also present were Robert Meyers, School Board Attorney and Ray Pinder, Superintendent. Board Chair Hawkins announced that they will take items out of order and may not get to all items on today's agenda.*

#### PRESENTATIONS

1. [26-3464](#) Presentation of Somerset & Explorer K-8 Access, by Jim Lipsey, School Planner, Caroline Mockler, Staff Counsel, and Kristin Kowaleski, of GrayRobinson, P.A.

**Attachments:** [26-3464 Somerset & Explorer K-8 Access \(r1\).pdf](#)  
[26-3464 DRAFT Duke Conditional LONO.pdf](#)  
[26-3464 DRAFT HCSD-BOCC Explorer Blvd Transfer Agreement.pdf](#)  
[26-3464 DRAFT HCSD-BOCC Explorer Blvd. Deed of Dedication.pdf](#)  
[26-3464 DRAFT Duke-HCSD Termination of Encroachment Agreement.pdf](#)  
[26-3464 DRAFT Somerset-Acts-HCSD Access Agreement Release.pdf](#)  
[26-3464 DRAFT Somerset Dedication of Land to HCSD.pdf](#)  
[26-3464 DRAFT Somerset-HCSD Temporary Construction Agreement.pdf](#)  
[26-3464 Budget Sheet NO Financial Impact](#)

*Jim Lipsey, School Planner; Caroline Mockler, Staff General Counsel; and Kristen Kowaleski, Gray Robinson was present via Teams.*

*Galen Holloway, Government & Community Relations Manager for Duke Energy came forward to speak on the timeline. Mark Taylor of Acts 88 LLC, and Cliff Manual of Coastal Engineering came forward to speak.*

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*After much discussion, the consensus of the Board is to bring the language to a meeting for approval as long the attorneys have reviewed it.*

*The Board recessed at 3:16 P.M. and reconvened at 3:22 P.M.*

2. **26-3491** Presentation and Information on the option of and participation agreement with the Florida Educational Health Trust (FLEHT)

**Attachments:** [FLEHT-Introductory-PowerPt-2025](#)

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

[12-09-25 Workshop Handout #2.26-3491](#)

*Matt Goldrick, Director of Labor Relations and Professional Standards, Ted Roush Executive Director of FLEHT, and Joe Albritton came forward to present this item. Mrs. Hawkins and Mr. Johnson stated that they would like to see the numbers from a comparable district, such as the transition plan and cost. After much discussion, the consensus of the Board is to move forward.*

4. **26-3348** Review and Tentative Approval of the Volunteer Handbook

**Attachments:** [Volunteer Handbook Strikethrough 26 342 26 3348](#)

[Volunteer Handbook Clean Copy for 263432 263348](#)

[budget sheet no financial impact](#)

*Angel Pagan, Director of Safe Schools and Beverly Drew, Security System Facilitator, came forward to present this item.*

5. **26-3431** Review proposed job description of Substitute ESE Therapy Provider.

**Attachments:** [Substitute - ESE Therapy Provider](#)

[Substitue\\_Salary\\_Schedule\\_STRIKE](#)

[Substitue\\_Salary\\_Schedule\\_CLEAN](#)

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

*Anna Jensen, Director of ESE, and Lisa Cropley, Executive Director of Student Support Programs came forward to present this item. The consensus of the Board is to move forward. They agreed to allow the job description to be advertised now, however, the job will not be offered until it is board approved.*

6. **26-3481** Presentation on the analysis of athletic ticket pricing, pass options, and related revenue and budget trends.

**Attachments:** [Family Pass Board Workshop Pres](#)

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

*Dustin Kupcik, District Athletic Director came forward to present this item. The Board did not grant tentative approval.*

3. **26-3398** Review and Tentative Approval of Neola Policy Volume 25 No. 2 and Policies that Include Compliance Officers by Name.

**Attachments:** [Volume 25 No 2 Index Workshop](#)

[Vol 25 N 2 Workshop Dec 9 2025](#)

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

*The Board did not get to review this item.*

**GENERAL COUNSEL****ADDENDUM ITEMS****GOOD OF THE ORDER/BOARD DISCUSSION****School Board Comments****ADJOURNMENT**

*The workshop adjourned at 4:58 P.M.*

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**Superintendent**

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**Board Chair****Mission Statement**

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# Hernando School District

## School Board Regular Meeting

### Minutes - Draft

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Tuesday, December 9, 2025

6:00 PM

District Office-Board Room  
919 N. Broad Street  
Brooksville, FL 34601

---

#### CALL TO ORDER

**Present:** Board Chair Kayce Hawkins  
Vice Chair Shannon Rodriguez  
Board Member Michelle Bonczek  
Board Member Susan Duval  
Board Member Mark Johnson

*The meeting was called to order at 6:01 P.M.*

#### REFLECTION

by Mark Johnson, Board Member

#### PLEDGE OF ALLEGIANCE by Pine Grove Elementary School

#### SCHOOL SPOTLIGHT

*This item was presented by Natasha Saavedra, Principal of Pine Grove Elementary School.*

#### ADOPTION OF AGENDA

1. **26-3495** Approval to adopt the agenda dated 12/9/2025.

**RESULT:** **ADOPTED AS AMENDED**

**MOVER:** Mark Johnson

**SECONDER:** Shannon Rodriguez

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

*Board Chair Hawkins stated that she has reviewed the revisions to the agenda, and finds good cause to allow the revision of #40. 26-3380: Approve contract services with Caissa K12, a student recruitment campaign initiative for the period of one (1) year and authorize the performance-based fee of \$935 per qualifying student; and the deletion of #9. 26-3415: Enter a Final Order Expelling the Student in Case No. E2026-11-02 for the remainder of the 2025-2026 school year.*

#### ELECTED OFFICIALS

*No one came forward to speak on this item.*

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**STUDENT REPRESENTATIVE TO THE BOARD, Jaserah Abdul-Rahim**

2. **26-3496** Student Representative, Jaserah Abdul-Rahim of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

*Ms. Abdul-Rahim was not in attendance, however, she shared a video of her update.*

**PRESENTATIONS**

3. **26-3488** Presentation and board approval of the Capital Credit Check from Mr. Benjamin Cooper of Withlacoochee River Electric Cooperative.

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

**RESULT:** **ADOPTED**

**MOVER:** Mark Johnson

**SECONDER:** Susan Duval

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

*Mr. Ellerman, Director of Communications; and Mr. Cooper of WREC came forward to present this item.*

4. **26-3400** Recognition of the December HCSB Veteran

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

*Aaron Ellerman, Director of Communications and Dustin Kupcik, District Athletic Director, came forward to recognize Adam McPhail as the veteran of the month.*

5. **26-3404** Presentation of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Award

**Attachments:** [GFOA Certificate](#)

[GFOA Letter](#)

[Budget Sheet - NO Financial Impact](#)

*Aaron Ellerman, Director of Communications and Dustin Kupcik, District Athletic Director, came forward to present this item.*

6. **26-3413** Presentation of School Safety Guardians

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

*Angel Pagan, Director of Safe Schools came forward to present this item.*

**APPROVAL OF THE MINUTES**

7. **26-3477** Approval of the Minutes from the Organizational & Regular School Board Meeting of 11/18/2025.

**Attachments:** [11-18-25 Org Meeting Minutes with links DRAFT](#)

**RESULT:** **ADOPTED**

**MOVER:** Mark Johnson

**SECONDER:** Susan Duval

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

## EXPULSION RECOMMENDATIONS

8. **26-3414** Enter a Final Order Expelling the Student in Case No. E2026-11-01 for one (1) academic year.

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

**RESULT:** **ADOPTED**

**MOVER:** Michelle Bonczek

**SECONDER:** Susan Duval

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

9. **26-3415** Enter a Final Order Expelling the Student in Case No. E2026-11-02 for the remainder of the 2025-2026 school year.

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

*This item was deleted from the agenda.*

10. **26-3416** Enter a Final Order Expelling the Student in Case No. E2026-11-03 for one (1) academic year.

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

**RESULT:** **ADOPTED**

**MOVER:** Susan Duval

**SECONDER:** Shannon Rodriguez

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

11. **26-3430** Enter a Final Order Expelling the Student in Case No. E2026-11-04 for one (1) academic year.

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

**RESULT:** **ADOPTED**

**MOVER:** Susan Duval

**SECONDER:** Shannon Rodriguez

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

## CITIZEN INPUT ON AGENDA ITEMS (GREEN SPEAKER FORMS)

12. **26-3497** Citizen Input on agenda items (Green Form)

**Attachments:** [Citizen Input Speaker Green Form 031424 ACC](#)  
[12-09-25 Meeting Handout L. Masserio \(Green\)](#)

*Mr. Meyers read the instructions for this item. Many citizens came forward to speak on this item.*

**ADOPTION OF CONSENT AGENDA**

*Mr. Johnson pulled the following items from the agenda for discussion:*

25. 26-3472: *Approval of the Memorandum of Agreement (MOA) Between the University of Florida Board of Trustees, for the Benefit of Lastinger Center of Learning, and Hernando County School District to Participate in the Florida Tutoring Advantage Program.*

29. 26-3407: *Ratify changes to the contract between the Hernando Classroom Teachers Association and the Hernando School District.*

30. 26-3408: *Ratify changes to the contract between Hernando United School Workers and the Hernando County School District.*

48. 26-3462: *Approve the piggyback of Choice Partners, Contract No. 24/023TC-23: Maintenance, Repair & Operations (MRO) Parts, Equipment and Related Services, awarded to Parts Town, LLC. for an estimated annual expenditure of \$55,000.*

**RESULT: APPROVED THE CONSENT AGENDA**

**MOVER:** Mark Johnson

**SECONDER:** Susan Duval

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

**Personnel Recommendations**

13. [\*\*26-3484\*\*](#) Approval of the Personnel Recommendations

**Attachments:** [25-26 BOARD AGENDA DEC 9 2025](#)  
[12-9-25 Agenda ESOL](#)  
[2026 Noninst., PTS & Adm. Supplements for 12-9-25](#)  
[2026 Inst. Supplements & Differentiated Pay for 12-9-2025](#)

**All Other Teaching & Learning Agenda Items**

14. [\*\*26-3392\*\*](#) Approve out of state travel for Central High School for Assistant Principal, Lisa Mitchell; Counselor, Lindsay Mraz; and Assessment Coordinator, Jennifer Resto to Parris Island, SC to attend Educators Workshop January 27 - 30, 2026.

**Attachments:** [CHS - Parris Island 012726 Budget Sheet](#)

15. [\*\*26-3393\*\*](#) Approval of the Agreement between USF and Hernando County School District for USF Athletic Training Affiliation Agreement.

**Attachments:** [USF Affiliation agreement for 26 3393.pdf](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC.pdf](#)

16. [26-3394](#) Approve out of state field trip for Central High School Seniors to attend the Senior Class Trip to Washington DC on March 29 - April 3, 2026. Students are traveling with groups from Nature Coast Technical High School and Hernando High School.

**Attachments:** [CHS DC trip 0329 Budget Sheet-2](#)

17. [26-3397](#) Approve an overnight field trip for the Central High School BETA Club students and teachers to attend the BETA Club State Convention in Orlando, Florida from January 9 - 11, 2026.

**Attachments:** [CHS BETA Club Orlando 010926 Cover Sheet](#)  
[CHS BETA Club Orlando 010926 Budget Sheet-2](#)

18. [26-3411](#) Approve the Overnight Field Trip for F.W. Springstead High School Students to the Beta Club Convention in Orlando, Florida from January 9, 2026 through January 10, 2026.

**Attachments:** [Leave of Absence Form - Florida State Beta Convention 2026](#)  
[SHS Budget Sheet - Florida State Beta Convention 2026](#)

19. [26-3434](#) Approve the Overnight Field Trip for F.W. Springstead High School Students to Attend the Florida Music Educator Association Conference in Tampa, Florida from January 15, 2026 through January 17, 2026.

**Attachments:** [Leave of Absence - FMEA Conference 2026](#)  
[SHS Budget Sheet - FMEA Conference 2026](#)

20. [26-3453](#) Approve an overnight field trip for Powell Middle School Band Students to attend the All-State Ensemble from January 15, 2026 through January 16, 2026 in Tampa, FL.

**Attachments:** [Milage Money Budget](#)

21. [26-3457](#) Approve overnight field trip for Weeki Wachee High School Chorus student in Tampa, FL to attend the All-State Chorus concert on January 15 - 17, 2026.

**Attachments:** [All State Chorus SB letter](#)  
[All State Chorus TDL](#)  
[updated Chorus parent permission](#)  
[All State Chorus budget](#)

22. [26-3458](#) Approve overnight travel for Weeki Wachee High School FBLA to Orlando, FL to attend the FBLA State Leadership Conference from March 12, 2026 to March 16, 2026.

**Attachments:** [FBLA SB letter](#)  
[FBLA TDLs](#)  
[FBLA budget](#)

23. [26-3459](#) Approve overnight field trip for Weeki Wachee High School Digital Video Technology class to Tampa, FL to attend the Student Television Network Convention from Feb 28, 2026 to March 3, 2026.

**Attachments:** [DVT SB letter](#)  
[DVT TDLs](#)  
[updated DVT parent permission](#)  
[DVT budget](#)

24. [26-3469](#) Approve an out of state trip for Central High School HVAC Instructor to attend AHR Expo in Las Vegas, Nevada, from February 3 through 6, 2026.

**Attachments:** [CHS - LOA Waterman 020326](#)  
[CHS -Budget Sheet Waterman 020326 - 2](#)

26. [26-3487](#) Approve the overnight field trip for the Hernando High School Competitive Cheer Team to attend the National High School Cheer Championship at the ESPN Wide World of Sports Center, Kissimmee, FL

**Attachments:** [Budget Sheet](#)

27. [26-3489](#) Approve an overnight field trip for Weeki Wachee High School Wrestling to Lake Mary, FL to compete at the Tournament of Champions on Jan 2, 2026-Jan 3, 2026.

**Attachments:** [Wrestling SB letter](#)  
[Wrestling Jan TDLs](#)  
[Wrestling Jan Budget](#)

28. [26-3490](#) Approve overnight in state field trip for Weeki Wachee High School Wrestling to Tallahassee, FL to compete at the Capital City Classic from Feb 6, 2026 - Feb 7, 2026.

**Attachments:** [Wrestling SB letter](#)  
[Wrestling TDLs Feb](#)  
[Wrestling Feb budget](#)

#### All Other Business Services Agenda Items

31. [26-3409](#) Approval of the annual step increase for Confidential employees and the increase to the Board's contribution towards employee health insurance premiums.

**Attachments:** [Budget Sheet - CONF Step & INS](#)

32. [26-3444](#) Approve and Authorize the Execution of the Disclosure Statement and Account Maintenance Form by the Board Chairperson and the Superintendent on the Florida Prime Bank Account.

**Attachments:** [FL Prime Acct Maintenance Form](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

33. [26-3445](#) Approve and Authorize the Execution of the Deposit Account Resolution and Signature Card by the Board Chairperson and the Superintendent to update Authorized Signers on Four (4) Truist Bank Accounts.

**Attachments:** [Resolution HERNANDO COUNTY SCHOOL BOARD 2025.11.21](#)  
[SignCard HERNANDO COUNTY SCHOOL BOARD Redacted Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

34. [26-3446](#) Approve and Authorize the Execution of the Business Account Card and Authorization Designation form by the Board Chairperson and the Superintendent to update authorized signers with Suncoast Credit Union.

**Attachments:** [Business Account Card](#)  
[Authorization Designation](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

35. [26-3483](#) Approve Fiscal Year 2025-2026 Budget Amendment No.1 for the Quarter Ending September 30, 2025

**Attachments:** [26 GF BA 1](#)  
[26 DSF BA 1](#)  
[25 CPF BA 1](#)  
[25 FSF BA 1](#)  
[25 SRF BA 1](#)  
[25 ESSER III BA 1](#)

#### All Other Support Operations Agenda Items

36. [26-3330](#) Approval of the Proportionate Share Mitigation Agreement with Milkaway Farms.

**Attachments:** [26-3330 MAF Prop Share Agreement OWNER SIGNED](#)  
[26-3330 Budget Sheet NO Financial Impact](#)

37. [26-3463](#) Approval of the Proportionate Share Mitigation Agreement with Pointe Grand at Spring Hill.

**Attachments:** [26-3463 Pointe Grand PSMA OWNER SIGNED](#)  
[26-3463 Budget Sheet NO Financial Impact](#)

#### All Other Purchase Order/Bid Agenda Items

38. [26-3338](#) Approve the renewal of Bid No. 24-630-07 RN: Paint Products & Sundry Items, awarded to The Sherwin Williams Company, and authorize the purchase of goods, on an as-needed basis, for an estimated annual spending of \$70,000.00.

**Attachments:** [24-630-07 RN Paint and Paint Products \(10-07-25\)](#)  
[Budget Sheet Paint](#)

39. [26-3356](#) Approve the piggyback of the Kissimmee Utility Authority (KUA), RFP No. 21-040-VS: Banking Services, awarded to Regions Bank and approve the piggyback agreement with Regions Bank for the District Visa Card Program for an estimated \$70,000.00 in Visa Card rebates.

**Attachments:** [26-946-26 PB Banking Services \(12-09-25\)](#)  
[Addendum \(CM\) Signed](#)  
[Attachment A - HCSB Regions Bank Piggy Back \(CM\) Signed](#)  
[Exhibit IV -Revenue Share for Hernando County School 2026 \(CM\) Signed](#)  
[Budget Sheet](#)

40. [26-3380](#) Approve contract services with Caissa K12, a student recruitment campaign initiative for the period of one (1) year and authorize the performance-based fee of \$935 per qualifying student.

**Attachments:** [Caissa k12 Stamp](#)  
[CAISSA K12 Student Data Privacy Agreement](#)  
[State of Florida Affidavit Regarding the Use of Coercion for Labor and Services](#)  
[Foreign Country of Concern Attestation \(PUR 1355\)](#)  
[Standard Addendum to Agreement with the Hernando County School Board](#)  
[Budget Sheet - No Financial Impact](#)  
[12-09-25 Meeting Handout L. Copley 40.26-3380](#)

41. [26-3396](#) Approve the renewal of the piggyback of OMNIA Partners, Region XIV Education Service Center bid RFP No. 45-22, Technology Solutions, Products and Services awarded to Bluum USA, Inc and authorize the purchase of goods and services for an estimated annual spending of \$100,000.00.

**Attachments:** [26-3396 - Tabulation](#)  
[26-3396 - Budget Sheet](#)

42. [26-3402](#) Approval to Reject all Proposals for RFP No. 26-918-08: Comprehensive Educational Facilities Plan.

**Attachments:** [26-3402 Intent to Reject](#)  
[26-3402 Budget Sheet NO Financial Impact](#)

43. [26-3406](#) Approve the renewal of Bid No. 22-450-12 RA RN Architectural and Access Control Hardware, awarded to multiple vendors and authorize the purchases for an estimated annual spending of \$600,000.00.

**Attachments:** [22-450-12 RA RN Architectural and Access Control Hardware \(12-9-2025\)](#)  
[Architectural and Access Control hardware Budget sheet \(1\)](#)

44. [26-3412](#) Approve the renewal of the piggyback of Hillsborough County Public Schools RFP #22012-MST-KJ, Elevator and Wheelchair Lift Preventative Maintenance, Repair and Upgrades, awarded to Oracle Elevator for the elevator and wheelchair lift preventative maintenance, repair and upgrades, and authorize purchases for an estimated annual amount of \$55,000.00.

**Attachments:** [23-295-16 PB RN Elevator and Wheelchair \(12-09-25\)](#)  
[Budget sheet- Elevator and Wheelchair Lift Preventive Maintenance](#)

45. [26-3440](#) Approve the renewal of bid no.22-934-29 RN: Irrigation Installation, Maintenance, Repairs and Services to AJ's Sprinkler & Pump Services, Inc. for Irrigation goods and services and authorize the purchase of services for an estimated annual spending of \$50,000.00.

**Attachments:** [22-934-29 RN Irrigation Installation & Maintenance \(12-09-2025\)](#)  
[Budget sheet - AJ's](#)

46. [26-3442](#) Approve the purchase of Microsoft licensing from CDW-G and authorize the issuance of a Purchase Order for \$214,903.02.

**Attachments:** [CDW - Bid](#)  
[26-3442 - Budget Sheet](#)

47. [26-3443](#) Approve the Professional Service Agreement (PSA) and piggyback of Charlotte County Public Schools, RFQu No. 22/23-23 MP: Building Code Administrator, awarded to M.T. Causley, LLC., for building code official services, and authorize the purchase of said services for an estimated annual amount of \$150,000.00.

**Attachments:** [26-3443 Building Code Administrator 26-961-22 PB & PSA with Attachments](#)  
[26-3443 Budget Sheet Building Code Official](#)

49. [26-3467](#) Award Bid No. 26-380-13: Milk, Dairy & Juice Products awarded to TG Lee Dairy and M&B Products with an estimated annual expenditure of \$1,500,000.00.

**Attachments:** [Milk, Dairy and Juice Agenda Item](#)  
[Milk, Dairy and Juice Budget Sheet](#)

50. [26-3468](#) Approve the purchase of contracted services from Kagan Publishing and Professional Development for a total of 9 workshop sessions, to include Cooperative Learning (1-day for Brooksville Elementary, JD Floyd Elementary, DS Parrott Middle, Deltona Elementary, and Moton Elementary) and Brain Friendly Teaching (1-day for Brooksville Elementary, JD Floyd Elementary, DS Parrott Middle, and Deltona Elementary), along with course materials. These will be purchased using available funds from the Comprehensive Support Grant for a total of \$77,222.00. This purchase will be contingent upon the approval of the Comprehensive Support Grant.

**Attachments:** [Kagan Quote](#)

[Affidavit Regarding the Use of Coercion for Labor and Services - Customer #187920](#)

[Federal Terms & Conditions for Contracts - Customer 187920 \(1\)](#)

[PUR Kagan](#)

[Sole Source - KPD](#)

[Kagan Budget Sheet](#)

51. [26-3471](#) Approve the Guaranteed Maximum Price Amendment to the contract with Wharton-Smith, Inc., for construction goods and services for Remodeling Building 4 & 6 for Eastside Elementary School and authorize the purchase of construction goods and services for \$5,652,947.00 using half-cent funds.

**Attachments:** [26-3471 HCSD EES Reno GMP WSI Signed](#)

[26-3471 Budget Sheet EES Reno GMP](#)

52. [26-3475](#) Approve the piggyback of the Sourcewell Cooperative Purchasing Solutions, RFP No. 020923/Contract No. 020923-GNR: Portable Construction Equipment with Related Accessories and Attachments, awarded to Generac Power System, Inc., and authorize purchases for an estimated annual amount of \$350,000.00.

**Attachments:** [26-3475 Portable Construction Equipment 26-936-28 PB](#)

[26-3475 Budget Sheet Portable Construction Equipment](#)

53. [26-3476](#) Approve the piggyback of the State of Florida, Department of Management Services, ACS Contract No. 55000000-23-NY-ACS, Books, Serials, Databases, and Library Resource Management Products, awarded to multiple vendors and authorize the purchase of goods and services for an estimated annual amount of \$55,000.00

**Attachments:** [26-998-30 PB Library Resources \(12-09-25\)](#)

[Budget Sheet](#)

54. [26-3482](#) Approve the renewal of the Piggyback of the Pennsylvania Education Purchasing Program (PEPPM) Cooperative Purchasing Contract, Bid No. 535802/Contract No. 535802-001: Hardware, Software, Related Services and Other Branded Products, awarded to Apple, Inc. Education and authorize the purchase of the goods and services for an estimated annual amount of \$100,000.00.

**Attachments:** [26-3482 Tabulation](#)

[26-3482 Budget Sheet](#)

55. [26-3485](#) Approve the renewal of Bid No. 24-207-09 RN, Toner Cartridges & Drum Kits-New & Refurbished/Remanufactured, awarded to multiple vendors and authorize the purchase of toner cartridges & drum kits as needed, district-wide for an estimated annual spending of \$220,000.00.

**Attachments:** [26-3485 Tabulation](#)  
[26-3485 Budget Sheet](#)

56. [26-3486](#) Approve the renewal of Sophos Central Intercept X Advanced Subscription License and related services from CDW-G and authorize the issuance of a purchase order for the amount of \$237,790.00.

**Attachments:** [CDW - Bid](#)  
[26-3486 Budget Sheet](#)

#### All Other School Board Agenda Items

57. [26-3474](#) Approval Requested for out of county travel for School Board Member(s) to attend the FSBA 39th Annual Day in the Legislature January 28-29, 2025 in Tallahassee, FL that may exceed \$500 per Board Member.

**Attachments:** [Day in the Legislature 2026 Tentative Agenda](#)  
[FSBA 39th Annual Day in the Legislature- Cost Breakdown](#)  
[FSBA 39th Annual Day in the Legislature Budget Sheet](#)

#### ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

25. [26-3472](#) Approval of the Memorandum of Agreement (MOA) Between the University of Florida Board of Trustees, for the Benefit of Lastinger Center of Learning, and Hernando County School District to Participate in the Florida Tutoring Advantage Program

**Attachments:** [HCSB MOA Lastinger Khan Stamped](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

**RESULT:** **ADOPTED**

**MOVER:** Mark Johnson

**SECONDER:** Susan Duval

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

*This item was pulled by Mr. Johnson. John Morris, Director of Secondary Programs came forward to answer questions addressed by the board. It was stated that there is no financial impact for this item.*

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29. [26-3407](#) Ratify changes to the contract between the Hernando Classroom Teachers Association and the Hernando School District.

**Attachments:** [TA#1 - Article XVI Insurance](#)  
[MOU Split Classes](#)  
[MOU Referendum Supplements](#)  
[MOU Title I](#)  
[MOU - Certified School Counselor Scholarship](#)  
[MOU - ATS Scholarship](#)  
[Budget Sheet - HCTA Health Ins](#)

**RESULT:** **ADOPTED**

**MOVER:** Susan Duval

**SECONDER:** Michelle Bonczek

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

*This item was pulled by Mr. Johnson for discussion. Mr. Johnson stated that he believes that they should not be approving half of a contract without the other half.*

30. [26-3408](#) Ratify changes to the contract between Hernando United School Workers and the Hernando County School District.

**Attachments:** [HUSW - Signed TAs 1-8 & MOU](#)  
[Budget Sheet - HUSW Step & INS](#)

**RESULT:** **ADOPTED**

**MOVER:** Mark Johnson

**SECONDER:** Susan Duval

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

*This item was pulled by Mr. Johnson for discussion.*

48. [26-3462](#) Approve the piggyback of Choice Partners, Contract No. 24/023TC-23: Maintenance, Repair & Operations (MRO) Parts, Equipment and Related Services, awarded to Parts Town, LLC. for an estimated annual expenditure of \$55,000.

**Attachments:** [BID 26-968-27 PB Choice Partners](#)  
[FNS Budget Sheet Parts Town](#)  
[Maintenance Budget Sheet Parts Town](#)

**RESULT:** **ADOPTED**

**MOVER:** Susan Duval

**SECONDER:** Michelle Bonczek

**AYES:** Hawkins, Rodriguez, Bonczek, Duval, Johnson

*This item was pulled in error by Mr. Johnson.*

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## ADDENDUM ITEMS

**CITIZEN INPUT ON GENERAL TOPICS (PINK SPEAKER FORMS)**

58. [26-3498](#) 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 Clean 031424](#)

*Mr. Meyers read the instructions for this item. The following citizens came forward to speak: Gracie Mulrooney; Kimberly Mulrooney; Holly Record; and Kathleen Robinson. Ms. Robinson invited the board to the Annual Recognition Ceremony - Garden on December 16th at 10 A.M.*

**INFORMATIONAL AGENDA ITEMS**

59. [26-3473](#) Deductive Change Order 002 to the contract with Williams Company Tampa for New Classroom & Cafeteria Buildings for Eastside Elementary School is provided for the Board's information. No board action is required.

**Attachments:** [26-3473 Change Order 002 EES Classroom & Cafeteria ODP](#)  
[26-3473 Budget Sheet NO Financial Impact](#)

**GENERAL COUNSEL**

*Mr. Meyers stated that under Chapter 286.011 of the Florida Statutes, he is calling an attorney-client session to discuss strategy and settlement for pending litigation for the case Kerry Thornton against the district. The session will be held on January 13, 2026 at 4 PM for approximately one (1) hour. Board members will be present, along with the Superintendent, Staff Counsel, outside counsel and a court reporter.*

**SCHOOL BOARD COMMENTS**

*Board members and the Superintendent made various closing comments and wished everyone a happy and safe holiday.*

**ADJOURNMENT**

*The meeting was adjourned at 8:07 P.M.*

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**Superintendent**

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**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.

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# Hernando School District

## School Board Regular Meeting

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**Agenda Item #** 4. 26-3432

1/13/2026

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### **Title and Board Action Requested**

Public Hearing and Final Approval of the Hernando County Schools Volunteer Handbook. This item received tentative approval at the December 9, 2025 Workshop.

### **Executive Summary**

The Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board approve the changes to the volunteer handbook that received tentative approval at the December 9, 2025 Workshop.

### **My Contact**

Angel Pagan  
Director of Safe Schools  
pagan\_a3@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.



**HERNANDO**  
**SCHOOL DISTRICT**  
Learn it. Love it. Live it.

# VOLUNTEER HANDBOOK

Guidelines, Resources &  
Information for Volunteers

Volunteers in Education  
Hernando County School District

# TABLE OF CONTENTS

Who is a School Volunteer? .....	3
Roles and Responsibilities .....	3
Volunteers in Schools: Benefits for Everyone .....	4
Getting Started .....	5
School Procedures .....	5
State and District Rules .....	8
Making the Right Match .....	9
Sample Volunteer Duties .....	10
Important Volunteer Guidelines .....	12
<u>Safety Guidelines</u> .....	<u>13</u>
<u>Important Points to Remember</u> .....	<u>13</u>
<u>Helping Students Learn</u> .....	<u>14</u>
<u>Volunteers Bill of Rights</u> .....	<u>15</u>
<u>PRIDE—Goals for a School Volunteer</u> .....	<u>15</u>
FAQs .....	16
Volunteer Checklist .....	17
<u>Notes for Volunteering</u> .....	<u>18</u>
<u>Mailing Address for Volunteer Payment</u> .....	<u>19</u>

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## ***Who is a School Volunteer?***

A school volunteer is a person willing to take time to share wisdom and experience with those on the threshold of the future. A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of teachers and school staff.

According to [Florida Statute 1012.01 \(5\)](#) – “A school volunteer is any nonpaid person who may be appointed by a district school board or its designee. School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.”

Occasionally it can be difficult to decide if an individual falls into the classification of a school volunteer. A school volunteer usually meets all of the following criteria:

1. The individual will provide a service to the school.
2. The individual will NOT be compensated monetarily by the school district.
3. The individual will be providing volunteer service for more than one day at any one site (except for chaperones).

The individual may have access to students while performing the service.

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## ***Roles and Responsibilities***

**At the District** – The District’s Office of Safe Schools has responsibility to ensure registered volunteers are screened for eligibility. All volunteer applicants will be entered into the district’s visitor/volunteer management system. Staff from the Office of Safe Schools will indicate through the visitor management system whether a volunteer applicant is approved. A volunteer should have their hard badge in order to begin volunteering. Applicants are emailed their approval by the visitor/volunteer management system.

**•Responsibilities for district-wide volunteer coordination include but may not be limited to:**

- Arranging and providing orientation and training workshops,
- Speaking to community groups to recruit community volunteers,
- Placing community volunteers,
- Supporting school-based coordinators in developing and maintaining school volunteer programs,
- Coordinating county-level recognition events,
- Entering status confirmation for volunteer status into volunteer management software, and
- Surveying schools annually on volunteer needs and effectiveness of the volunteer program

**At the School** - Each school's volunteer program is individualized to meet the needs of the students and teachers at the school. In cooperation with the principal, the school's volunteer coordinator directs the school's volunteer program. Many schools have both a staff contact and a volunteer who work jointly to coordinate the program.

**Responsibilities of the school-based Volunteer Coordinator include but may not be limited to:**

- Surveying needs of teachers,
- Recruiting and ensuring volunteers are registered - especially parents,
- Arranging for orientation and training,
- Placing volunteers by matching their skills/interests to job assignments,
- Serving as a resource for volunteers,
- Keeping accurate records of volunteer applications and service hours, and
- Coordinating school recognition events for volunteers.

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## ***Volunteers in Schools: Benefits for Everyone***

**The volunteer gains:**



- Personal satisfaction from helping children learn,
- Opportunities to learn new skills, polish old ones,
- Knowledge and understanding of Hernando County Schools, and
- Work experience that may lead to a future career.

**The student gains:**

- Additional individual attention,
- An accepting atmosphere for reinforced learning,
- A chance to succeed, thus building better self-esteem, and
- A warm and caring adult who is a ~~friend~~ and role model.

**The school gains:**

- Positive interaction with the community,
- Improved student achievement and behavior,
- Additional services without extra costs, and
- Increased community understanding and support.

**The Hernando County community gains:**

- Better-educated students, and
- Greater confidence in the educational system.

## Getting Started

If you are not yet a volunteer in our schools, please go to our district website at [www.hernandoschools.org](http://www.hernandoschools.org) and fill out an application to volunteer. You may also contact a school directly and ask to speak with the school's Volunteer Coordinator. After you have been cleared to volunteer, the School Volunteer Coordinator will provide you with each individual school's policy and procedure at the school. Sometimes schools can vary depending the need of volunteers. Applications are processed by a third-party vendor, and take a minimum of 3-5 business days to process. We do not have the ability to expedite applications.



## School Procedures

Each school has specific information for the volunteer to learn. Volunteers need to know ~~emergency drill~~ procedures, restroom locations, school dress code, rules about smoking, parking areas, absence procedures, ~~the location of the VIE sign-in computer and name tags~~, the opening and closing times of the school, the eating facilities, rules about the use of cell phones, ~~safety procedures such as Crisis Go~~ and general regulations in the school.

### Volunteer Applications



All volunteer applicants, including field trip chaperones, must complete the on-line web-based *Application to Volunteer* and wait for clearance **PRIOR** to volunteering or chaperoning. The application needs to be completed accurately and in its entirety. A criminal background check is performed to maximize the safety of our students and to meet Florida legal requirements. When HCSD employees plan to volunteer, e.g. as a chaperone at an event or on a field trip, they should also complete a volunteer application. *HCSD employees remain under the expectations and authority of the Staff Handbook while chaperoning events.*

In meeting the criteria of [Florida Statute 943.04351](#), ALL volunteers must be cleared through Hernando County School District Office of Safe Schools prior to being placed or beginning service in a volunteer capacity. Each individual whose criminal background screening would make them **ineligible for employment** with the Hernando County School District **will be ineligible** to volunteer in **any** District or Charter school in **any** capacity. ~~Any volunteer whose background screening contains arrest history but would be eligible for employment with the district will be subject to further screening by the District Safety Team and require the approval of the school's principal AND the District Safety Team prior to approval as a volunteer.~~ An email will notify volunteers when their application status has been approved.

### Annual Renewal Requirements

Applications **MUST** be completed annually ~~or renewed in the allotted time frame. The fee will be \$19.95 for~~ **A fee will be collected by Safe Hiring Solutions** for Level I volunteers which will cover the national background check, ~~real time arrest monitoring and notification as well as identification badge provision. An additional fee will be collected to cover real-time arrest monitoring and notification, as well as the identification badge once the application is approved. The annual application renewal fee for Level II Volunteers will be \$56.75 for Year One with an applications renewal fee of \$15-\$20 which covers maintaining their fingerprints in the Florida Department of Law Enforcement database and the volunteer identification badge.~~

Employee volunteers and student volunteers will not have a fee requirement to volunteer. Volunteer applications ~~will be purged annually on the last day of the school year. expires June 30th of each year.~~ The on-line web application will be available for each school year from July 1 - ~~April 15~~ **May 15** on the Hernando County School District website ([hernandoschools.org](http://hernandoschools.org)). ~~However, applications submitted after April 15 of any school year will not be processed~~

~~until after July 1 for the following school year. The website will not be open from May 15-June 30. Individuals must will remit the fee to cover their renewal at least 1 month prior to their volunteer anniversary during the open renewal period to keep their volunteer status active. Volunteers who let their application lapse will be required to initiate a new volunteer application.~~

## **Health Regulations**

*Please do not come to school if you are ill.* This includes a fever, cold, sore throat, or cough. You may think you are leaving the teacher shorthanded, and you may want to volunteer even though you are not well, but doing so is not good for you, the children, or the teacher. Please ~~call the school and leave a message for~~ ~~inform~~ the teacher when you have an unforeseen absence. Children learn by example, and we ask that you, as a role model, use good health habits when you are at school.

## **Attendance**

Punctuality and reliability are expected since students are counting on you. Please inform teachers in advance of planned absences and call the school for unforeseen absences. Students will be disappointed you cannot come, but will be reassured that you cared enough to call.

## **Appearance and Manner**

Volunteers should be well groomed and dress professionally. Hats, short skirts and shorts, exposed midriffs, low cut blouses, and inappropriate graphics/language on t-shirts are not allowable for students, let alone volunteers. If you are not sure how you should dress, please ask the teacher, ~~your supervisor~~, or your volunteer coordinator. Volunteers should set a good example for students by maintaining professional conduct at all times

## **Volunteer Behavior on Field Trips**

When volunteers are chaperoning a class and/or field trip there is to be no inappropriate language, drinking nor smoking/vaping. Volunteers are to stay with their assigned groups. The purpose of volunteers being present is to ensure the safety and well-being of the students. It is the goal of all involved that our students to enjoy field trips and feel safe. Students on the trip as well as volunteer chaperones may not get to do all the things that they want to do if the entire group doesn't agree or time is short. Volunteers must follow all the directions given by the school and/or teacher. Failure to follow directions may result in disqualification from volunteering for a limited time up to permanent disqualification as a volunteer at any site. No exceptions will be made for not following the rules of the school or the volunteer handbook.

## **Confidentiality**

Volunteers must maintain strict confidentiality concerning information they learn about students or faculty. Information about students should be kept between the volunteer and the teacher. A misplaced comment can be devastating to a student, the family and/or the volunteer program. If questions or concerns arise, the volunteer can talk with the volunteer coordinator, teacher, guidance counselor or the principal.

### **Sign In/Out and Wear a**

~~Nametag~~**Badge**

When volunteering always:

1. Report to the school's front office.
2. ~~Sign in and out in the volunteer computer.~~
3. Wear volunteer nametag. Safeguarding our students and maintaining campus security is of utmost importance.

## Information to Remember

- Volunteers who have been approved and follow the ~~school's sign-in~~ procedures (**sign in**) are covered by School District liability policies while volunteering.
- Some outside companies may consider verified volunteer service as work experience for employment.
- Individual volunteers ~~will~~ **may** be recognized for their dedication and service to Hernando County schools. The record of volunteer attendance is one basis for consideration of these awards.
- State awards are granted to schools who log a designated number of volunteer hours per enrolled student.

## Orientation

Hernando County School District designates volunteers as Level I or Level II. Level I volunteers must remain under the supervision of an employee of the district at all times while working with or in the presence of students. For example, a Level I volunteer in the media center may not work with students on a project in the media center if the media specialist or another employee is not present. The volunteer could work in the media center alone if no students are present.

A Level II volunteer ~~has been cleared to work with students without being directly supervised by an employee of the school district. For example, a Level II volunteer could run the concession stand at an athletic event with students present while no paid employee of the district is in the immediate vicinity. Conversely, a Level I volunteer would not be allowed to directly supervise those students. A Level I volunteer would require a paid Hernando County School District employee to be present.~~

~~Every volunteer (Level I and Level II volunteer) requires orientation to school procedures, e.g., sign-in/out procedures, school layout, expectations for behavior, school safety procedures for fire drill, active assailant drill, etc. This session will be conducted by the school-based volunteer coordinator. Volunteers should sign the volunteer checklist indicating they have received the school-level orientation annually.~~ is an individual who has completed fingerprinting for an in-depth background check and is interested in one-on-one student contact such as tutoring, mentoring, field trip chaperone or coaching.

~~Level II Volunteer Mentors and Tutors are required to attend an informational orientation session. If a Level II volunteer is unable to attend this session when scheduled, contact the district volunteer coordinator and every effort will be made to provide another training opportunity.~~ Volunteers at either level are not allowed to instruct, discipline, or replace a member of the school staff at any time. Volunteers at both levels should be under supervision of a District employee while interacting with students, unless it is a rare occasion such as a field trip.

Every volunteer (Level I and Level II) should meet with the school's volunteer coordinator to discuss school procedures, e.g., sign-in/out procedures, school layout, expectations for behavior, school safety procedures, etc. This session will be completed by the school volunteer coordinator. Volunteers should sign a log indicating they have received the school-level orientation annually. The checklist will be kept by the school.

## Reporting Volunteer Hours

Please be sure to report to the school your completed volunteer hours. Volunteers who check into and out of school on the visitor/volunteer management system will have their volunteer hour captured automatically. Volunteers who fail to check out will be awarded no more than 1 hour for the day in which volunteer services were provided. Report all hours that you provide as a service to the school, including work done at home for the school. When making a decision as to what constitutes volunteer service, the hours must be completed while providing nonpaid service to the school, not while attending a PTA meeting or school event (ex: Open House, school play, athletic event, etc.).

## ***State and District Rules***

### **FL Statute 39.201**

Florida Statute 39.201 (1)(a) states: “Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

How do you make a report? Call the Florida Abuse Hotline (1-800-96ABUSE or 1-800-962-2873) of the Department of Children and Families. A volunteer should also report to their school administrator that they have made such a report. Additional information can be obtained at the Department of Children and Families website: [www.dcf.state.fl.us/abuse](http://www.dcf.state.fl.us/abuse).

### **Florida Statute 943.04351**

This statute mandates the “search of registration information regarding sexual predators and sexual offenders prior to appointment or employment.” See [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm).

### **Florida Statute 768.1355**

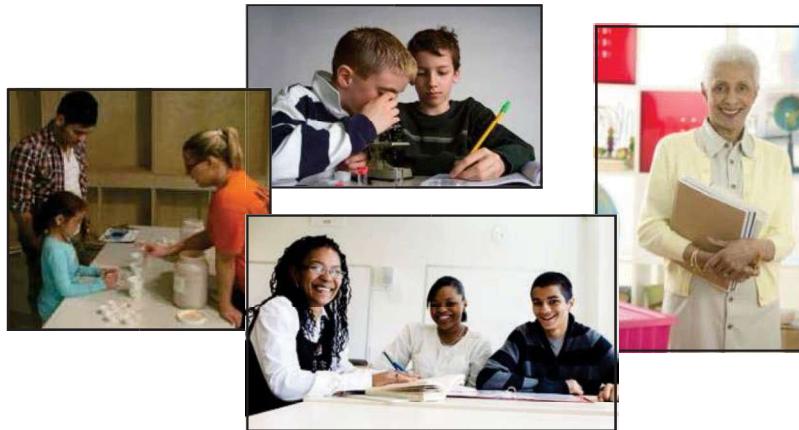
The Florida Volunteer Protection Act and can be viewed at [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm).

### **Administrative Rules 6A-1.070**

The Florida Board of Education's administrative rules regarding volunteers can be viewed at [www.flrules.org](http://www.flrules.org).

### **Policy Number po9200 Policy & Procedure Manual**

The School Board of Hernando County designates the *Volunteers in Education within the Office of Safe Schools* to be the official coordinating body for all school volunteers.



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## Making the Right Match

Whether preparing materials for a lab experiment, to cleaning lunch tables, or mentoring/tutoring a student one-on-one, there is a volunteer job to suit every person's background and interest.

~~Following is an overview of possible volunteer opportunities available within Hernando County Schools. All of these positions are not available on every school campus. Schools reserve the right to recruit volunteers only for job positions in need at their school. To help with the placement process, please consider the following:~~

- Would you like to work directly with students?
- Would you like to be a tutor or a classroom assistant, an office worker, motivator/mentor, or to work with exceptional students?
- Do you have special talents and/or skills that would benefit music, art, drama, physical education, or an extracurricular program?
- Would you prefer elementary, middle, or high school?
- How much time can you commit to volunteering?
- What days or hours do you prefer?
- Can you make a weekly commitment or are you only available occasionally?
- What experience do you have that would prepare you for your volunteer job? What is your motivation for volunteering?



## ***Sample Volunteer Duties***

### **Art Volunteer**

- ~~Works with small groups on special projects.~~
- ~~Helps teacher with preparations and clean-up.~~
- ~~Assists in designing and building stage sets for school performances.~~
- ~~Creates and/or makes costumes.~~



### **Chaplain (Level 2)**

- Provide support services to students at parent request
- Must follow procedures to apply & qualify under school chaplain program

### **Classroom Volunteer**

(Reading, ~~Basic~~ Math, English, Science, Social Studies, Electives)

- Uses flash cards to help students learn words, multiplication tables, and word sounds.
- Assists younger children with learning the alphabet, colors, numbers and in identifying letters, shapes, rhyming words, etc.
- Supervises learning centers, games, and other areas where an extra pair of hands are needed.
- Assists students with special projects.
- Assists students in academic work without evaluating.
- ~~Chaperones on field trips.~~
- Prepares bulletin boards or hands-on teaching materials.

### **Clerical Volunteer**

- Assists the support staff in the operation of our schools by working as a receptionist, typist, or file clerk.

### **Coaching Volunteer (Level 2 Required)**

- Attend and participate in practices, games/meets and tournaments.
- Implements program policies as set forth by the head coach and principal.
- Express a positive attitude at all times.
- Teaches competitiveness, sportsmanship and additional traits of positive character.
- ~~Issues uniforms to team members. Must complete the 5 free FHSAA mandated NFHS courses -see Athletic Director for details~~
- ~~Assist in supervision of all activities. Volunteer coach may facilitate drills/ skills and/or supervise a game or practice provided a supplemental coach working for the District or Athletic Director is present~~

### **Field Trip Chaperone**

- Assists teachers during field trips. **(Level 1)**
- Takes responsibility of a group of students assigned by the teacher.
- Specific chaperone guidelines are provided by the school.
- **An overnight chaperone is required to be a Level 2 volunteer**

### **Guidance Volunteer**

- ~~Works with small groups on special projects.~~
- ~~Files and organizes paperwork, assists with bulletin boards and special project decorations, generates certificates.~~
- ~~Tutors or mentors students.~~
- ~~Might become a career or special topic classroom presenter.~~

### **Clinic Volunteer**

- ~~Helps conduct health screenings.~~
- ~~Maintains health room logs and supplies.~~

#### **Horticultural/Agricultural Volunteer:**

- Assists agricultural or horticultural teachers.
- Helps special interest clubs with beautification projects.
- Works with FFA or gardening clubs.



#### **Junior Achievement Volunteer**

- Presents high quality, experienced-based economic, business and life skills presentations.
- Provides 5 lessons at elementary level; 5-8 lessons at middle/high level. Attends training provided by Junior Achievement of Central Florida, Inc.

#### **Media Center Volunteer**

- Responds to teachers' and students' requests for services.
- Works at the circulation desk; shelves books.
- Operates audio/visual equipment. Assists with book fairs.

#### **Music/Band Volunteer**

- Accompanies choral groups as a pianist.
- Works with small groups on special projects.
- Files and organizes music and uniforms.
- Travels with students to performances.
- Organizes fundraisers.



#### **Physical Education Volunteer**

- Helps the PE teacher with team games.
- Helps with field day events.

#### **School Advisory Council Volunteer**

- Serves on the school's advisory council through an election process.
- Develops strategies for improving areas of need.
- Participates in the development of the School Improvement Plan.

#### **STEAM Volunteer (elementary)**

- Helps students enhance their critical thinking skills using problems compiled by the Hernando County Schools' math department. Monitors a weekly math assignment.

#### **Tutor Volunteer (Level 2 Required)**

- Works with small groups to reinforce basic skills.
- Works at any grade level and in any subject area.
- Offers remedial help or reinforcement activities.
- May provide additional challenges to gifted students.



#### **Youth Motivator/Mentor Volunteer (Level 2 Required)**

- Works with an at-risk student needing extra support.
- Serves as a role model and advisor, helping the student understand how education will help him or her reach personal goals.
- Encourages school attendance; discourages tardiness.
- Attends a mentor training which provides an overview of the program and mentoring responsibilities/conduct.

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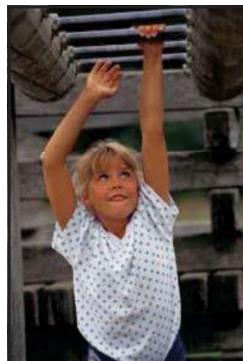
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## **Important Volunteer Guidelines**

### **When Working with Students, ~~Volunteers~~**

- **VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY** concerning information they see and hear about students and staff, *including students' grades, records, and abilities.*
- **Volunteers DO NOT discipline students.** Provide "instruction" to students regarding behavior. Report discipline problems to the teacher.
- **Level I & II Volunteers must always be supervised when working with students.** They may not supervise a classroom or give permission for a student to leave a classroom. These are the teacher's responsibilities.
- **Level II volunteers are allowed to participate in activities which may include one-on-one contact with students.** These activities may include mentoring, tutoring, volunteer coaching, chaperoning overnight field trips or chaperoning a group of students in a public setting.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time. Please turn cell phones off.
- Volunteers are not to bring preschool children into the classroom during instruction time. This presents a liability issue and is disruptive to the classroom.
- Volunteers should set a good example for students by their manner, appearance and behavior. They should be well groomed, appropriately dressed, and maintain professional conduct/language.
- Volunteers should be in good physical and mental health.
- Volunteers may not give any medication to students.
- Volunteers' comments should not be written on student papers.
- Volunteers should not laugh at or belittle student answers, or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Volunteers are assigned only to staff members who request their services.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteers may not take photographs, **videos or recordings** of students, unless permitted by a school administrator for a school project. Never post any student photographs or student information on social networks.
- **Volunteers should practice safety in the classroom and follow all the safety procedures for the school.**
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- **Volunteers who are hurt or involved in an accident while serving in a volunteer capacity should report the incident to the school office and complete an accident report immediately.**
- All volunteers must sign in/out and wear an identifying **nametag badge** while on a school campus.
- **When in doubt check in with the school principal/administration/teacher/guidance school counselor, etc.**

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## ***Safety Guidelines***

- Be aware of school playground regulations. Supervise climbing activities carefully.
- Certain materials need to be watched closely: scissors, saws and woodworking tools, sand (it can damage eyes), glass items, pointed objects (such as a math compass or knife), cooking utensils and pans.
- Do not allow a child to: use a paper cutter or adult scissors; handle hot dishes, pans, or ovens; move a pan containing hot grease or boiling water; remove pans from a stove.

### ***Remember:***

- Know and follow all of the school's safety rules.
- If an accident occurs, immediately notify a staff member.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedures.
- If you are hurt or involved in an accident while serving in your volunteer capacity, you should report the incident to the school office and complete an accident report immediately.

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## ***Important Points to Remember***

- A student's name is very important. Make sure you say and spell it correctly.
- Make sure your student knows and can pronounce your name. You might give the student a card with your name written on it.
- LISTEN! Show that you are interested in each student as a person. Listen carefully to what the student has to say.
- Students make mistakes. Assure them that this is part of learning.
- Build the student's self-confidence. Praise students honestly and frequently.
- Encourage students to feel, smell, taste, and listen as well as look at objects. Let students discover.
- Ask questions that may lead students to the answer instead of telling them the answer.
- Let students try new methods, even if you know an easier way.
- Give the students as much time as they need to understand new ideas. Be patient!
- Be reliable. Students will be disappointed when you are absent. Show you care by calling when you can't go to school when expected.
- Allow your own child the room to grow. Volunteer in a location other than your child's classroom.



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## ***Helping Students Learn***

### **Students Learn By:**

~~Doing - not by passive observing. Asking questions and searching for answers to their questions.~~

~~Discovering - using all their senses, whenever possible.~~

~~Experimenting - sorting and repeating experiences. Building confidence in themselves.~~

### **Communicating with Students:**

~~The following suggestions are provided to help you communicate with students to get positive results.~~

- ~~• Be sure the students understand what you're saying. We sometimes use words they do not comprehend.~~
- ~~• Keep your voice as low as possible. The students will get louder as your voice increases in volume.~~
- ~~• Instruct students as though you expect them to comply. Give sufficient warnings and time. Example: "Jason, in five minutes you'll need to stop painting and put your apron away."~~
- ~~• If students gain your attention and praise only when they behave, they will soon learn that you expect proper conduct.~~
- ~~• Positive statements greatly influence students' attitudes about themselves and contribute to their success-building experiences.~~

### **Some expressions to boost a student's self-image:**

~~"I like the way you're working."~~

~~"That's right! Good for you."~~

~~"That's quite an improvement."~~

~~"Good thinking."~~

~~"I'm very proud of the way you worked today."~~

~~"It looks like you put a lot of thinking into this."~~

~~"That's respectful behavior. Thank you!"~~



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## ***Volunteers' Bill of Rights***

~~A dedicated school volunteer has the right to:~~

- ~~• The right to be treated as a co-worker, not just as free help or as a once-in-a-while convenience.~~
- ~~• The right to a suitable assignment, with consideration for personal preference, temperament, life experience, education, and employment background.~~
- ~~• The right to know as much about the organization as possible: its policies, its people, and its programs.~~
- ~~• The right to training for the job, thoughtfully planned and effectively presented.~~
- ~~• The right to sound guidance and direction through pre-service orientation and in-service training.~~
- ~~• The right to continued exposure to information about new developments.~~
- ~~• The right to a convenient place to work, conducive to work, and worthy of the job to be done.~~
- ~~• The right to a variety of experiences, the periodic transfer from one activity to another, and the opportunity to perform special assignments.~~
- ~~• The right to be heard, to have a part in planning, to feel free to make suggestions, and to ask questions and get answers.~~
- ~~• The right to recognition in the form of awards and through day by-day expressions of appreciation.~~

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## ***Take PRIDE in Volunteering***

~~Provide~~ individual educational assistance to students.

~~Relieve~~ the teacher of some non-instructional tasks and duties.

~~Improve~~ students' self-worth by increasing the opportunity for educational achievement.

~~Demonstrate~~ community interest, concern, and support for the educational system.

~~Enhance~~ all aspects of the educational process and enrich the curriculum.

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## **Frequently Asked Questions**

### **How do I become a volunteer?**

~~You may contact the Volunteer Coordinator at the desired school or call the Office of Safe Schools' Volunteer Department at 797-7233. Or you may complete an On-Line Application to Volunteer. List your skills, interests, preferred school, and type of volunteer placement. Volunteer applications are only available online for everyone except students. Your volunteer application process begins with our volunteer Level I application available under Safe Schools at [www.hernandoschools.org](http://www.hernandoschools.org). Applicants may not be placed in a volunteer position prior to clearance from the Volunteer Department. The on-line web application will inform you when your application has been processed and cleared. Please share your volunteer interests with the coordinator at the school.~~

### **I do not have teaching experience. Can I still volunteer?**

Yes! A teaching background is not required since volunteers work under the direction of the school staff.

### **How do I find out which volunteer services are needed?**

Each school has a volunteer coordinator who will assist you in your placement. Some schools hold informative orientations which explain the opportunities available and the volunteer program. Your volunteer assignment is determined by your skills, interests, and preferences, as well as by the needs of individual schools and teachers.

### **I'd like to volunteer, but I can't offer my services on a regular basis. Can I still volunteer?**

Yes! You may volunteer on special school projects or doing activities with PTA/PTSA/PTO. While the meetings are not considered volunteer time, any activities on behalf of the school will count toward the annual volunteer hours. The time commitment will depend on the specific project. Another possibility is to arrange to take volunteer work home to complete at your convenience.

### **I would like to volunteer, but I have a preschool child. Can I bring my child with me?**

No. Taking preschool children with you to school presents a liability problem for the school. In addition, having a very young child in a classroom interrupts class procedures, disrupts the students, and prevents the volunteer from giving full attention to the work the teacher has prepared. However, you can still help the school by making arrangements to do work at home.

### **May I choose the teacher with whom I want to work?**

Volunteers are placed only in classrooms where teachers have specifically requested assistance.

### **Suppose I don't feel qualified to perform the assignment I have agreed to undertake?**

Feel free to say so. Remember, there are many different jobs. Talk to your teacher/supervisor or volunteer coordinator for possible reassignment. ~~You may also call the district office for placement at a different school.~~

### **What do I do about discipline?**

Disciplinary action is the responsibility of the teachers and school staff. *Volunteers do not enforce discipline.* Immediately notify the teacher if there is a discipline problem.

### **My friends and neighbors will ask me about school. What may I say?**

We want you to talk about our schools and your school involvement. But you may have access to "privileged" information, which must be treated as confidential. Privileged information is important school business and must never be discussed outside of the school. Also, remember that criticizing school personnel and school practices are not acceptable. In school, you are a professional working with other professionals.

## VOLUNTEER CHECKLIST



### I have:

- talked with the school's volunteer coordinator.
- completed an *On-Line Application to Volunteer*.
- waited for my application to be processed and cleared prior to volunteering.
- participated in an orientation/training session.
- been assigned to a teacher or a supervisor of the project / activity.
- a specific place and time to work.

### I know:

- the school layout, parking, and facilities available.
- the school/classroom discipline policy.
- classroom policies, procedures, and rules.
- fire and other drill procedures and safety rules.
- where and when to report to work.
- ~~where the sign-in book/computer and name badges are located.~~
- what to do if I must be absent.
- what to do if I am working with a substitute teacher.
- where instructional materials/tools are kept.
- what is expected of me

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Signature of Volunteer

(Keep copy on file with Background Screening Acknowledgement form.)

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Date



[remove photo](#)

## Notes for Volunteering

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### SCHOOL INFORMATION

School \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Principal \_\_\_\_\_  
Assistant Principal(s) \_\_\_\_\_  
Secretary \_\_\_\_\_  
Guidance Counselor \_\_\_\_\_  
PTA/PTO President \_\_\_\_\_  
School Advisory Council Chairperson \_\_\_\_\_

### PROCEDURES

Fire drills \_\_\_\_\_  
Secured Campus/Lockdown drills \_\_\_\_\_  
Dress code \_\_\_\_\_  
Opening/closing time \_\_\_\_\_  
Location of sign-in book & nametags \_\_\_\_\_  
Parking \_\_\_\_\_  
Who to call when you are absent \_\_\_\_\_  
Eating at the school \_\_\_\_\_

### COORDINATORS

Staff Contact \_\_\_\_\_  
Volunteer Coordinator \_\_\_\_\_

### YOUR VOLUNTEER ASSIGNMENT

Teacher's/Supervisor's Name \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Phone number at school: \_\_\_\_\_  
Room/Days/Times \_\_\_\_\_  
Date to begin \_\_\_\_\_

# Hernando County School District

Learn it. Love it. Live it.

## School Board Members

Mrs. Linda Preseott, Kayce Hawkins ,Chair

Mr. Gus Guadagnino, Shannon Rodriguez ,Vice Chair

Ms. Susan Duval

Mrs. Kay Hatch Mark Johnson

Mr. Jimmy Lodata Michelle Bonczek

**Superintendent of Schools** Mr. John Stratton Ray  
Pinder

## Director of Safe Schools

Ms. Jill Renihan Mr. Angel Pagan

## Assistant Directors of Safe Schools

Mr. Brett Scroggins and Mrs. Jodi Slone

## District Volunteer Liaison

Ms. Beverly Drew Jae Figueroa-Torres

Address: Office of Safe Schools

275 Oak 801 N Broad  
Street Brooksville, FL  
34601 (352) 797-7233  
Ext. 468 484



# VOLUNTEER HANDBOOK

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*Guidelines, Resources & Information*

*For Volunteers*

*Volunteers in Education*

*Hernando County School District*

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## Table of Contents

Who is a School Volunteer?.....	3
Roles and Responsibilities .....	3
Volunteers in Schools: Benefits for Everyone .....	4
Getting Started.....	5
School Procedures .....	5
State and District Rules .....	8
Making the Right Match.....	9
Sample Volunteer Descriptions.....	10
Important Volunteer Guidelines .....	11
FAQ .....	12
Volunteer Checklists .....	13

## Who is a School Volunteer?

A school volunteer is a person who is willing to take time to share wisdom and experience with those on the threshold of the future...our students. A school volunteer helps to expand and enrich the students' learning experience by working under the direction of school staff.

According to **Florida Statute 1012.01 (5)** – “A K-12 school volunteer is any nonpaid person who may be appointed by a district school board or its designee. School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff”.

Occasionally it can be difficult to decide if an individual falls into the classification of a school volunteer. A school volunteer usually meets all the following criteria:

1. The individual will provide a service to the school.
2. The individual will NOT be compensated monetarily by the school district.
3. The individual will be providing volunteer service for more than one day at any one site (except for chaperones).

The individual may have access to students while performing the service.

## Rolls and Responsibilities

**At the District** - The District's Office of Safe Schools has responsibility to ensure registered volunteers are screened for eligibility. All volunteer applicants will be entered into the district's visitor/ volunteer management system. Staff from the Office of Safe Schools will indicate through the visitor management system whether a volunteer applicant is approved. A volunteer should have their hard badge in order to begin volunteering. Applicants are emailed their approval by the visitor/volunteer management system.

**Responsibilities for district-wide volunteer coordination include but may not be limited to:**

- Arranging and providing orientation and training workshops,
- Speaking to community groups to recruit community volunteers,
- Placing community volunteers,
- Supporting school-based coordinators in developing and maintaining school volunteer programs,
- Coordinating county-level recognition events,
- Entering status confirmation for volunteer status into volunteer management software, and
- Surveying schools annually on volunteer needs and effectiveness of the volunteer program

**At the School** - Each school's volunteer program is individualized to meet the needs of the students and teachers at the school. In cooperation with the principal, the school's volunteer coordinator directs the school's volunteer program. Many schools have both a staff contact and a volunteer who works jointly to coordinate the program.

**Responsibilities of the school-based Volunteer Coordinator include but may not be limited to:**

- Surveying needs of teachers,
- Recruiting and ensuring volunteers are registered - especially parents,
- Arranging for orientation and training,
- Placing volunteers by matching their skills/interests to job assignments,
- Serving as a resource for volunteers,
- Keeping accurate records of volunteer applications and service hours, and
- Coordinating school recognition events for volunteers.

### *Volunteers in Schools: Benefits for Everyone*



#### **The volunteer gains:**

- Personal satisfaction from helping children learn,
- Opportunities to learn new skills, polish old ones,
- Knowledge and understanding of Hernando County Schools,
- Work experience that may lead to a future career.

#### **The student gains:**

- Additional individual attention,
- An accepting atmosphere for reinforced learning,
- A chance to succeed, thus building better self-esteem, and
- A warm and caring adult who is a role model.

#### **The school gains:**

- Positive interaction with the community,
- Improved student achievement and behavior,
- Additional services without extra costs, and
- Increase community understanding and support.

#### **The Hernando County community gains:**

- Better-educated students, and
- Greater confidence in the educational system.



## Getting Started

If you are not yet a volunteer in our schools, please go to our district website at [www.hernandoschools.org](http://www.hernandoschools.org) and fill out an application to volunteer. Applications are processed by a third-party vendor and take a minimum of 3-5 business days to process. We do not have the ability to expedite applications.

## School Procedures

Each school has specific information for the volunteer to learn. Volunteers need to know procedures, restroom locations, school dress code, rules about smoking, parking areas, absence procedures, the opening and closing times of the school, the eating facilities, rules about the use of cell phones, safety procedures such as Crisis Go and general regulations in the school.

## Volunteer Applications



All volunteer applicants, including field trip chaperones, must complete the on-line web-based *Application to Volunteer* and wait for clearance **PRIOR** to volunteering or chaperoning. The application needs to be completed accurately and in its entirety. A criminal background check is performed to maximize the safety of our students and to meet Florida legal requirements. When HCSD employees plan to volunteer, e.g. as a chaperone at an event or on a field trip, they should also complete a volunteer application. (*HCSD employee volunteers should see the Staff Handbook volunteer section for information.*)

## Clearance

In meeting the criteria of [Florida Statute 943.04351](#), ALL volunteers must be cleared through Hernando County School District Office of Safe Schools prior to being placed or beginning service in a volunteer capacity. Each individual whose criminal background screening would make them **ineligible for employment** with the Hernando County School District **will be ineligible** to volunteer in **any** District or Charter school in **any** capacity. An email will notify volunteers when their application status has been approved.

## Annual Renewal Requirements

Applications **MUST** be completed annually or renewed in the allotted time frame. A fee will be collected by Safe Hiring Solutions for Level 1 volunteers which will cover the national background check. An additional fee will be collected to cover real-time arrest monitoring and notification, as well as identification badge once the application is approved.

Employee volunteers and student volunteers will not have a fee requirement to volunteer. Volunteer applications expire June 30<sup>th</sup> of each year. The online web application will be available for each school year from July 1- May 15<sup>th</sup>, on the Hernando County School District website. ([hernandoschools.org](http://hernandoschools.org)). The website will not be open from May 15-June 30. Individuals will remit the fee to cover their renewal **during the open renewal period** to keep their volunteer status active. Volunteers who let their application lapse will be required to initiate a new volunteer application.

## **Health Regulations**

*Please do not come to school if you are ill.* This includes a fever, cold, sore throat, or cough. You may think you are leaving the teacher shorthanded, and you may want to volunteer even though you are not well, but doing so is not good for you, the children, or the teacher. Please inform the teacher when you have an unforeseen absence. Children learn by example, and we ask that you, as a role model, use good health habits when you are at school.

## **Attendance**

Punctuality and reliability are expected since students are counting on you. Please inform teacher in advance of planned absences and call the school for unforeseen absences. Students will be disappointed you cannot come but will be reassured that you cared enough to call.

## **Appearance and Manner**

Volunteers should be well groomed and dress professionally. Hats, short skirts and shorts, exposed midriffs, low cut blouses, and inappropriate graphics/language on t-shirts are not allowable for students, let alone volunteers. If you are not sure how you should dress, please ask the teacher, or your volunteer coordinator. Volunteers should set a good example for students by always maintaining professional conduct

## **Volunteer Behavior on Field Trips**

When volunteers are chaperoning a class and/or field trip there is to be no inappropriate language, drinking or smoking/vaping. Volunteers are to stay with their assigned groups. The purpose of volunteers being present is to ensure the safety and well-being of the students. It is the goal of all involved that our students enjoy field trips and feel safe. Students on the trip as well as volunteer chaperones may not get to do all the things that they want to do if the entire group doesn't agree or time is short. Volunteers must follow all the directions given by the school and/or teacher. Failure to follow directions may result in disqualification from volunteering for a limited time up to permanent disqualification as a volunteer at any site. No exceptions will be made for not following the rules of the school or the volunteer handbook.

## **Confidentiality**

Volunteers must maintain strict confidentiality concerning information they learn about students or faculty. Information about students should be kept between the volunteer and the teacher. A misplaced comment can be devastating to a student, the family and/or the volunteer program. If questions or concerns arise, the volunteer can talk with the volunteer coordinator, teacher, guidance counselor or the principal.

## **Sign In/Out and Wear a Badge**

When volunteering always:

1. Report to the school's front office.
2. Wear volunteer badge. Safeguarding our students and maintaining campus security is of utmost importance.

### ***Information to Remember:***

- Volunteers who have been approved and follow the procedures (sign in) are covered by School District liability policies while volunteering.
- Some outside companies may consider verified volunteer service as work experience for employment.
- Individual volunteers may be recognized for their dedication and service to Hernando County schools. The record of volunteer attendance is one basis for consideration of these awards.
- State awards are granted to schools who log a designated number of volunteer hours per enrolled student.

### **Orientation**

Hernando County School District designates volunteers as Level I or Level II.

Level I volunteers must remain under the supervision of an employee of the district at all times while working with or in the presence of students. For example, a Level I volunteer in the media center may not work with students on a project in the media center if the media specialist or another employee is not present. The volunteers could work in the media center alone if no students are present.

A Level II volunteer is an individual who has completed fingerprinting for an in-depth background check and is interested in one-on-one student contact such as tutoring, mentoring, field trip chaperone or coaching.

Volunteers at either level are not allowed to instruct, discipline, or replace a member of the school staff at any time. Volunteers at both levels should be under supervision of a District employee while interacting with students, unless it is a rare occasion such as a field trip.

Every volunteer (Level I and Level II volunteer) should meet with the school's volunteer coordinator to discuss school procedures, e.g., sign-in/out procedures, school layout, expectations for behavior, school safety procedures etc. This session will be completed by the school volunteer coordinator. Volunteers should sign a log indicating they have received the school-level orientation annually. The checklist will be kept by the school.

### **Reporting Volunteer Hours**

Please be sure to report to the school your completed volunteer hours. Volunteers who check in and out of the school on the visitor/volunteer management system will have their volunteer hours captured automatically. Volunteers who fail to check out will be awarded no more than one hour for the day on which volunteer services are provided. Report on all hours that you provide as a service to the school, including work done at home for the school. When deciding what constitutes volunteer service, the hours must be completed while providing nonpaid service to the school, not while attending a PTA meeting or school event (ex: Open House, school play, athletic event, etc.).

## **State and District Rules**

### **FL Statute 39.201**

Florida Statute 39.201 (l)(a) states: "Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2)."

How do you make a report? Call the Florida Abuse Hotline (1-800-96ABUSE or 1-800-962-2873) of the Department of Children and Families. A volunteer should also report to their school supervisor that they have made such a report. Additional information can be obtained at the Department of Children and Families website: [www.dcf.state.fl.us/abuse](http://www.dcf.state.fl.us/abuse).

### **Florida Statute 943.04351**

This statute mandates the "search of registration information regarding sexual predators and sexual offenders prior to appointment or employment." See [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm).

### **Florida Statute 768.1355**

The Florida Volunteer Protection Act and can be viewed at [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm).

### **Administrative Rules 6A-1.070**

The Florida Board of Education's administrative rules regarding volunteers can be viewed at [www.flrules.org](http://www.flrules.org).

### **Policy Number po9200 Policy & Procedure Manual**

The School Board of Hernando County designates the Volunteers in Education Department to be the official coordinating body for all school volunteers.



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## Making the Right Match

Whether preparing materials for a lab experiment, cleaning lunch tables, or mentoring/tutoring a student one-on-one, there is a volunteer opportunity to suit every person's background and interest.

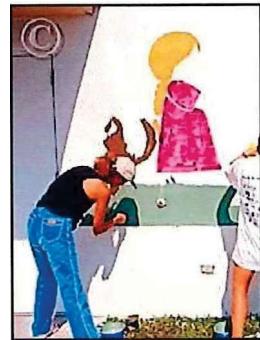
- Would you like to work directly with students?
- Would you like to be a tutor or a classroom assistant, an office worker, motivator/mentor, or to work with exceptional students?
- Do you have special talents and/or skills that would benefit music, art, drama, physical education, or an extracurricular program?
- Would you prefer elementary, middle, or high school?
- How much time can you commit to volunteering?
- What days or hours do you prefer?
- Can you make a weekly commitment or are you only available occasionally?
- What experience do you have that would prepare you for your volunteer opportunity
- What is your motivation for volunteering?



## **Sample Volunteer Duties**

### **Chaplain (Level II)**

- Provide support services to students at parent request
- Must follow procedures to apply and qualify under school chaplain program



### **Classroom Volunteer**

(Reading, Math, English, Science, Social Studies, Electives)

- Uses flash cards to help students learn words, multiplication tables, and word sounds
- Assists younger children with learning the alphabet, colors, numbers and identifying letters, shapes, rhyming words, etc.
- Supervises learning centers, games, and other areas where an extra pair of hands are needed
- Assists students with special projects
- Assists students in academic work without evaluating
- Prepares bulletin boards or hands-on teaching materials

### **Clerical Volunteer**

- Assists the support staff in the operation of our schools by working as receptionist, typist, or file clerk.

### **Coaching Volunteer (Level II Required)**

- Attends and participates in practices, games/meets and tournaments
- Implements program policies as set forth by the head coach and principal
- Expresses a positive attitude at all times
- Teaches competitiveness, sportsmanship and additional traits of positive character
- Must complete the 5 Free FHSAA mandated NFHS courses- see Athletic Director for details
- Volunteer coach may facilitate drills/skills and/or supervise a game or practice, provided a supplemental coach working for the District or Athletic Director is present

### **Field Trip Chaperone**

- Assists teachers during field trips. (Level I)
- Takes responsibility for a group of students assigned by the teacher.(Level II)
- Specific chaperone guidelines are provided by the school
- **An overnight chaperone is required to be a Level 2 volunteer**

### **Tutor Volunteer (Level II Required)**

- Works with small groups to reinforce basic skills
- Works at any grade level and in any subject area
- Offers remedial help or reinforcement activities

### **Mentor Volunteer (Level II Required)**

- Works with an at-risk student needing extra support
- Serves as a role model and advisor, helping the student understand how education will help him or her reach personal goals
- Encourages school attendance; discourages tardiness
- Attends a mentor training which provides an overview of the program and mentoring responsibilities/conduct

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## ***Important Volunteer Guidelines***

### **When Working with Students**

- **VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY** concerning information they see and hear about students and staff, including students' grades, records, and abilities.
- **Volunteers DO NOT discipline students.** Provide "instruction" to students regarding behavior. Report discipline problems to the teacher.
- **Level I & II Volunteers must always be supervised when working with students.**
- Level II volunteers are allowed to participate in activities which may include one-on-one contact with students. These activities may include mentoring, tutoring, volunteer coaching, chaperoning overnight field trips or chaperoning a group of students in a public setting.
- Volunteers may not supervise a classroom or give permission for a student to leave a classroom. These are the teacher's responsibility.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time. Please turn cell phones off.
- Volunteers are not to bring preschool children into the classroom during instruction time. This presents a liability issue and is disruptive to the classroom.
- Volunteers should set a good example for students by their manner, appearance and behavior. They should be well groomed, appropriately dressed, and maintain professional conduct/language.
- Volunteers should be in good physical and mental health.
- Volunteers may not give any medication to students. Notify a staff member if an accident occurs.
- Volunteers comments should not be written on student papers.
- Volunteers should not laugh at or belittle student answers, or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Volunteers are assigned only to staff members who request their services.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteers may not take photographs, videos or recordings of students, unless permitted by a school administrator for a school project. Never post any student photographs or student information on social networks.
- Volunteers should practice safety in the classroom and follow all the safety procedures for the school.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- Volunteers who are hurt or involved in an accident while serving in your volunteer capacity should report the incident to the school office and complete an accident report immediately.
- All volunteers must sign in/out and wear an identifying badge while on a school campus.
- **When in doubt, check in with the school administrator, teacher or school counselor.**

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## *Frequently Asked Questions*

### **How do I become a volunteer?**

Volunteer applications are only available online for everyone except students.

Your application process begins with our volunteer Level I application available under Safe Schools at [www.hernandoschools.org](http://www.hernandoschools.org). Applicants may not be placed in a volunteer position prior to clearance from the Volunteer Department coordinator. The on-line web application will inform you when your application has been processed and cleared. Please share your volunteer interests with the coordinator at the school.

### **I do not have teaching experience. Can I still volunteer?**

Yes! A teaching background is not required since volunteers work under the direction of the school staff.

### **How do I find out which volunteer services are needed?**

Each school has a volunteer coordinator who will assist you in your placement. Some schools hold informative orientations which explain the opportunities available and the volunteer program. Your volunteer assignment is determined by your skills, interests, and preferences, as well as by the needs of individual schools and teachers.

### **I'd like to volunteer, but I can't offer my services on a regular basis. Can I still volunteer?**

Yes! You may volunteer on special school projects or with PTA/PTSA/PTO. While the meetings are not considered volunteer time, any activities on behalf of the school will count toward the annual volunteer hours. The time commitment will depend on the specific project. Another possibility is to arrange to take volunteer work home to execute at your convenience.

### **I would like to volunteer, but I have a preschool child. Can I bring my child with me?**

No. Taking preschool children with you to school presents a liability problem for the school. In addition, having a very young child in a classroom interrupts class procedures, disrupts the students, and prevents the volunteer from giving full attention to the work the teacher has prepared. However, you can still help the school by making arrangements to do work at home.

### **May I choose the teacher with whom I want to work?**

Volunteers are placed only in classrooms where teachers have specifically requested assistance.

### **Suppose I don't feel qualified to perform the assignment I have agreed to undertake?**

Feel free to say so. Remember, there are many different jobs. Talk to your teacher or volunteer coordinator for possible reassignment.

### **What do I do about discipline?**

Disciplinary action is the responsibility of the teachers and school staff. *Volunteers do not enforce discipline.* Immediately notify the teacher if there is a discipline problem.

### **My friends and neighbors will ask me about school. What may I say?**

We want you to talk about your school and your involvement. But you may have access to "privileged" information, which must be treated as confidential. Privileged information is important school business and must never be discussed outside of school. Also, remember that criticizing school personnel and school practices are not acceptable. In school, you are a professional working with other professionals.

## VOLUNTEER CHECKLIST

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### I have:

- talked with the school's volunteer coordinator.
- completed an *On-Line Application to Volunteer*.
- waited for my application to be processed and cleared prior to volunteering.
- been assigned to a teacher or a supervisor of the project/ activity.
- a specific place and time to work.

### I know:

- the school layout, parking, and facilities available.
- the school/classroom discipline policy.
- classroom policies, procedures, and rules.
- fire and other drill procedures and safety rules.
- where and when to report to work.
- what to do if I must be absent.
- what to do if I am working with a substitute teacher.
- where instructional materials/tools are kept.
- what is expected of me

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Signature of Volunteer

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Date

**Hernando County School**  
**District Learn it. Love it. Live it**

**School Board Members**

Kayce Hawkins, Board Chair

Shannon Rodriguez, Vice Chair

Susan Duval

Mark Johnson

Michelle Bonczek

**Superintendent of Schools**

Ray Pinder

**Director of Safe Schools**

Angel Pagan

**Assistant Directors of Safe Schools**

Brett Scroggins

Jodi Slone

**District Volunteer Liaison**

Jae Figueroa-Torres

**Address:**

Office of Safe Schools

801 N. Broad Street Brooksville, FL 34601

(352) 797-7233 Ext.484

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**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

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**Agenda Item #** 5. 26-3499

1/13/2026

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### **Title and Board Action Requested**

Enter a Final Order Expelling the Student in Case No. E2026-12-01 for the remainder of the 2025-2026 school year with educational services.

### **Executive Summary**

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one student from Pine Grove Elementary School for the remainder of the 2025-2026 school year with educational services for committing a Level IV violation of the Student Code of Conduct.

### **My Contact**

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

### **2023-28 Strategic Focus Area**

Priority 3: Safe and Healthy Learning Environment

### **Financial Impact**

The cost of this agenda item is \$ 0. See attached budget sheet.

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

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 6. 26-3500

1/13/2026

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### **Title and Board Action Requested**

Enter a Final Order Expelling the Student in Case No. E2026-12-02 for one (1) year with educational services.

### **Executive Summary**

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one student from Endeavor and Discovery Academy for one (1) year with educational services for committing Level III violations of the Student Code of Conduct.

### **My Contact**

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

### **2023-28 Strategic Focus Area**

Priority 3: Safe and Healthy Learning Environment

### **Financial Impact**

The cost of this agenda item is \$ 0. See attached budget sheet.

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

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 7. 26-3520

1/13/2026

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### **Title and Board Action Requested**

Enter a Final Order Expelling the Student in Case No. E2026-12-03 for one (1) year with educational services.

### **Executive Summary**

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one student from Endeavor and Discovery Academy for one (1) year with educational services for committing Level III violations of the Student Code of Conduct.

### **My Contact**

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

### **2023-28 Strategic Focus Area**

Priority 3: Safe and Healthy Learning Environment

### **Financial Impact**

The cost of this agenda item is \$ 0. See attached budget sheet.

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

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 8. 26-3517

1/13/2026

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### **Title and Board Action Requested**

Citizen Input on agenda items (Green Form)

### **Executive Summary**

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to an item for this meeting.

### **My Contact**

Ray Pinder  
Superintendent of Schools

### **2023-28 Strategic Focus Area**

Priority 3: Community Connection

### **Financial Impact**

There is no financial impact

# Hernando County School Board

## CITIZEN INPUT

### GREEN SPEAKER FORM

#### Part 1: The Process

- This is the opportunity for the public to address items on the Board's Agenda. Speakers who wish to address any matter of relevance to the operation of schools not included on the agenda, additional time will be reserved for Citizen Input at the end of the meeting's agenda.
- Each speaker will have three (3) minutes for each section of Citizen Input.
- Speakers must complete this *Citizen Input Speaker* form.
- Submit the completed form with any attachments you wish to share with the Board to the Board Secretary *prior* to speaking. The Board may not accept documents submitted while the speaker is providing input.
- The public is reminded that it may also address the Board with regard to items appearing on the agenda for public hearing at the time of the public hearing.

*\*Note: The Board typically does not respond to remarks or questions made during Citizen Input.*

- Inquiries or comments made during Citizen Input may be followed up with the citizen and reported back to the Board by the Superintendent or his/her staff as soon as possible.
- Although the Board encourages citizen participation, it must also be understood that no immediate action will be taken on items presented during the public comment portion of the meeting.
- If Board action is needed, the matter may be placed on the agenda of an upcoming meeting for further consideration.

#### Part II: Decorum

- Profanity is strictly prohibited.
- The negative use of any student's name, or references made to other students or families, is strictly discouraged.

**PLEASE PRINT ALL INFORMATION BELOW:**

Failure to complete this form or to sign below will prevent the Citizen Input form from being presented to the Board Chair.

LEGAL NAME: \_\_\_\_\_

LEGAL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

Please check if this matter pertains to a School Board agenda item for this meeting. Agenda item number(s) being addressed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reminders:

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 should be attached to this form.
- The Chairperson may deny all forms submitted after the close of the Citizen's Input section of the agenda.

*My signature is confirmation that I have read, understand and agree to abide by the guidelines listed above:*

Signature of speaker: \_\_\_\_\_

Chairperson's Approval of form: \_\_\_\_\_

Chairperson's Denial of form based on Guideline No. \_\_\_\_\_

FOR OFFICE USE ONLY:

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

Time Received: \_\_\_\_\_



# Hernando School District

## School Board Regular Meeting

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**Agenda Item #** 9. 26-3532

1/13/2026

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### **Title and Board Action Requested**

Approval of the Personnel Recommendations

### **Executive Summary**

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve the Personnel Recommendations as attached.

### **My Contact**

Alexis Brown  
Director of Human Resources  
352-797-7070 Ext. 70445  
brown\_a1@hcsb.k12.fl.us

### **2023-28 Strategic Focus Area**

Priority 2: Talent Management

### **Financial Impact**

See attached budget sheet.

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

## I. CONSENT AGENDA

## A. Approval of Personnel Recommendation

**1. Instructional Leaves**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Kaitlin	Bixler	Teacher	DSPMS	12/01/25	02/20/26
Nagaraju	Pishke	Teacher	HHS	11/21/25	01/05/26

Extension of Previously Approved Leave

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Dianna	Bordonaba-Rivera	Teacher	SES	11/03/25	12/19/25

Intermittent Leave

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Michelle	Mayhill	School Counselor	CHS	10/30/25	06/02/26
Edward	Mouchet	Teacher	FWSHS	11/07/25	06/02/26

**2. Instructional Appointments and Approval of Probationary Contract**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Honorine	Baxter	Teacher	DSPMS	12/15/25
Brylee	Boutin	Teacher	MES	12/01/25
Desirae	Fondrisi	Teacher	MES	12/01/25
Delonna	Saul Fraser	Teacher	PMS	12/12/25

**3. Approve Out-of-Field Teachers: (Core Subject) See Attached****4. Instructional Transfers**

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>
Ana	Beeman	Teacher, SHES	Teacher, NCTHS	12/01/25
Jacqueline	Cross	Teacher, PMS	Teacher, PGES	12/01/25
Miranda	Schildbach	Teacher, JDFES	Teacher, DES	12/01/25
Kathleen	Santana	ESOL Lead Teacher, Title I	Teacher, Eschool	12/15/25

**5. Instructional Separations**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>	<u>Type</u>
Jesha	Ames	Teacher	CES	12/19/25	Resignation
Heather	Cook	Teacher	NCTHS	12/19/25	Resignation
David	Katcher	Teacher	CES	01/05/26	Retirement
Jonathan	Levy	Teacher	FWSHS	12/15/25	Resignation
Sarah	Majka	Teacher	FCMS	01/05/26	Resignation
Alicia	Russell	Teacher	CES	01/09/26	Resignation
Devon	Sobut	Mathematics Coach	Academic Services	12/01/25	Resignation
Joshua	Tavana	Teacher	WWHS	01/05/26	Resignation
Darcy	Webber	Teacher	EK8	12/19/25	Resignation

**6. Non-instructional and Professional/Technical/Supervisory Leaves**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Lisa	Hansen	Food/Nutrition Associate	WWK8	10/24/25	12/10/25
Jason	Paisley	Lawn Turf Maintenance	Maintenance	11/17/25	12/08/25

Extension of Previously Approved Leave

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Donna	Grauer	Paraprofessional	DES	11/17/25	11/21/25
Genevieve	Ramos	Paraprofessional	EK8	11/10/25	01/23/26

Intermittent Leave

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Maria	Cain	Employee Relations Specialist	Business Services	11/17/25	06/30/26
Julie	Vairo	Food/Nutrition Specialist	WES	10/30/25	06/01/26

**7. Non-instructional and Professional/Technical/Supervisory Appointments**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Lislania	Ledo	Bus Operator	Transportation	12/08/25
Mark	Marfa	Paraprofessional	CHS	12/12/25
Christopher				
Starla	Stackhouse	Paraprofessional	MES	12/08/25
Rebecca	Stamm	Paraprofessional	FCMS	12/11/25

**8. Non-instructional and Professional/Technical/Supervisory Transfers**

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>
Dakeysha	Durham	Bus Operator, Transportation	Camera Technician, Transportation	11/24/25
Andrew	McConnell	Environmental Services Tech II, PGES	Environmental Services Tech III, PGES	12/08/25
Adriana	Susa	Environmental Services Tech I, DSPMS	Environmental Services Tech II, DSPMS	12/08/25
Rose	Toro	Paraprofessional, PGES	Secretary II, PGES	12/01/25
Mario	Vina	Environmental Services Tech II, SHES	Environmental Services Tech III, SHES	12/22/25

**9. Non-instructional and Professional/Technical/Supervisory Separations**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>	<u>Type</u>
Sandra	Constantino	Bus Operator	Transportation	11/21/25	Resignation
Rosalyn	Falcon	Office Clerk	Human Resources	12/05/25	Resignation
Kevin	Lopez Flores	Environmental Services Tech I	PMS	12/05/25	Resignation
Wellington	Macedo	Bus Operator	Transportation	10/05/25	Abandoned Position
Sarah	Merillo	Secretary II	WWHS	01/09/26	Resignation
Rebekah	Page	Paraprofessional	CES	12/09/25	Resignation
Georgia	Senensky	Food/Nutrition Assistant	PMS	01/05/26	Resignation
Angela	Shepard	Communications Facilitator	Communications	01/06/26	Retirement
Deanna	Whitten	Paraprofessional	PGES	12/19/25	Resignation

**10. Other****Additional Duty, and/or Additional Days/Hours**

<u>Name</u>	<u>Position - Site</u>	<u>Activity</u>	<u>Date</u>	<u>Total Hrs</u>	<u>Funding</u>
Trevor Barlow	Teacher, NCTHS	College and Career Showcase	11/05/25	3 Total	Commercial Art Add-on Funds
Krista Blomberg	Paraprofessional, WHMS	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Ann Brothers	Paraprofessional, EK8	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Sheryl Crane	Paraprofessional, BES	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Hector Escobar	Paraprofessional, EES	CTE Event (Translation)	10/09/25	2 Total	Title IV
Edgardo Escudero	Paraprofessional, DES	CTE Event (Translation)	10/09/25	2 Total	Title IV
H Fry	Teacher, NCTHS	College and Career Showcase	11/05/25	3 Total	Engineering Add-on Funds
Flavia Gonzalez	Paraprofessional, EK8	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Gina Hall	Teacher, ENDV	Web Master	08/04/25	60 Total	General Fund
Brianna Juhl	Paraprofessional, PGES	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Andrea Meyer	Paraprofessional, FCMS	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Harry Rhodes	Teacher, NCTHS	College and Career Showcase	11/05/25	3 Total	Aerospace Add-on Funds

Ryane Ross	Paraprofessional, WHMS	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Kody Taylor	Trainer, NCTHS	Athletic Trainer HHS Wrestling Tournament	12/04/25	9 Total	General Athletics
Kody Taylor	Trainer, NCTHS	Athletic Trainer HHS Wrestling Tournament	12/05/25	3.5 Total	General Athletics
Kody Taylor	Trainer, NCTHS	Athletic Trainer HHS Wrestling Tournament	12/06/25	12 Total	General Athletics
Kody Taylor	Trainer, NCTHS	WWHS Wrestling Tournament	12/11/25	16 Total	General Athletics
Taylor Taylor	Paraprofessional, BES	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health
Trisha Wise	Lead ESOL Coach, WIDS Testing Prep Title I		12/18/25	7.5 Total	Title IV
Adriana Yager	Paraprofessional, WHS	Youth Mental Health First Aid Training	10/13/25	6.5 Total	Mental Health

**Approve Teacher(s), 3rd Grade Reading/Math Extended Learning Program (EK8) - 01/12/2026 - 57 Max Total Hrs. (Title I)**

<u>First Name</u>	<u>Last Name</u>
Lisa	Caceres
Julia	Dunn
Nicole	Hagler
Kelly	Kamin
Jillian	Roman
Kesha	Russell

**Approve In-District Trainers**

<u>First Name</u>	<u>Last Name</u>
Kathleen	DiLorenzo-Francis
Deirdre	Longo
Leslie	Salinas

**11. Drop Program Participant(s)**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Paula	Clark	Supervisor of Professional Development	Professional Development	01/01/26
Sherri	Hall	Teacher	BES	08/01/24
Jill	Kolasa	Director of Student Services	Student Services	12/01/25
Tracy	Maeder	Teacher	WES	01/01/26
Philomena	Rodriguez	Paraprofessional	WWK8	02/01/25
Claire	Scibelli	Food/Nutrition Assistant I	CK8	03/01/24

**12. Supplements - see attached list(s)**

**Running Total (Per Attached List) 2025-2026 School Year**

\$ 2,675,172.91	Instructional
\$ 132,631.29	Noninstructional
\$ 2,807,804.20	Sub-Total
\$ 642,425.60	Benefits (22.88%)
\$ 3,450,229.80	Total

**BOARD APPROVED**  
**25-26 CORE OUT OF FIELD**

SCHOOL	EMPLOYEE LNAME	EMPLOYEE FNAME	OUT OF FIELD AREA	ASSIGMENT DATE	BOARD APPROVAL DATE
NCTHS	BEEMAN	ANA	ENGLISH 9-12	12/1/2025	1/13/2025

**25-26 NON-CORE OUT OF FIELD**

DES	SCHILDBACH	MIRANDA	ART	12/1/2025	1/13/2025
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# Hernando School District

## School Board Regular Meeting

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**Agenda Item #** 10. 26-3470

1/13/2026

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### **Title and Board Action Requested**

Approve an overnight field trip for Nature Coast Technical High Schools' Digital Cinema Production class to attend the Student Television Network Convention on 2/28/26 - 3/3/26, in Tampa, Florida.

### **Executive Summary**

The Principal, Brad Merschbach on behalf of the Superintendent of Schools, hereby requests the Board approve an overnight field trip/travel for Nature Coast Technical High Schools' Digital Cinema Production class to attend the Student Television Network Convention on 2/28/26 - 3/3/26, in Tampa, Florida.

### **My Contact**

Ian Wald  
Teacher, NCTHS  
352.397.9169

### **2023-28 Strategic Focus Area**

Priority 1: Student Success

### **Financial Impact**

See attached budget sheet.

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

Complete Section A or B; and C

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

**A. Item Currently Budgeted -**

CTE Supplemental Funds (Voc Tech CTE IC DCP)						
Account Name	1100E	5300	5100	9415	13300	87700
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
\$ 8,330.63	\$ 0	\$ 0	\$ 8,330.63	\$ 6,025.00		\$ 2,305.63
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 -\*\***

Student Field Trip Fee						
Funding Source	Digital Cinema Production					
Account Name	8020	3000	9130	0351	92200	23000
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ 8,480.00					
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: \$ \_\_\_\_\_

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

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**Agenda Item #** 11. 26-3494

1/13/2026

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### **Title and Board Action Requested**

Approve Field Trip for West Hernando Middle School Thespians Society's Troupe 12068 to Orlando, Florida to Compete at the 2026 Florida Junior State Thespians Festival from February 4 - 8, 2026

### **Executive Summary**

The West Hernando Middle School Principal, Chris Healy, on behalf of the Superintendent of Schools, hereby requests the Board to approve a field trip for West Hernando Middle School Thespians Society's Troupe 12068 to Orlando, Florida to compete at the 2026 Florida Junior State Thespians Festival from February 4 - 8, 2026. Registration and hotel fees, food, and souvenirs will be paid by the students' families.

### **My Contact**

Chris Healy, Principal  
West Hernando Middle School  
352-797-7035

### **2023-28 Strategic Focus Area**

Priority 1: Student Success

### **Financial Impact**

See attached budget sheet.

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

Complete Section A or B; and C

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

**A. Item Currently Budgeted -**

Junior Thespians						
Account Name	8020	9800	9130	0253	9210	00113
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
\$ 3,000.00	\$ 3120.	\$	\$ 6120.00	\$ 5595.00	\$	\$ 525.00

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

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**Agenda Item #** 12. 26-3511

1/13/2026

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### **Title and Board Action Requested**

Approval of the Early College Program Contract Between the District Board of Trustees of Pasco-Hernando State College (PHSC) and the District School Board of Hernando County (HCSB)

### **Executive Summary**

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the Early College Program Contract between PHSC and HCSB. The Early College Program is a structured high school acceleration program in which students are enrolled full time in postsecondary courses toward an associate degree. Early College Program participants must prioritize courses applicable as general education core courses under S.1007.25 for an associate degree or a baccalaureate degree.

HCSD students in the PHSC Early College Program at Hernando High School or Weeki Wachee High School may take eligible courses through PHSC at any PHSC campus, or online, in person on their high school campus, or online through Hernando eSchool when available. This program is open to students in eleventh (11<sup>th</sup>) and twelfth (12<sup>th</sup>) grades.

### **My Contact**

Beth Lastra  
Supervisor of College and Career Programs  
352-797-7000 ext. 70474  
lastra\_b@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.

**Pasco-Hernando State College**  
**and**  
**the District School Board of**  
**Hernando County**

**Early College Program Contract**  
**2026-2028**

## TABLE OF CONTENTS

<b>EARLY COLLEGE PROGRAM LOCATIONS .....</b>	<b>1</b>
<b>GRADE LEVEL PARTICIPATION .....</b>	<b>1</b>
<b>PROGRAM FOCUS .....</b>	<b>1</b>
<b>COURSES, DELIVERY METHODS, AND HIGH SCHOOL AND COLLEGE CREDIT EARNED .....</b>	<b>2</b>
Assurance of High School Credit and Transferability of Courses .....	2
College Credit Courses Available Through Dual Enrollment .....	2
<b>STUDENT ELIGIBILITY CRITERIA .....</b>	<b>2</b>
Criteria for Identifying Students .....	2
<b>ENROLLMENT PROCESS AND DEADLINES .....</b>	<b>3</b>
<b>METHODS OF INFORMING STUDENTS AND PARENTS/GUARDIANS .....</b>	<b>4</b>
Procedures to Notify Students about The PHSC Early College Program .....	4
Procedures to Notify Parents/Guardians about The PHSC Early College Program .....	4
<b>INSTRUCTOR QUALIFICATIONS AND SELECTION .....</b>	<b>4</b>
Qualifications and Selection of Instructors .....	4
<b>STUDENT ADVISING, REGISTRATION, AND PROGRESS MONITORING MECHANISMS .....</b>	<b>5</b>
Academic Advising .....	5
Ongoing Monitoring of Students' Progress in the PHSC Early College Program .....	6
<b>PROGRAM REVIEW AND REPORTING MECHANISMS .....</b>	<b>6</b>
<b>TERMS OF FUNDING ARRANGEMENTS .....</b>	<b>7</b>
<b>STUDENT PERFORMANCE CONTRACT .....</b>	<b>8</b>
<b>STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES .....</b>	<b>8</b>

**District School Board of Hernando County  
And Pasco-Hernando State College  
Early College Program Contract  
2026-2028**

This Program Contract is made by and between the District Board of Trustees of Pasco-Hernando State College, Florida (hereafter "PHSC") and the District School Board of Hernando County (hereafter "HCSB").

It is the specific purpose of this Program Contract to allow for eligible high school students from Hernando High School and Weeki Wachee High School in Hernando County to enroll in certain college courses and to receive credit for such courses from both the HCSB and PHSC. The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via the Early College Program effective January 1, 2026, for the 2026 – 2027 and 2027-2028 academic years.

The policies and procedures outlined in the Dual Enrollment Articulation Agreement between HCSB and PHSC will serve as the policies and procedures for the Early College Program Contract when such policies and procedures are not specifically stated in the Early College Program Contract.

**I. EARLY COLLEGE PROGRAM LOCATIONS**

HCSB students in the PHSC Early College Program at Hernando High School or Weeki Wachee High School may take eligible courses through PHSC at any PHSC campus, or online, in person on their high school campus, or online through Hernando eSchool. Students may need to travel to multiple PHSC campuses to take certain courses that are required for their program of study.

**II. GRADE LEVEL PARTICIPATION**

The PHSC Early College Program allows Hernando High School and Weeki Wachee High School students in eleventh (11<sup>th</sup>) and twelfth (12<sup>th</sup>) grades to participate in the program.

**III. PROGRAM FOCUS**

The Early College Program is a structured high school acceleration program in which students are enrolled full time in postsecondary courses toward an associate degree. Early College Program participants must prioritize courses applicable as general education core courses under s. 1007.25 for an associate degree or a baccalaureate degree.

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Professional Pilot, and Fire Academy) are not eligible for the PHSC Collegiate High School Program.

**IV. COURSES, DELIVERY METHODS, AND HIGH SCHOOL AND COLLEGE CREDIT EARNED**

**Assurance of High School Credit and Transferability of Courses**

Approved and offered dual enrollment courses in the PHSC Early College Program will be used to fulfill high school credit graduation requirements or elective credit. All dual enrollment courses in the PHSC Early College Program will meet the guidelines for transferability of credit under Florida Statutes Chapter 1007.271(12). To have a future

goal orientation focus, high school students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

### **College Credit Courses Available Through the Early College Program**

Students enrolled in the PHSC Early College Program will be limited to enrolling in courses which simultaneously meet the high school graduation requirements and the PHSC degree requirements specified in the student's selected program of study and Student Performance Contract.

Students participating in the Early College Program may enroll only in college credit courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List.

**Course Delivery Methods:** Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Program Contract. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

## **V. STUDENT ELIGIBILITY CRITERIA**

### **Criteria for Identifying Students**

- a) As indicated in Florida Statutes, Chapter 1007.271(3) and the Statement of Standards S1, Grade Point Average (GPA), any student enrolling in the PHSC Early College Program must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000.
- b) All students who plan to enroll in the PHSC Early College Program must achieve a satisfactory score on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college-level work as established in State Board of Education Rule 6A-10.0315. Current common placement assessment includes the ACT, ACCUPLACER, Classical Learning Test (CLT), PERT, Digital SAT, and SAT. Students who plan to enroll in the PHSC Early College Program must receive scores on a common placement test that place them into MAT1033 Intermediate mathematics and ENC 1101 for English.
- c) Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course in the PHSC Early College Program.
- d) Students must have written approval from a parent or legal guardian, a high school counselor, and a PHSC academic advisor.
- e) Students must be residents of Hernando County.
- f) Students who exit the PHSC Early College Program will not be permitted to reenter the program in a later term. The student would be eligible to participate in the PHSC Dual Enrollment Program if he/she meets the eligibility criteria for entrance and continuance.

Students disruptive to the learning environment may be denied Early College Program opportunities. All Early College Program students must agree to abide by all PHSC policies and procedures as outlined in the PHSC Code of Student Conduct and Catalog and Student

Handbook. Students understand that if they violate any of the items noted in the PHSC Code of Student Conduct and Catalog and Student Handbook may be denied participation in the Early College Program.

## VI. ENROLLMENT PROCESS AND DEADLINES

- a) All relevant dates and deadlines pertaining to the PHSC Early College Program are available online in PHSC's College Catalog/Student Handbook.
- b) These dates are also published in online in the Course Schedule. Additionally, high school counselors and PHSC academic advisors provide verbal notice to students of relevant dates and deadlines pertaining to the PHSC Early College Program.
- c) Students must meet with their high school counselor prior to participation to confirm that they meet eligibility requirements for the PHSC Early College Program. All applicants must meet the admissions criteria outlined in this Program Contract.
- d) **Enrollment in the PHSC Early College Program is only available in the fall of each academic year. The PHSC Early College Program has an entry seat cap of 125 students per fall term.** If the number of eligible students exceeds 125 seats, PHSC and Hernando County Schools will determine the number of additional seats that may be filled.
- e) The application process for the Early College Program begins well in advance of the intended term of enrollment. Students from HCSB must complete and submit the PHSC Early College Program application online via the PHSC application portal no later than **May 16**, prior to the fall term for which they are seeking enrollment. Prior to applying, all students are required to take a Florida Common Placement Test. In addition, students are responsible for uploading copies of their Social Security card and a valid photo ID as part of their application submission. PHSC will review submitted applications and notify the HCSB of any discrepancies or missing documentation **before** issuing notifications of acceptance to students. Final acceptance notifications will be sent to applicants **before the end of their current high school spring semester.**
- f) Students and high school counselors will select courses for a PHSC Early College Program student; however, it is the responsibility of PHSC to verify that the student meets the requirements for enrollment in a course. PHSC academic advisors and registration staff will review and verify all grade and prerequisite requirements for the student's selected courses prior to registering the student. If a student does not meet the prerequisite, whether through common placement test scores or previous coursework, the student will not be enrolled into that course.
- g) Following the end of add/drop each semester the PHSC Director of Institutional Technology provide a report of the students enrolled in the Early College Program by school to Hernando County Schools and the PHSC Assistant Dean of Accelerated Learning, for dissemination to high school personnel and PHSC academic advisors.

. All Early College Program students must agree to abide by all PHSC policies and procedures as outlined in the PHSC Code of Student Conduct and Catalog and Student Handbook. Students understand that if they violate any of the items noted in the PHSC Code of Student Conduct and Catalog and Student Handbook may be denied participation in the Early College Program. This includes disruptive behavior to the learning environment and behavior in an

otherwise inappropriate manner in class or during the registration process as determined by PHSC

## VII. METHODS OF INFORMING STUDENTS AND PARENTS/GUARDIANS

### **Procedures to Notify Students about The PHSC Early College Program**

- a) Information pertaining to the PHSC Early College Program is made available to students at the PHSC website.
- b) Hernando County School District will advertise the PHSC Early College Program throughout the school district through social media sites and on each high school's web page. High school personnel direct students to meet with their school counselor if they are interested in learning more about participation in the PHSC Early College Program. High school counselors will review with the student criteria for participation in the PHSC Early College Program.

### **Procedures to Notify Parents/Guardians about The PHSC Early College Program**

- c) Information pertaining to the PHSC Early College Program is made available to parents and guardians on the PHSC website.
- d) Parents/Guardians will be notified about the option for their child to participate in the PHSC Early College Program through a variety of means, including quarterly school newsletters, regular individual advisement, annual parent nights and curriculum fairs, and year-round through district and school websites. Information will also be available to all parents and guardians on the PHSC website, PHSC's online College Catalog/Student Handbook, and on the school district's website.

## VIII. INSTRUCTOR QUALIFICATIONS AND SELECTION

### **Qualification and Selection of Instructors**

- a) In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching in the PHSC Early College Program must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses in the PHSC Early College Program are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

## IX. STUDENT ADVISING, REGISTRATION, AND PROGRESS MONITORING MECHANISMS

### **Academic Advising**

- a) High School counselors and/or career specialists, together with PHSC academic advisors, will provide academic advisement services (i.e. individual and/or classroom guidance, college workshops and college days/nights) on the PHSC Early College Program, college majors and prerequisites. In addition, high school counselors and/or career specialists will advise students of the weighting system and assist PHSC Early College Program students with consideration of future educational and career planning.

- b) Each PHSC Early College Program student must meet with a PHSC academic advisor and a high school counselor prior to registration at least once per semester that the student plans to enroll in PHSC Early College Program courses. Students will need to complete the Student Performance Contract (SAR-90) with a counselor and parent and are advised of the expectations for continued PHSC Early College Program eligibility during these advising sessions. PHSC Early College Program students can take only those courses in their chosen program of study. For additional information on program(s) of study, please refer to Academic Programs in the current PHSC catalog. In addition, students must have the approval of a parent or legal guardian and their high school counselor or principal's designee.
- c) Early College Program participants register for classes with a PHSC academic advisor during early registration, based on the number of credit hours earned. Participants must be registered as full-time students – in a minimum of 12 credit hours and a maximum of 16 credit hours. 9 of those credit hours must be taken through PHSC and the remainder may be taken through the high school. Students may take up to 8 credit hours through PHSC in the summer term between their 11th and 12th grade years. The student performance contract will list the courses requested and approved to be taken in the semester.
- d) Early College Program students who withdraw from a class, or receive a grade of D or F, will be permitted to repeat the class provided their college GPA remains at 2.0 or above.
- e) Students must maintain good academic standing, which is defined as a 2.0 cumulative grade point average (GPA), for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Director of Institutional Technology will send an electronic report to the school district. In determining academic progress, all college credits will be included. Those students who do not maintain a 2.0 cumulative GPA in all PHSC Early College Program courses will not be allowed to continue participating in the PHSC Early College Program. Any requests for exception to the 2.0 GPA requirement for each semester will require a written letter from the student, documentation supporting grave extenuating circumstances, and approval from the Principal or designee. This formal request for an exception will be submitted to the Vice-President of Academic Affairs, Chief Academic Officer for consideration.
- f) Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets PHSC's published guidelines to the PHSC's Director of Student Accessibility Services prior to registering for PHSC Early College Program classes at the PHSC campuses. The PHSC Early College Program student has the responsibility to meet with the Director of Student Accessibility Services, who will review the documentation provided, determine whether the student is eligible to receive accommodations and arrange for approved accommodations to be provided. The school district and PHSC will share equally in the cost of reasonable accommodations that are mutually agreed upon for PHSC Early College Program students. Any costs for students with hearing impairments needing sign language interpreters or students with visual impairments who take classes at a PHSC campus will be paid 50% by the school district and 50% by PHSC.

- g) As indicated in Statement of Standards E2, Early College Course Expectations, PHSC Early College Program students should discuss with a PHSC advisor their selection of college courses as it pertains to meeting PHSC degree requirements and transferability to other institutions. Students should check with their high school counselor to ensure that courses taken will meet all requirements for high school graduation and for Bright Futures scholarships.
- h) In accordance with Statement of Standards E2, Early College Course Expectations, students and parents/guardians should be informed by high school counselors and PHSC advisors of college-level course expectations. Advising should include, but is not limited to: information indicating that registration, drop/add, and withdrawal dates may not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm, that General Education courses require completion with a grade of "C" or higher and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript. It should be noted that the curriculum offered is a college credit curriculum. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

#### **Ongoing Monitoring of Student's Progress in the PHSC Early College Program**

- i) In the event that a PHSC faculty member has notified the Student Affairs Office of a PHSC Early College Program student who has unexplained absences or is in jeopardy of failure, the PHSC Assistant Dean of Student Affairs, or designee, will attempt to notify the school district high school designee (i.e. school counselor).
- j) School counselors and academic advisors along with instructors will follow PHSC Early College Program students' progress for students in need of academic assistance. Tutoring resources available at PHSC for PHSC Early College Program students include the Academic Success Centers and the online tutoring system.
- k) The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.

#### **X. PROGRAM REVIEW AND REPORTING MECHANISMS**

- a) In accordance with Statement of Standards A1, Grade Analysis of Subsequent Course Success, PHSC shall conduct a follow-up analysis of the grades PHSC Early College Program students receive in subsequent courses taken at the College. The purpose of this analysis will be to ensure that the level of preparation and future success of PHSC Early College Program students is comparable to that of non-PHSC Early College Program students. The information shall be shared with the school district and with the Division of Florida Colleges.
- b) PHSC, in accordance with Statement of Standards A4, Grade Comparison of Early College and "Regular" Student Grades, shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for PHSC Early College Program

courses are comparable to those evidenced in non- PHSC Early College Program sections of the same course. Results of this analysis shall be shared with the school district and with the Division of Florida Colleges.

- c) The Statement of Standards A5, Periodic Review, indicates that the Division of Florida Colleges will conduct a program review of all dual enrollment programs every three years. PHSC will share the results of these reviews with the school district.

## **XI. TERMS OF FUNDING ARRANGEMENTS**

- a) The school district shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to PHSC for students enrolled in the PHSC Early College Program.
- b) The College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of credits being taken on the College's campuses. The tuition per credit hour shall be the standard tuition rate for Florida College System institutions as established by the 2020 – 2021 General Appropriations Act. The invoice will contain the names, student identification numbers, birth dates, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 15 days following the last day of the "Drop" period for that semester. All amounts shall be remitted to the College by the School District not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.
- c) Summer semester tuition processes for enrolled Early College Program students will follow those outlined in the active Dual Enrollment Articulation Agreement documents between PHSC and Hernando County School District.
- d) In the event of a dispute of any or all of an invoice submitted hereunder, the parties agree that the dispute is best resolved between them without involving third parties, including mediators, arbitrators, or the judicial system. To resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the PHSC Early College Program Contract. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then the School District Superintendent and the President of the College shall meet and resolve the issue. The School District Superintendent and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party may elect to file a civil action in the appropriate Court.

- e) Instructional materials assigned for use within the PHSC Early College Program shall be made available to students from the school district free of charge. Instructional materials include textbooks, access codes, and lab workbooks but would not include a graphic calculator (for example).

## **XII. STUDENT PERFORMANCE CONTRACT**

Each student participating in the PHSC Early College Program must enter into a Student Performance Contract (SAR-90) which must be signed by the student, the student's parent/legal guardian, a representative of the student's school district, and a PHSC academic advisor. The student performance contract includes the schedule of courses by semester, student attendance requirements, and course grade requirements for participation in the PHSC Early College Program.

## **XIII. STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

Early College Program students may participate in high school athletic programs at their originating high school but are prohibited by NJCAA rules from participating in collegiate athletic programs. Early College Program students may participate in all other PHSC student activities.

## PASCO-HERNANDO STATE COLLEGE:



Eric Hall, Ed.D., PRESIDENT  
PASCO-HERNANDO STATE COLLEGE

DATE

11/10/2025

Nicole Newlon, J.D., CHAIR  
PASCO-HERNANDO STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

DATE

11/10/2025

## DISTRICT SCHOOL BOARD OF HERNANDO:

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Ray Pinder, SUPERINTENDENT  
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

DATE

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Kayce Hawkins, CHAIR  
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

DATE

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 13. 26-3512

1/13/2026

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### **Title and Board Action Requested**

Approval of the Agreement Between Hernando County School Board (HCSB) and Suncoast Urgent Care Centers, LLC (Suncoast Urgent Care)

### **Executive Summary**

The Supervisor of College and Careers, on behalf of the Superintendent of Schools, hereby requests the Board to approve the agreement between HCSB and Suncoast Urgent Care to support students enrolled in the Health Science programs at Central High School, Nature Coast Technical High School, and Springstead High School.

This partnership will provide designated access for Health Science students to complete their required drug testing in order to participate in clinical experiences at partnering healthcare facilities. Ensuring timely and accessible drug screening is essential for students to meet clinical eligibility requirements and maintain compliance with affiliate agreements.

Any costs associated with these services will be covered through program funding allocated to Career and Technical Education. No costs will be incurred by students, and no general fund dollars will be used.

### **My Contact**

Beth Lastra  
Supervisor of  
College and Career Programs  
352-727-7000 ext. 70474  
lastra\_b@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.

**AGREEMENT BETWEEN SUNCOAST URGENT CARE  
CENTERES LLC AND  
THE HERNANDO COUNTY SCHOOL BOARD**

This agreement ("Agreement") is entered by and between The Hernando County School Board ( also known as "HCSB" or "School District") a political subdivision of the State of Florida, located at 919 North Broad Street, Brooksville, FL 34601, and Suncoast Urgent Care Centers, LLC ("Suncoast Urgent Care") a Florida Limited Liability Company, located at 4112 Mariner Blvd, Spring Hill, FL 34609 to engage as set forth herein. School District and Suncoast Urgent Care may individually be referred to herein as "Party" and may collectively be referred to herein as "Parties".

**WHEREAS**, the School District's students who are enrolled in Health Science Programs necessitate drug screenings prior to the commencements of their clinical rotation with Tampa General Hospital, pursuant to a Memorandum of Understanding approved by the School Board on August 12, 2025, between the School Board and Tampa General Hospital.

**WHEREAS**, Suncoast Urgent Care is capable of providing drug screening services to School District Health Science Program students for a fee, to be paid for by Tampa General Hospital.

**WHEREAS**, School District desires to engage with Suncoast Urgent Care in order to drug screen Health Science Program students so they are able to participate in the clinical rotation.

**WHEREAS**, this Agreement sets forth the general terms and conditions of the relationship between the parties; and,

**NOW, THEREFORE**, the Parties agree as follows:

1. **Term.** The effective date of this Agreement ("Effective Date") is the latest date of signature by either Party. The relationship under this Agreement shall commence on the Effective Date and shall continue in effect for one (1) year, unless otherwise terminated in accordance with this Agreement. This Agreement may be renewed for successive terms upon the express written consent of the Parties.

2. **Termination.** This Agreement may be terminated by either Party upon at least thirty (30) days' written notice to the other Party. Either Party may terminate this Agreement with or without cause at any point during the Term.

**3. Drug Screening Services.**

a. Suncoast Urgent Care shall provide urine drug screening services to students of Hernando County School District who are enrolled in the Health Science Program, necessitated prior to their clinical rotation at Tampa General Hospital.

b. School District is responsible for scheduling students for the drug screenings with Suncoast Urgent Care between 3 PM and 6 PM (Eastern Time) each day at the testing

location at 495 Mariner Blvd, Spring Hill, FL 34609. The School District will not schedule more than fifteen (15) students on a given day.

4. Cost of Drug Screening.

- a. Suncoast Urgent Care will charge a fee of seventy-five (\$75.00 USD) dollars per student, including sample collection and test completion. Upon completion of testing of all Health Science Program students, Suncoast Urgent Care will send the itemized invoice to the third-party billing company, Experity.
- b. All payments due from the School Board shall be governed by the provisions of Chapter 218, Florida Statutes.

5. Miscellaneous.

- a. **Insurance.** During the Term of this Agreement, each Party will have and maintain in full force and effect, at its own expense, insurance coverage (with a Third Party or solely through a program of self-insurance) to include commercial general liability insurance with limits of liability not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate. General liability limit requirements may be satisfied by a combination of primary and umbrella or excess liability insurance coverage. Professional liability/Medical Malpractice liability - \$1,000,000 with an aggregate of \$2,000,000.
- b. **Indemnification.** Suncoast Urgent Care shall indemnify, defend, and hold harmless HCSB, its board members, employees, agents, and representatives from and against any and all third-party claims, suits, actions, damages, losses, expenses, and/or causes of action, including, but not limited to, economic loss, reasonable attorney's fees, reasonable investigative and discovery costs, court costs, expenses, and all other sums which HCSB, its board members, employees, agents, and representatives may pay or become obligated to pay arising out of or in connection with this Agreement, provided that any such claims, suits, actions, damages, losses, expenses, and/or causes of action, (i) is attributable to any person(s) claiming personal injury, bodily injury, sickness, disease, financial loss, intention acts, medical malpractice, or death or damage to tangible property of a third party including the loss of use, (ii) loss of Suncoast Urgent Care's tools and equipment used in connection with this Agreement, and (iii) is caused in whole or in part by the negligence of Suncoast Urgent Care or the negligence of Suncoast Urgent Care's employees, subcontractors, or agents when acting within the scope of their employment. This indemnification shall not apply to any claims, suits, actions, damages, losses, expenses, and/or a cause of action, arising from HCSB's sole gross negligence or intentional misconduct. Nothing in this Agreement shall be deemed to affect the rights, privileges, or be deemed a waiver of, or limitation of, HCSB's sovereign immunity protection and limitations of liability pursuant to Section 768.28, F.S. Any indemnity or assumption of liability by HCSB hereunder shall be subject to HCSB's rights to sovereign immunity and any other limitations of liability provided HCSB pursuant to Florida law.
- c. **Jessica Lunsford Act (Background Check).**

- i. Suncoast Urgent Care shall comply with the Jessica Lunsford Act, effective September 1, 2005, as same may be amended from time to time and with all requirements of Sections 1012.32 and 1012.465, F.S.
- ii. Except as provided in Sections 1012.467 or 1012.468, F.S., and consistent with HCSB policy, all of Suncoast Urgent Care's personnel who will have direct contact with students shall successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes and HCSB. This background screening will be conducted by HCSB in advance of Suncoast Urgent Care or its personnel providing any Services under the conditions described in the previous sentence.
- iii. Suncoast Urgent Care shall bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Suncoast Urgent Care and its personnel.
- iv. The Parties agree that the failure of Suncoast Urgent Care to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling HCSB to terminate immediately with no further responsibilities or duties to perform under this Agreement. Suncoast Urgent Care agrees to indemnify and hold harmless the School Board, its officers and employees from any liability in the form of physical or mental injury, death, or property damage resulting from Suncoast Urgent Care's failure to comply with requirements of this section or with Sections 1012.32 and 1012.465, F.S.

d. FERPA. To the extent Services provided hereunder pertain to the access to student information, Suncoast Urgent Care shall adhere to all applicable standards included in Sections 1002.22 and 1002.221, F.S. (the Protection of Pupil Privacy Acts), 20 U.S.C. §1232g - the Family Educational Rights and Privacy Act (FERPA), the federal regulations issued pursuant thereto (34 CFR Part 99), and/or any other applicable state or federal law or regulation regarding the confidentiality of student information and records. Further, Suncoast Urgent Care, and its officers, employees, agents, and representatives, shall fully indemnify and hold HCSB harmless for any violation of this provision including, but not limited to, defending HCSB and its officers, employees, agents, and representatives against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon HCSB, or payment of any and all costs, damages, judgments, or losses incurred by or imposed upon HCSB arising out of the breach of this provision by Suncoast Urgent Care its officers, employees, agents, or representatives, to the extent that Suncoast Urgent Care, or its officers, employees, agents, or representatives, shall either intentionally or negligently violate this provision, Sections 1002.22 and 1002.221, F.S., or other applicable state, local, or federal laws, rules, or regulations. This provision shall survive the termination of or completion of all performance obligations under this Agreement and shall remain fully binding upon Suncoast Urgent Care. A separate Non-Disclosure Agreement may be required.

e. HIPAA, CIPA, and GLBA. Suncoast Urgent Care also agrees to comply with all applicable

state and federal laws, regulations, and HCSB policies including Privacy Rights of Students, Computer Users' Responsibilities, Security of Computing Resources, Security of Data, Privacy of Computing Resources, Health Information Privacy and Accountability Act (HIPAA), Children Internet Protection Act (CIPA), and the Gramm-Leach Bliley Act (GLBA).

- f. **Data Security.** Suncoast Urgent Care agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority (e.g. Microsoft notifications, etc.).
- g. **E-VERIFY.** Under Executive Order 11-116, and Section 448.095, Fla. Stat., effective July 1, 2020, Suncoast Urgent Care shall use the U.S. Agency of Homeland Security's E-Verify system, <https://everify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. Suncoast Urgent Care shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement. Suncoast Urgent Care must provide evidence of compliance with 448.095, Fla. Stat. Evidence may consist of, but is not limited to, providing notice of Suncoast Urgent Care's E-Verify number. Failure to comply with this provision is a material breach of the Agreement, and HCSB may choose to terminate the Agreement at its sole discretion.
- h. **Public Records.**
  - i. 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. To the extent Suncoast Urgent Care provides School Board any information which it believes is confidential or exempt, Suncoast Urgent Care 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 Suncoast Urgent Care 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 Suncoast Urgent Care 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 Suncoast Urgent Care agrees to use reasonable measures to maintain the confidentiality of such information.
  - ii. To the extent Suncoast Urgent Care 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 Suncoast Urgent Care 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. Suncoast Urgent Care 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:

- Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
- 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
- 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
- Upon completion of the Agreement, 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 SUNCOAST URGENT CARE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SUNCOAST URGENT CARE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, [Ellerman\\_a@hcsb.k12.fl.us](mailto:Ellerman_a@hcsb.k12.fl.us) or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of Suncoast Urgent Care 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.

- i. Confidentiality. School District and Suncoast Urgent Care acknowledge that their employees, agents, or representatives, may during the term of this Agreement, be exposed

to or acquire information that is proprietary to or confidential to the Parties or its affiliated companies or its clients or students. The Parties will hold such information in strict confidence and represent and warrant that its employees, agents, or representatives will hold such information in strict confidence and not disclose such information to third parties, except to the extent required by law. To this end, the Parties will advise each of its employees, agents, and representatives to keep such information confidential. The Parties agree to comply with all applicable privacy laws and regulations.

- j. **Record Keeping.** Except where a longer period may be required by law, Suncoast Urgent Care shall retain copies in its files of all records related to this Agreement, including, without limitation reports, invoices, student records, and confidential information, for a period of seven (7) years.
- k. Suncoast Urgent Care 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 Suncoast Urgent Care knowingly rendered an erroneous certification, in addition to the other remedies available to School District, School Board may terminate the Agreement for default by Suncoast Urgent Care.
- l. Suncoast Urgent Care agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.
- m. If Suncoast Urgent Care receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of Suncoast Urgent Care under penalty of perjury attesting that Suncoast Urgent Care does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.
- n. **Modification of Agreement.** This Agreement may only be modified or amended by a written agreement signed by both Parties.
- o. **Severability.** If any portion of this Agreement is found to be unenforceable, the validity of the remaining provisions shall not be affected.
- p. **Execution of Agreement.** This Agreement may be signed in counterparts and all such counterparts together shall be deemed as originals that are binding upon each Party, their successors, and assignees. Facsimile or scanned signatures shall be deemed as originals.
- q. **Entire Agreement.** There are no other agreements other than those contained herein. This Agreement shall supersede all previous communications, representations, and agreements, whether verbal or written between the Parties.
- r. **Section Headings.** The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

- s. Relationship of the Parties. Nothing contained herein shall be deemed to create an association, partnership, joint venture, employment, or relationship of principal and agent or master and servant among the Parties or any affiliate thereof, or to provide any Party hereto with the right, power, or authority whether expressed or implied, to create any such duty or obligation on behalf of any other party. The relationship of the Parties hereunder shall be as an independent contractor only. Neither Party shall have the power to bind the other party or contract in the name of the other party. Suncoast Urgent Care retains the right to perform similar services for other clients.
- t. Governing Law and Venue. This Agreement, and any extensions, renewals, amendments, supplements, and modifications, and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of Florida. All litigation arising under this Agreement shall be brought in the County in which the School District is located, and the parties submit to the exclusive jurisdiction of such courts.
- u. 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.
- v. No Establishment of Third-Party Rights. This Agreement is not intended to create any rights or interests for any other person or entity other than to School District and to Suncoast Urgent Care.

*Signed and dated by authorized representatives as provided below:*

**Suncoast Urgent Care Centers, LLC:**

Jennifer Florentino  
Printed Name: Jennifer Florentino  
Title: Medical Records  
Date: 12/8/25

**Hernando County School Board:**

Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to Content & Form  
Caroline Mockler, Esq.  
Staff Counsel, HCSD  
3:17 pm, 12/04/2025

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Suncoast Urgent Care  
Vendor FEIN: 20-4371727  
Vendor's Authorized Representative Name and Title: John Opyoke  
Address: 4112 mariner Blvd  
City: Spring Hill State: FL ZIP: 34609  
Phone Number: 352-684-3288  
Email Address: medicalrecords@SuncoastUCC.Com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restraine, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: \_\_\_\_\_

  
AUTHORIZED SIGNATURE

Print Name and Title: \_\_\_\_\_

John Opyoke, MD

Date: 12/8/25

Approved as to Content & Form

Caroline Mockler, Esq.  
Staff Counsel, HCSD

## FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in Rule 60A-1.020, F.A.C.

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: *Jennifer Fiorentino*

Title: *Medical Records*

Signature: *Jennifer Fiorentino*

Date: *12/8/25*

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 14. 26-3526

1/13/2026

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### **Title and Board Action Requested**

Approve overnight field trip for the Central High School Band Director and one student to Tampa, Florida, for All State Honor Band at FMEA on January 15, 2026.

### **Executive Summary**

The Principal, on behalf of the Superintendent of Schools, hereby requests the Board approval for an overnight field trip for the Central High School Band Director and 1 student to Tampa, Florida, for All State Honor Band at FMEA on January 15, 2026.

### **My Contact**

Lisa Mitchell  
Assistant Principal  
Central High School  
352-797-7020 xt 20402

### **2023-28 Strategic Focus Area**

Priority 1: Student Success

### **Financial Impact**

See attached budget sheet.

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

Complete Section A or B; and C

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

**A. Item Currently Budgeted -**

District School Millage						
Account Name	1120E	5100	7300/3330	0251	00108	
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
\$ 750	\$ _____	\$ _____	\$ 750	\$ 750	\$ 0	

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

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**Agenda Item #** 15. 26-3530

1/13/2026

---

### **Title and Board Action Requested**

Approve an overnight field trip for a DS Parrott Middle School student to attend the All-State Honor Band at the Florida Music Educators Association Conference on January 15 - 17, 2026 in Tampa, Florida.

### **Executive Summary**

The Principal of DS Parrott Middle School, on behalf of the Superintendent of Schools, hereby requests the Board approve an overnight field trip for a DS Parrott Middle School student to attend the All-State Honor Band at the Florida Music Educators Association Conference on January 15 - 17, 2026 in Tampa, FL.

### **My Contact**

Dr. Chris Clifford  
Principal of DS Parrott Middle School  
352-797-7075

### **2023-28 Strategic Focus Area**

Priority 1: Student Success

### **Financial Impact**

See attached budget sheet.

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

Complete Section A or B; and C

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

**A. Item Currently Budgeted -**

**Band Supplies Millage Fund**

Account Name	1120E		5100	7300	0241	00108	Project	Sub Project
Account Number	Fund		Function		Object	Cost Center		
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request
\$ 1370.37		\$ 0		\$ 0		\$ 1320.37		\$ 683.00
								\$ 637.37

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

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**Agenda Item #** 16. 26-3536

1/13/2026

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### **Title and Board Action Requested**

Amend the approval for the Overnight Field Trip for F.W. Springstead High School Students to Attend the Florida Music Educator Association Conference in Tampa, Florida from January 15, 2026 through January 17, 2026.

### **Executive Summary**

The Principal, Dana Pearce of F.W. Springstead High School, on behalf of the Superintendent of Schools, hereby requests the Board to amend the approved overnight field trip to the Florida Music Educator Association Conference in Tampa, Florida from January 15, 2026 through January 17, 2026. Students are responsible for the \$75.00 registration fee to attend this All-State SSAA Band and Choral conference.

This item was originally approved at the December 9, 2025 meeting (agenda item #26-3434). This item is being amended to include an additional student.

### **My Contact**

Dana Pearce, Principal of F.W. Springstead High School  
352-797-7010 ext. 405  
pearce\_d@hcsb.k12.fl.us

### **2023-28 Strategic Focus Area**

Priority 1: Student Success

### **Financial Impact**

See attached budget sheet.

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

Complete Section A or B; and C

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

**A. Item Currently Budgeted -**

<b>FMEA Conference Chorus</b>						
Account Name	8020	9800	3330	0181	92100	11300
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
\$ 9833.93	\$	\$	\$ 9833.93	\$ 700.00	\$	\$ 9133.93

<b>FMEA Conference Band</b>						
Account Name	8010	9800	3330	0181	90800	1120
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
\$ 13,503.65	\$	\$	\$ 13,503.65	\$ 1700.00	\$	\$ 11803.65

**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: \$ 1214.00 Chorus 594.00 Band 620.00  
Prior Year Actual Spent: \$ 1214.00

\*\* 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

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**Agenda Item #** 17. 26-3503

1/13/2026

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### **Title and Board Action Requested**

Approve the Affiliation Agreement with Walden University for interns.

### **Executive Summary**

The Supervisor of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve the Affiliation Agreement with Walden University and the HCSD that will allow the school district to place interns for Walden University at our schools.

### **My Contact**

Alexa Neal  
Supervisor of Human Resources  
919 North Broad Street  
Brooksville, FL 34601  
(352)797-7000 ext.70418

### **2023-28 Strategic Focus Area**

Priority 2: Talent Management

### **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.

## FIELD SITE AFFILIATION AGREEMENT EDUCATION PROGRAMS

THIS AGREEMENT (the "Agreement") is made and entered into as of the date of the final signature below by and between WALDEN UNIVERSITY, LLC, located at 100 Washington Avenue South, Suite 1210, Minneapolis, MN 55401 ("Walden") and HERNANDO COUNTY SCHOOL DISTRICT located at 919 N. Broad Street, Brooksville, FL 34601. ("Field Site").

### RECITALS

WHEREAS, Walden offers state-approved baccalaureate and post-baccalaureate teacher preparation programs and post-baccalaureate principal preparation programs (the "Programs") and seeks to partner with field sites for educational field experiences for Walden students (the "Students");

WHEREAS, field experiences shall include field experiences and/or demonstration teaching experiences conducted at the Field Site (collectively "Field Experience Program");

WHEREAS, the Field Site is willing to make available its educational and professional resources to such Students; and

WHEREAS, Walden and the Field Site mutually desire to collaborate to provide high quality clinical experiences that are central to the preparation of Students and mutually share responsibility to develop Student knowledge, skills, and professional dispositions to demonstrate a positive impact on Student development and diverse P-12 student learning and development.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth it is understood and agreed upon by the parties hereto, as follows:

### I. TERM AND TERMINATION

This Agreement shall commence on February 23, 2026 (the "Effective Date") and shall continue for a period of five (5) years (the "Term"). Notwithstanding the foregoing, either party may terminate this Agreement for any reason or no reason, upon thirty (30) calendar days' prior written notice to the other party. In the event of termination or expiration of this Agreement before any participating Student(s) has completed the then-current term, such Student(s) shall be permitted to complete the then-current term subject to the applicable terms of this Agreement, which shall survive until the date of such completion.

### II. WALDEN RESPONSIBILITIES

A. Walden agrees to refer to the Field Site only those Students who have completed the prerequisite course of study as determined by Walden.

B. Walden shall provide a field education coordinator (the "Walden Coordinator") who will act as a liaison between Walden and the Field Site and coordinate the Field Experience Program with the Field Site. The Walden Coordinator will be responsible for maintaining communication with the Field Site including but not limited to:

- i) Confirming any contact information for Students to the Field Site Coordinator, as defined below, prior to the Student assignment; and
- ii) Supplying the Field Site with information regarding each Student's current level of academic preparation as may be required by the Field Site.

C. Walden shall provide the Field Site with information regarding the particular requirements relating to Field Experience Programs including program expectations, required hours and supervision requirements. The Field Experience Program expectations will vary based on the Student's program.

D. Walden shall provide an instructor (the "Walden Supervisor") who will serve as the academic course instructor and field experience instructor for the educational experience. The Walden Supervisor will have responsibilities including, but not limited to:

- i) Communicating with the Field Site Supervisor relating to each Student's educational experience at the Field Site;
- ii) Evaluating student academic and Field Site work relating to the educational experience at the Field Site.

Notwithstanding the foregoing, the parties understand that Walden is an online institution; therefore, there will be no on-site faculty presence from Walden on Field Site premises.

E. Walden maintains student professional liability insurance with a single limit of no less than Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) annual aggregate and general liability insurance with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate, with umbrella liability coverage in amounts no less than One Million Dollars (\$1,000,000). Such general liability insurance policies shall provide additional coverage to Walden's Students. Walden shall provide the Field Site with proof of coverage upon request.

F. Walden is responsible for providing requests for field experience placements to the Field Site, including the qualifications required of Mentors at the Field Site who will host the Students.

G. Walden is responsible for informing the Student that they must follow Field Site curriculum and policies, and all Field Site classroom rules and procedures, including Family Educational Rights and Privacy Act of 1974 (FERPA) compliance. Walden is responsible for coordinating the provision of required information described in Section IV.B. upon notification by the Field Site of its request for such information.

H Walden represents to Field Site that Walden and its Students assigned to Field Site: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the “**Federal health care programs**”); (ii) are not convicted of a criminal offense related to the provision of health care items or services; and (iii) are not under investigation or otherwise aware of any circumstances which may result in Walden or a Student assigned to Field Site, being excluded from participation in the Federal health care programs.

I. Compliance with Jessica Lunsford Act: The Hernando County School District and State of Florida, requires all individuals that come in contact with students or on school board property to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Walden will instruct Participants of any School District’s requirements for a level II background screening via fingerprinting prior to the participating Student’s participation in the Field Experience Program at Field Site. All costs associated with such requirements shall be the responsibility of the participating Student. Any participating Student who has not completed the required fingerprinting, or who has not passed the required screening according to School District standards, shall not be eligible to participate in the Field Experience Program.

J. If the Field Site accepts honoraria or stipends, Walden is responsible for awarding honoraria or stipends to the Field Site personnel in accordance with Appendix A.

### III. FIELD SITE RESPONSIBILITIES

A. The Field Site shall assign a qualified staff member having the appropriate and required credentials to serve as the Mentor for each Student, based on Walden’s field experience placement requests; selected Mentors must be mutually agreeable to Walden and Mentor qualifications will be shared with Walden upon request. The Mentor is responsible for conferring with Walden regularly throughout the Student’s Field Experience and communicating any concerns regarding the Student to Walden.

B. The Field Site shall provide learning experiences for the Students that are planned, organized and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

C. Where applicable, the Mentor at the Field Site shall provide the Students with an orientation familiarizing students with all applicable state and federal laws and regulations as they pertain to the Field Site.

D. The Field Site shall ensure that the Students practice within all applicable state and federal laws, regulations, and licensing board eligibility requirements as they pertain to practice at the Field Site and within the guidelines of any applicable professional ethics codes. The Field Site

shall provide resources to Students for exploring and resolving any ethical conflicts that may arise during field training.

E. The Mentor shall complete all written evaluations of the Students' performance according to the timeline established by Walden. The Mentor understands that a portion of the Students' evaluation in the teacher preparation programs consists of review of demonstration teaching skills, and that four (4) demonstration teaching evaluations will be recorded. The Mentor agrees to assist the Student with obtaining appropriate parental/guardian consent to facilitate such recordings.

F. The Field Site reserves the right to dismiss at any time any Student whose health condition, conduct or performance is a detriment to the Student's ability to successfully complete the Field Experience Program at the Field Site or jeopardizes the health, safety or well-being of any students or employees of the Field Site. The Field Site Coordinator or assigned Mentor shall promptly notify the Walden Coordinator and/or Walden Supervisor of any problem or difficulty arising with a Student and a discussion shall be held either by telephone or in person to determine the appropriate course of action. The Field Site will, however, have final authority to dismiss any Student from the Field Experience Program. Walden is responsible for informing the Student and will follow the program dispositional concern process. The Field Site is responsible for immediately notifying Walden by emailing [educationfield@mail.waldenu.edu](mailto:educationfield@mail.waldenu.edu) if the Field Site wishes to remove, reassign, or discontinue a placement of a Student.

G. If available at the Field Site, the Field Site agrees to provide emergency health care services for Students for illnesses or injury on the same basis as that which is provided to Field Site employees. With the exception of emergency care, the Students are responsible for providing for their own medical care needs. In the event that Field Site does not have the resources to provide such emergency care, Field Site will refer such Students to the nearest emergency facility.

H. The Field Site shall ensure adequate workspace for the Students and shall permit the use of instructional resources such as the library, procedure manuals, and student records as required by the Field Experience Program. Field Site shall provide Students with training on Field Site safety protocols, as applicable, and provide prompt notice to Walden of any situation involving threatened hazards or harm that may adversely impact the health or safety of Students.

I. The Field Site maintains general and professional liability insurance (or comparable coverage under a program of self-insurance) for itself and its employees with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. The Field Site shall provide Walden with proof of coverage upon request.

J. The Field Site is responsible for informing Walden if the Student is required to submit any information including, but not limited to, criminal background checks, health information, verification of certification and/or licensure, insurance information and information relating to

participation in federally funded insurance programs. The Field Site is responsible for determining if the documentation meets Field Site policies and guidelines.

#### IV. STUDENT RESPONSIBILITIES

Walden shall inform Students that they are responsible for the following:

A. Students shall agree to abide by the rules, regulations, curriculum, policies and procedures of the Field Site and shall abide by the requirements of all applicable laws.

B. Students shall arrange for and provide to Field Site any required information including, but not limited to, criminal background checks, health information, verification of certification and/or licensure, insurance information and information relating to participation in federally funded insurance programs. It is incumbent on the Field Site, however, to inform Walden what information is required of the students prior to the beginning of the field experience.

C. Students are responsible, in the teacher preparation programs, for adhering to the Code of Ethics of Minnesota Teachers (Rule 8710.2100) and the Code of Ethics for the State of Florida, where the Student completes their field experience, and exemplify the attitudes, actions and professional dispositions as outlined in the program's Field Experience and Demonstration Teaching Handbook.

D. Students are responsible, in the principal preparation programs, for adhering to the Minnesota Code of Ethics for School Administrators (Rule 3512.5200, subpart 2), the Licensure Code of Professional Conduct for Ohio Educators, and the Code of Ethics for the State of Florida, where the Student completes their field experience.

#### V. MUTUAL RESPONSIBILITIES

A. FERPA. For purposes of this Agreement, the parties acknowledge and agree that the Field Site has an educational interest in the educational records of the Student participating in the Program to the extent that access to those records is required by the Field Site in order to carry out the Field Experience Program. Field Site and Walden shall only disclose such educational records in compliance with FERPA.

B. The Field Site and Walden will promote a coordinated effort by evaluating the Field Experience Program annually, planning for its continuous improvement, making such changes as are deemed advisable and discussing problems as they arise concerning this affiliation. The parties agree to jointly identify and address real problems of practice that Students will experience in their engagement with P-12 students. Further, the parties shall select, prepare, evaluate and support high quality educators who demonstrate a positive impact on Student's development and diverse P-12 student learning and development.

C. Both parties will work with Students to ensure that hours completed by Students as part of their Field Experience Program will be eligible to meet the supervised field experiences requirements of the relevant state licensing board.

D. The parties agree that Students training at the Field Site under this Agreement will have the status of Students in training and will not be considered employees of the Field Site or any of Field Site's subsidiaries or affiliates by virtue of participation in the Field Experience Program and shall not, solely as a result of participation in the Field Experience Program, be entitled to compensation, remuneration or benefits of any kind.

In the event that a Student is an employee or independent contractor of the Field Site, Field Site and Walden acknowledge and agree that Field Site (a) alone employs its employees of Field Site, and contracts with its independent contractors and is responsible for any compensation paid, regardless of whether Field Site's employee or independent contractor is completing Field Site employment Hours or Field Experience Hours, (b) will pay, or be responsible for any salary, compensation, withholdings as required by law, unemployment insurance, or benefits (including disability benefits) for its employees or independent contractors, as applicable, and (c) assumes all responsibility and liability that may be imposed upon an employer under any law, regulations, or ordinance, including any wage or obligations.

E. The Field Site and Walden agree that Students will have equal access to their respective programs and facilities without regard for any legally protected status. Field Site and Walden will comply with all applicable non-discrimination laws in providing services hereunder.

F. Field Site represents that it has policies in place that are consistent with applicable laws to prevent and report instances of sexual harassment, sexual discrimination, and sexual misconduct and it will comply with these policies during its participation in the Field Experience Program. In the event that Field Site does not have such policies in place, it shall abide by Walden's Code of Conduct located at <https://www.waldenu.edu/legal/student-safety-title-ix> with regard to Walden's Students.

G. The parties understand that Walden is an online institution; therefore, there will be no on-site faculty presence from Walden on Field Site premises. Notwithstanding the foregoing, the Field Site agrees that it will allow representatives of the Walden and/or agencies responsible for approval of the Field Sites for the Field Experience Program or accreditation of the applicable Program curriculum to conduct visits to Field Site premises, in-person or virtually. Persons visiting in-person shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto Field Site property.

H. Field Site agrees to notify Walden of any internal or external allegations or reports of misconduct pertaining to a Student's participation in the Field Experience Program, including but not limited to sexual harassment complaints and ethic investigations, and provide the contact information of the individual responsible for Field Site's investigations. In the event a Student notifies the Walden

of sexual misconduct by the Field Site, the Mentor or employee of the Field Site, or another Student in the program, pursuant to Title IX of the Education Amendments of 1972 (“Title IX”), Walden will investigate and the parties will make reasonable efforts to cooperate with the investigation. The parties agree to meet and confer regarding any investigations including but not limited to on-site investigations pertaining to any Student(s), Mentor(s), agents, or employees of the Field Site.

I. The terms and conditions of this Agreement may be amended only by written instrument executed by both parties.

J. This Agreement is nonexclusive. The Field Site and Walden reserve the right to enter into similar agreements with other institutions.

K. This Agreement shall be governed by 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”) 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.

L. Any notice required hereunder shall be sent by certified or registered mail, return receipt requested and shall be deemed given upon deposit thereof in the U.S. mail (postage prepaid). Notices to Walden shall be sent to the Walden Coordinator at Walden University, LLC; 100 Washington Avenue South, Suite 1210; Minneapolis, MN 55401; with a copy to: Adtalem Global Education Inc., 233 S. Wacker Drive, Suite 800, Chicago, IL 60606, Attn: General Counsel. Notices to Field Site shall be sent to Superintendent, Ray Pinder, 919 N. Broad Street, Brooksville, FL 34601.

M. Intentionally Omitted.

N. Walden hereby agrees to indemnify, defend and hold the Field Site harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

O. To the extent that the agreement requires the Field Site to indemnify Walden, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the Field Site 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 Field Site does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the Field Site intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event

will the Field Site's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the Field Site to Walden or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

P. 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.

Q. 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.

R. Walden confirms that neither it nor its participating students 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 Field Site executes this agreement. If it is later determined that Walden knowingly rendered an erroneous certification, in addition to the other remedies available to Field Site, Field Site may terminate the Agreement for default by Walden.

S. E-Verify. Pursuant to section 448.095, Florida Statutes, Walden 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 Walden enters into a contract with a subcontractor, the subcontractor must provide Walden with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Walden shall provide a copy of such affidavit to the Field Site 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 Field Site may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Walden affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

T. 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 Field Site 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 Walden provides Field Site any information which it believes is confidential or exempt, Walden shall notify Field Site of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Walden has any obligation to act in agency for the Field Site, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that Walden has access to any other confidential information regarding the Field Site (such as security information as contemplated by section 119.071(c), Fla. Stat.), Walden agrees to use reasonable measures to maintain the confidentiality of such information.

U. To the extent Walden 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 Field Site, and Walden will indemnify and hold the Field Site harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Walden 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 Field Site in order to perform the service under this agreement; and
- b. Upon request from the Field Site 's custodian of public records, provide the Field Site 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 Walden does not transfer the records to the Field Site ; and
- d. Upon completion of the contract, transfer, at no cost, to the Field Site all public records in possession of the Walden or keep and maintain public records required by the Field Site to perform the service. If the Walden transfers all public records to the Field Site upon completion of the contract, the Walden shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Walden keeps and maintains public records upon completion of the contract, the Walden shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Field Site , upon request from the Field Site 's custodian of public records, in a format that is compatible with the information technology systems of the Field Site .

**IF WALDEN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, IT IS WALDEN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, [ELLERMAN\\_A@HCSB.K12.FL.US](mailto:ELLERMAN_A@HCSB.K12.FL.US) at (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Walden to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the Field Site 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.

**V.** If Walden 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 Field Site, except third parties who are essential to Walden's delivery of its services to the Field Site and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Walden 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, Walden shall notify the Field Site of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

**W.** Walden agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

**X.** If Walden receives access to an individual's personally identifying information as a result of this agreement, Walden agrees to provide the Field Site with an affidavit signed by an officer or representative of Walden under penalty of perjury attesting that Walden does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

**Y.** This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings, oral or written, of any nature whatsoever, between the parties with respect to the subject matter hereof. This Agreement and any amendments hereto may be executed in counterparts and all such counterparts taken together shall be deemed to constitute one and the same instrument. The parties agree that delivery of an executed counterpart signature hereof by facsimile transmission, or in "portable document format" ("pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing the original signature.

**Z.** Each person signing this Agreement on behalf of a party represents to the other party that the execution and performance of this Agreement is duly authorized to sign this

# WALDEN UNIVERSITY

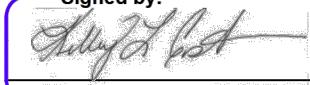
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Agreement on behalf of the party and that this Agreement constitutes a valid and binding agreement of such party, enforceable according to its terms.

This Agreement will be binding upon and inure to the benefit of each of the parties, their successors, and assigns. Neither party may assign this Agreement or assign its rights or delegate its duties hereunder without the prior written consent of the other party (except in connection with a merger, sale of all or substantially all of a party's assets, or other form of corporate reorganization of that party) and any purported assignment in violation of this Section will be without force or effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement, effective the date first above written:

WALDEN UNIVERSITY, LLC

Signed by:  
  
By: \_\_\_\_\_  
(signature)

Name: Kelley L. Costner  
(Print name)  
Vice Provost,  
Title: Division of Healthy Communities and Organizations

Date: Oct 27, 2025

HERNADNO COUNTY SCHOOL  
DISTRICT (FIELD SITE)

By: \_\_\_\_\_  
(signature)

Name: Kayce Hawkins  
Title: Board Chair

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

ATTEST:

By: \_\_\_\_\_  
(signature)

Name: Ray Pinder  
Title: Superintendent

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

## FIELD SITE AFFILIATION AGREEMENT EDUCATION PROGRAMS

THIS AGREEMENT (the "Agreement") is made and entered into as of the date of the final signature below by and between WALDEN UNIVERSITY, LLC, located at 100 Washington Avenue South, Suite 1210, Minneapolis, MN 55401 ("Walden") and HERNANDO COUNTY SCHOOL DISTRICT located at 919 N. Broad Street, Brooksville, FL 34601. ("Field Site").

### RECITALS

WHEREAS, Walden offers state-approved baccalaureate and post-baccalaureate teacher preparation programs and post-baccalaureate principal preparation programs (the "Programs") and seeks to partner with field sites for educational field experiences for Walden students (the "Students");

WHEREAS, field experiences shall include field experiences and/or demonstration teaching experiences conducted at the Field Site (collectively "Field Experience Program");

WHEREAS, the Field Site is willing to make available its educational and professional resources to such Students; and

WHEREAS, Walden and the Field Site mutually desire to collaborate to provide high quality clinical experiences that are central to the preparation of Students and mutually share responsibility to develop Student knowledge, skills, and professional dispositions to demonstrate a positive impact on Student development and diverse P-12 student learning and development.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth it is understood and agreed upon by the parties hereto, as follows:

### I. TERM AND TERMINATION

This Agreement shall commence on February 23, 2026 (the "Effective Date") and shall continue for a period of five (5) years (the "Term"). Notwithstanding the foregoing, either party may terminate this Agreement for any reason or no reason, upon thirty (30) calendar days' prior written notice to the other party. In the event of termination or expiration of this Agreement before any participating Student(s) has completed the then-current term, such Student(s) shall be permitted to complete the then-current term subject to the applicable terms of this Agreement, which shall survive until the date of such completion.

### II. WALDEN RESPONSIBILITIES

A. Walden agrees to refer to the Field Site only those Students who have completed the prerequisite course of study as determined by Walden.

B. Walden shall provide a field education coordinator (the "Walden Coordinator") who will act as a liaison between Walden and the Field Site and coordinate the Field Experience Program with the Field Site. The Walden Coordinator will be responsible for maintaining communication with the Field Site including but not limited to:

- i) Confirming any contact information for Students to the Field Site Coordinator, as defined below, prior to the Student assignment; and
- ii) Supplying the Field Site with information regarding each Student's current level of academic preparation as may be required by the Field Site.

C. Walden shall provide the Field Site with information regarding the particular requirements relating to Field Experience Programs including program expectations, required hours and supervision requirements. The Field Experience Program expectations will vary based on the Student's program.

D. Walden shall provide an instructor (the "Walden Supervisor") who will serve as the academic course instructor and field experience instructor for the educational experience. The Walden Supervisor will have responsibilities including, but not limited to:

- i) Communicating with the Field Site Supervisor relating to each Student's educational experience at the Field Site;
- ii) Evaluating student academic and Field Site work relating to the educational experience at the Field Site.

Notwithstanding the foregoing, the parties understand that Walden is an online institution; therefore, there will be no on-site faculty presence from Walden on Field Site premises.

E. Walden maintains student professional liability insurance with a single limit of no less than Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) annual aggregate and general liability insurance with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate, with umbrella liability coverage in amounts no less than One Million Dollars (\$1,000,000). Such general liability insurance policies shall provide additional coverage to Walden's Students. Walden shall provide the Field Site with proof of coverage upon request.

F. Walden is responsible for providing requests for field experience placements to the Field Site, including the qualifications required of Mentors at the Field Site who will host the Students.

G. Walden is responsible for informing the Student that they must follow Field Site curriculum and policies, and all Field Site classroom rules and procedures, including Family Educational Rights and Privacy Act of 1974 (FERPA) compliance. Walden is responsible for coordinating the provision of required information described in Section IV.B. upon notification by the Field Site of its request for such information.

H Walden represents to Field Site that Walden and its Students assigned to Field Site: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the “**Federal health care programs**”); (ii) are not convicted of a criminal offense related to the provision of health care items or services; and (iii) are not under investigation or otherwise aware of any circumstances which may result in Walden or a Student assigned to Field Site, being excluded from participation in the Federal health care programs.

I. Compliance with Jessica Lunsford Act: The Hernando County School District and State of Florida, requires all individuals that come in contact with students or on school board property to comply with the Jessica Lunsford Act (JLA) which consists of a level II background screening via fingerprinting. Walden will instruct Participants of any School District’s requirements for a level II background screening via fingerprinting prior to the participating Student’s participation in the Field Experience Program at Field Site. All costs associated with such requirements shall be the responsibility of the participating Student. Any participating Student who has not completed the required fingerprinting, or who has not passed the required screening according to School District standards, shall not be eligible to participate in the Field Experience Program.

J. If the Field Site accepts honoraria or stipends, Walden is responsible for awarding honoraria or stipends to the Field Site personnel in accordance with Appendix A.

### III. FIELD SITE RESPONSIBILITIES

A. The Field Site shall assign a qualified staff member having the appropriate and required credentials to serve as the Mentor for each Student, based on Walden’s field experience placement requests; selected Mentors must be mutually agreeable to Walden and Mentor qualifications will be shared with Walden upon request. The Mentor is responsible for conferring with Walden regularly throughout the Student’s Field Experience and communicating any concerns regarding the Student to Walden.

B. The Field Site shall provide learning experiences for the Students that are planned, organized and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

C. Where applicable, the Mentor at the Field Site shall provide the Students with an orientation familiarizing students with all applicable state and federal laws and regulations as they pertain to the Field Site.

D. The Field Site shall ensure that the Students practice within all applicable state and federal laws, regulations, and licensing board eligibility requirements as they pertain to practice at the Field Site and within the guidelines of any applicable professional ethics codes. The Field Site

shall provide resources to Students for exploring and resolving any ethical conflicts that may arise during field training.

E. The Mentor shall complete all written evaluations of the Students' performance according to the timeline established by Walden. The Mentor understands that a portion of the Students' evaluation in the teacher preparation programs consists of review of demonstration teaching skills, and that four (4) demonstration teaching evaluations will be recorded. The Mentor agrees to assist the Student with obtaining appropriate parental/guardian consent to facilitate such recordings.

F. The Field Site reserves the right to dismiss at any time any Student whose health condition, conduct or performance is a detriment to the Student's ability to successfully complete the Field Experience Program at the Field Site or jeopardizes the health, safety or well-being of any students or employees of the Field Site. The Field Site Coordinator or assigned Mentor shall promptly notify the Walden Coordinator and/or Walden Supervisor of any problem or difficulty arising with a Student and a discussion shall be held either by telephone or in person to determine the appropriate course of action. The Field Site will, however, have final authority to dismiss any Student from the Field Experience Program. Walden is responsible for informing the Student and will follow the program dispositional concern process. The Field Site is responsible for immediately notifying Walden by emailing [educationfield@mail.waldenu.edu](mailto:educationfield@mail.waldenu.edu) if the Field Site wishes to remove, reassign, or discontinue a placement of a Student.

G. If available at the Field Site, the Field Site agrees to provide emergency health care services for Students for illnesses or injury on the same basis as that which is provided to Field Site employees. With the exception of emergency care, the Students are responsible for providing for their own medical care needs. In the event that Field Site does not have the resources to provide such emergency care, Field Site will refer such Students to the nearest emergency facility.

H. The Field Site shall ensure adequate workspace for the Students and shall permit the use of instructional resources such as the library, procedure manuals, and student records as required by the Field Experience Program. Field Site shall provide Students with training on Field Site safety protocols, as applicable, and provide prompt notice to Walden of any situation involving threatened hazards or harm that may adversely impact the health or safety of Students.

I. The Field Site maintains general and professional liability insurance (or comparable coverage under a program of self-insurance) for itself and its employees with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. The Field Site shall provide Walden with proof of coverage upon request.

J. The Field Site is responsible for informing Walden if the Student is required to submit any information including, but not limited to, criminal background checks, health information, verification of certification and/or licensure, insurance information and information relating to

participation in federally funded insurance programs. The Field Site is responsible for determining if the documentation meets Field Site policies and guidelines.

#### IV. STUDENT RESPONSIBILITIES

Walden shall inform Students that they are responsible for the following:

A. Students shall agree to abide by the rules, regulations, curriculum, policies and procedures of the Field Site and shall abide by the requirements of all applicable laws.

B. Students shall arrange for and provide to Field Site any required information including, but not limited to, criminal background checks, health information, verification of certification and/or licensure, insurance information and information relating to participation in federally funded insurance programs. It is incumbent on the Field Site, however, to inform Walden what information is required of the students prior to the beginning of the field experience.

C. Students are responsible, in the teacher preparation programs, for adhering to the Code of Ethics of Minnesota Teachers (Rule 8710.2100) and the Code of Ethics for the State of Florida, where the Student completes their field experience, and exemplify the attitudes, actions and professional dispositions as outlined in the program's Field Experience and Demonstration Teaching Handbook.

D. Students are responsible, in the principal preparation programs, for adhering to the Minnesota Code of Ethics for School Administrators (Rule 3512.5200, subpart 2), the Licensure Code of Professional Conduct for Ohio Educators, and the Code of Ethics for the State of Florida, where the Student completes their field experience.

#### V. MUTUAL RESPONSIBILITIES

A. FERPA. For purposes of this Agreement, the parties acknowledge and agree that the Field Site has an educational interest in the educational records of the Student participating in the Program to the extent that access to those records is required by the Field Site in order to carry out the Field Experience Program. Field Site and Walden shall only disclose such educational records in compliance with FERPA.

B. The Field Site and Walden will promote a coordinated effort by evaluating the Field Experience Program annually, planning for its continuous improvement, making such changes as are deemed advisable and discussing problems as they arise concerning this affiliation. The parties agree to jointly identify and address real problems of practice that Students will experience in their engagement with P-12 students. Further, the parties shall select, prepare, evaluate and support high quality educators who demonstrate a positive impact on Student's development and diverse P-12 student learning and development.

C. Both parties will work with Students to ensure that hours completed by Students as part of their Field Experience Program will be eligible to meet the supervised field experiences requirements of the relevant state licensing board.

D. The parties agree that Students training at the Field Site under this Agreement will have the status of Students in training and will not be considered employees of the Field Site or any of Field Site's subsidiaries or affiliates by virtue of participation in the Field Experience Program and shall not, solely as a result of participation in the Field Experience Program, be entitled to compensation, remuneration or benefits of any kind.

In the event that a Student is an employee or independent contractor of the Field Site, Field Site and Walden acknowledge and agree that Field Site (a) alone employs its employees of Field Site, and contracts with its independent contractors and is responsible for any compensation paid, regardless of whether Field Site's employee or independent contractor is completing Field Site employment Hours or Field Experience Hours, (b) will pay, or be responsible for any salary, compensation, withholdings as required by law, unemployment insurance, or benefits (including disability benefits) for its employees or independent contractors, as applicable, and (c) assumes all responsibility and liability that may be imposed upon an employer under any law, regulations, or ordinance, including any wage or obligations.

E. The Field Site and Walden agree that Students will have equal access to their respective programs and facilities without regard for any legally protected status. Field Site and Walden will comply with all applicable non-discrimination laws in providing services hereunder.

F. Field Site represents that it has policies in place that are consistent with applicable laws to prevent and report instances of sexual harassment, sexual discrimination, and sexual misconduct and it will comply with these policies during its participation in the Field Experience Program. In the event that Field Site does not have such policies in place, it shall abide by Walden's Code of Conduct located at <https://www.waldenu.edu/legal/student-safety-title-ix> with regard to Walden's Students.

G. The parties understand that Walden is an online institution; therefore, there will be no on-site faculty presence from Walden on Field Site premises. Notwithstanding the foregoing, the Field Site agrees that it will allow representatives of the Walden and/or agencies responsible for approval of the Field Sites for the Field Experience Program or accreditation of the applicable Program curriculum to conduct visits to Field Site premises, in-person or virtually. Persons visiting in-person shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto Field Site property.

H. Field Site agrees to notify Walden of any internal or external allegations or reports of misconduct pertaining to a Student's participation in the Field Experience Program, including but not limited to sexual harassment complaints and ethic investigations, and provide the contact information of the individual responsible for Field Site's investigations. In the event a Student notifies the Walden

of sexual misconduct by the Field Site, the Mentor or employee of the Field Site, or another Student in the program, pursuant to Title IX of the Education Amendments of 1972 (“Title IX”), Walden will investigate and the parties will make reasonable efforts to cooperate with the investigation. The parties agree to meet and confer regarding any investigations including but not limited to on-site investigations pertaining to any Student(s), Mentor(s), agents, or employees of the Field Site.

I. The terms and conditions of this Agreement may be amended only by written instrument executed by both parties.

J. This Agreement is nonexclusive. The Field Site and Walden reserve the right to enter into similar agreements with other institutions.

K. This Agreement shall be governed by 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”) 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.

L. Any notice required hereunder shall be sent by certified or registered mail, return receipt requested and shall be deemed given upon deposit thereof in the U.S. mail (postage prepaid). Notices to Walden shall be sent to the Walden Coordinator at Walden University, LLC; 100 Washington Avenue South, Suite 1210; Minneapolis, MN 55401; with a copy to: Adtalem Global Education Inc., 233 S. Wacker Drive, Suite 800, Chicago, IL 60606, Attn: General Counsel. Notices to Field Site shall be sent to Superintendent, Ray Pinder, 919 N. Broad Street, Brooksville, FL 34601.

M. Intentionally Omitted.

N. Walden hereby agrees to indemnify, defend and hold the Field Site harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

O. To the extent that the agreement requires the Field Site to indemnify Walden, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the Field Site 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 Field Site does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the Field Site intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event

will the Field Site's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the Field Site to Walden or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

P. 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.

Q. 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.

R. Walden confirms that neither it nor its participating students 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 Field Site executes this agreement. If it is later determined that Walden knowingly rendered an erroneous certification, in addition to the other remedies available to Field Site, Field Site may terminate the Agreement for default by Walden.

S. E-Verify. Pursuant to section 448.095, Florida Statutes, Walden 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 Walden enters into a contract with a subcontractor, the subcontractor must provide Walden with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Walden shall provide a copy of such affidavit to the Field Site 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 Field Site may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Walden affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

T. 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 Field Site 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 Walden provides Field Site any information which it believes is confidential or exempt, Walden shall notify Field Site of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Walden has any obligation to act in agency for the Field Site, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that Walden has access to any other confidential information regarding the Field Site (such as security information as contemplated by section 119.071(c), Fla. Stat.), Walden agrees to use reasonable measures to maintain the confidentiality of such information.

U. To the extent Walden 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 Field Site, and Walden will indemnify and hold the Field Site harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Walden 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 Field Site in order to perform the service under this agreement; and
- b. Upon request from the Field Site 's custodian of public records, provide the Field Site 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 Walden does not transfer the records to the Field Site ; and
- d. Upon completion of the contract, transfer, at no cost, to the Field Site all public records in possession of the Walden or keep and maintain public records required by the Field Site to perform the service. If the Walden transfers all public records to the Field Site upon completion of the contract, the Walden shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Walden keeps and maintains public records upon completion of the contract, the Walden shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Field Site , upon request from the Field Site 's custodian of public records, in a format that is compatible with the information technology systems of the Field Site .

**IF WALDEN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, IT IS WALDEN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, [ELLERMAN\\_A@HCSB.K12.FL.US](mailto:ELLERMAN_A@HCSB.K12.FL.US) at (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Walden to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the Field Site 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.

**V.** If Walden 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 Field Site, except third parties who are essential to Walden's delivery of its services to the Field Site and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Walden 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, Walden shall notify the Field Site of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

**W.** Walden agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

**X.** If Walden receives access to an individual's personally identifying information as a result of this agreement, Walden agrees to provide the Field Site with an affidavit signed by an officer or representative of Walden under penalty of perjury attesting that Walden does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

**Y.** This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings, oral or written, of any nature whatsoever, between the parties with respect to the subject matter hereof. This Agreement and any amendments hereto may be executed in counterparts and all such counterparts taken together shall be deemed to constitute one and the same instrument. The parties agree that delivery of an executed counterpart signature hereof by facsimile transmission, or in "portable document format" ("pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing the original signature.

**Z.** Each person signing this Agreement on behalf of a party represents to the other party that the execution and performance of this Agreement is duly authorized to sign this

# WALDEN UNIVERSITY

**SET A COURSE FOR CHANGE™**

Agreement on behalf of the party and that this Agreement constitutes a valid and binding agreement of such party, enforceable according to its terms.

This Agreement will be binding upon and inure to the benefit of each of the parties, their successors, and assigns. Neither party may assign this Agreement or assign its rights or delegate its duties hereunder without the prior written consent of the other party (except in connection with a merger, sale of all or substantially all of a party's assets, or other form of corporate reorganization of that party) and any purported assignment in violation of this Section will be without force or effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement, effective the date first above written:

WALDEN UNIVERSITY, LLC

HERNADNO COUNTY SCHOOL  
DISTRICT (FIELD SITE)

Signed by:  
  
By: \_\_\_\_\_  
(Signature),  
A152A9110274E3...

Name: Kelley L. Costner  
(Print name)

Vice Provost,

## Title: Division of Healthy Communities and Organizations

Date: Oct 27, 2025

By: \_\_\_\_\_  
(signature)

Name: Kayce Hawkins

Title: Board Chair

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

ATTEST:

By: \_\_\_\_\_  
(signature)

Name: Ray Pinder

Title: Superintendent

Date:

## FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

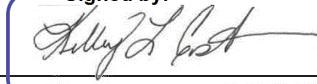
Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Kelley Costner

Title: Vice Provost, Division of Healthy Communities and Organizations

Signature:

Signed by:



Date: 10/27/2025

7A152A2710274E3...

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: WALDEN UNIVERSITY, LLC

Vendor FEIN: 36-3150143

Vendor's Authorized Representative Name and Title: Kelley Costner, Vice Provost, Division of Healthy Communities and Organizations

Address: 100 Washington Avenue South, Suite 1210

City: Minneapolis State: MN Zip Code: 55401

Email: cofeaffiliations@mail.waldenu.edu

Phone: 800-925-3368

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

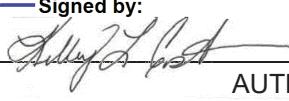
The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: \_\_\_\_\_

  
7A152A2710274E3...

AUTHORIZED SIGNATURE

Print Name and Title: Kelley Costner, Vice Provost, Division of Healthy Communities and Organizations

Date: Oct 27, 2025

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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 #** 18. 26-3531

1/13/2026

---

### **Title and Board Action Requested**

Approve the attached job description for Substitute ESE Therapy Provider.

### **Executive Summary**

The Director of Exceptional Student Education, on behalf of the Superintendent of Schools, hereby requests the Board approval of the job description for Substitute ESE Therapy Provider. This item received tentative approval at the December 9, 2025 School Board Workshop under Agenda Item No. 26-3431.

### **My Contact**

Anna Jensen

Director of Exceptional Student Education

Jensen\_a@hcsb.k12.fl.us

70485

### **2023-28 Strategic Focus Area**

Priority 1: Student Success

### **Financial Impact**

No Financial Impact. See attached budget sheet.

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

**Hernando County School Board**  
**Florida**

FLSA: Non-Exempt, Non-Union

**SUBSTITUTE – ESE THERAPY PROVIDER**

**Required Qualifications:**

- Minimum of BA Degree or Higher as required for the area in which providing services per the FLDOE and Florida Statute
- Must be appropriately certified for the area in which providing services per the FLDOE and Florida Statute
- Must meet all employment requirements
- Ability to work independently with minimal supervision
- Must possess a Florida driver's license

**Desired Qualifications:**

- Masters' degree or higher in areas of SLP, OT and PT is desirable

**Performance Responsibilities:**

- Adhere to Hernando County School Board Policies as well as site regulations
- Assume the full role of the absent employees job description/duties
- Dress Appropriately for daily position
- Sustain focus and attention to detail
- Document/record services for the purpose of Medicaid administrative claims
- Cooperate with school personnel in coordinating Exceptional Student Education services within that school
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee
- Shall perform responsibilities as required by state statute House Bill 1473 regulations to provide site security:

*All gates or other access points that restrict ingress to or egress from a school campus shall remain closed and locked when students are on campus. A gate or other campus access point may not be open or unlocked, regardless of whether it is during normal school hours, unless:*

*(I) Attended or actively staffed by a person when students are on campus.*

**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 Exceptional Student Education and/or designee

**Terms of Employment:**

Daily basis; called as needed

“At will” – can be dismissed from providing services at the discretion of the Superintendent of Schools and/or designee

**Salary:**

Salary based on approved substitute salary schedule – Substitute – ESE Therapy Provider

**Job Code:**

52080

Board Approved:

Revised:

**Hernando County School Board**  
**Florida**

FLSA: Non-Exempt, Non-Union

**SUBSTITUTE – ESE THERAPY PROVIDER**

**Required Qualifications:**

- Minimum of BA Degree or Higher as required for the area in which providing services per the FLDOE and Florida Statute
- Must be appropriately certified for the area in which providing services per the FLDOE and Florida Statute
- Must meet all employment requirements
- Ability to work independently with minimal supervision
- Must possess a Florida driver's license

**Desired Qualifications:**

- Masters' degree or higher in areas of SLP, OT and PT is desirable

**Performance Responsibilities:**

- Adhere to Hernando County School Board Policies as well as site regulations
- Assume the full role of the absent employees job description/duties
- Dress Appropriately for daily position
- Sustain focus and attention to detail
- Document/record services for the purpose of Medicaid administrative claims
- Cooperate with school personnel in coordinating Exceptional Student Education services within that school
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee
- Shall perform responsibilities as required by state statute House Bill 1473 regulations to provide site security:

*All gates or other access points that restrict ingress to or egress from a school campus shall remain closed and locked when students are on campus. A gate or other campus access point may not be open or unlocked, regardless of whether it is during normal school hours, unless:*

*(I) Attended or actively staffed by a person when students are on campus.*

**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 Exceptional Student Education and/or designee

**Terms of Employment:**

Daily basis; called as needed

“At will” – can be dismissed from providing services at the discretion of the Superintendent of Schools and/or designee

**Salary:**

Salary based on approved substitute salary schedule – Substitute – ESE Therapy Provider

**Job Code:**

52080

Board Approved:

Revised:

## **2025-2026 Substitute Salary Schedule**

### **NON-INSTRUCTIONAL SUBSTITUTES - hourly rate**

Food & Nutrition Substitute	\$15.00
Bus Operator Substitute	\$15.00
Wellness Substitute	\$15.00
Custodial Substitute	\$15.00
Bus Attendant Substitute	\$15.00
Clinic Substitute	\$15.00
Clerical Substitute	\$15.00
Intern Substitute	\$15.00

- In the event that a Bargaining Unit Member of HUSW substitutes for an absent teacher, the Bargaining Unit Member shall be paid, while covering for the absent teacher, at their base rate of pay plus \$5.50 for the first complete hour. Time worked beyond one hour will be paid in increments of fifteen (15) minutes (or  $\frac{1}{4}$  hour) based on an hourly rate of their base pay plus \$5.50.

### **INSTRUCTIONAL SUBSTITUTES - hourly rate**

Associate Teacher Substitute Year One	\$20.00
Associate Teacher Substitute Year Two and Beyond	\$21.00
<u>Substitute – ESE Therapy Provider</u>	<u>\$40.39</u>

Board Approved: 11/19/24

## **2025-2026 Substitute Salary Schedule**

### **NON-INSTRUCTIONAL SUBSTITUTES - hourly rate**

Food & Nutrition Substitute	\$15.00
Bus Operator Substitute	\$15.00
Wellness Substitute	\$15.00
Custodial Substitute	\$15.00
Bus Attendant Substitute	\$15.00
Clinic Substitute	\$15.00
Clerical Substitute	\$15.00
Intern Substitute	\$15.00

- In the event that a Bargaining Unit Member of HUSW substitutes for an absent teacher, the Bargaining Unit Member shall be paid, while covering for the absent teacher, at their base rate of pay plus \$5.50 for the first complete hour. Time worked beyond one hour will be paid in increments of fifteen (15) minutes (or  $\frac{1}{4}$  hour) based on an hourly rate of their base pay plus \$5.50.

### **INSTRUCTIONAL SUBSTITUTES - hourly rate**

Associate Teacher Substitute Year One	\$20.00
Associate Teacher Substitute Year Two and Beyond	\$21.00
Substitute – ESE Therapy Provider	\$40.39

Board Approved:

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 19. 26-3501

1/13/2026

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### **Title and Board Action Requested**

Approve Out of State Travel for Kelly Downey, Joseph Harrin, Beth Lastra, and Kelly Slusser, of the Fixtures, Furnishings & Equipment (FF&E) Committee, to Charlotte, North Carolina to attend the VS American Experience Days on February 2<sup>nd</sup> & 3<sup>rd</sup>, 2026.

### **Executive Summary**

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board Approve Out of State Travel for Kelly Downey, Joseph Harrin, Beth Lastra, and Kelly Slusser, of the Fixtures, Furnishings & Equipment (FF&E) Committee, to Charlotte, North Carolina to attend the VS American Experience Days on February 2<sup>nd</sup> & 3<sup>rd</sup>, 2026

### **My Contact**

Brian Ragan  
Director of Facilities & Construction  
ragan\_b@hcsb.k12.fl.us  
352-797-7050

### **2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

### **Financial Impact**

See attached budget sheet.

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

# VS America

# Experience Days

CHARLOTTE, NC

**February 2 - 3, 2026**

in Charlotte, NC

The VS Experience Days event explores the importance of **evolving learning spaces** into more **movement-oriented**, agile environments. During the event you'll get to listen to multiple experts in the educational field and participate in a hands-on workshop to **see how agile furniture supports a multitude of learning methods.**

## EXPERT SPEAKERS:

### **DR. DIETER BREITHECKER**

#### HEALTH AND KINETICS SCIENTIST

Dieter is passionate about researching the science behind movement and spaces, as well as sharing the importance of ergonomic solutions and the relationship to how students perform. Watch Dieter's videos on student well-being on YouTube: [bit.ly/dietervideos](https://bit.ly/dietervideos). Dieter's session is AIA and IDCEC accredited.

### **DAVID A. STUBBS II**

#### DAVID STUBBS DESIGN

David assists educational institutions and design professionals, supporting programming and professional development needs while delivering detailed, systematic conversations surrounding the disruptive innovation approach to design. Watch David's thought starters and product tutorials on YouTube: [bit.ly/StubbsTutorials](https://bit.ly/StubbsTutorials). David's session is AIA and IDCEC accredited.

### **JILL ACKERS**

#### DIRECTOR OF EDUCATION, VS

As an educator with more than 25 years of experience, Jill brings her passion for constructivist learning, languages, and technology to educators through relevant professional development. She has consulted with schools and organizations worldwide to transform various learning ecosystems for the 21st century. Jill's session is AIA accredited.

"The VS Experience Days was a great day of **learning and professional development**. In a time where every moment is precious, I was glad I took the time out for this well-constructed day with colleagues interested in **innovative learning spaces**."

– Kadee Anstadt, Superintendent/CEO, Washington Local Schools



**V/S**

WWW.VSAMERICA.COM

# Sample Itinerary

## DAY 1

Evening Arrivals

## DAY 2

10:00 AM	Shuttle from Hotel
10:30 AM	Welcome and Introductions
11:00 AM	Presentation #1
12:00 PM	Lunch
1:00 PM	Presentation #2
2:15 PM	Shuttle to VS Showroom
2:30 PM	Showroom Tour
4:30 PM	Shuttle to Hotel
6:00 PM	Shuttle to Dinner
6:30 PM	Dinner

## DAY 3

8:00 AM	Shuttle from Hotel
9:00 AM	Presentation #3
11:50 PM	Interactive Furniture Workshop
12:30 PM	Lunch
1:00 PM	Shuttle to VS Warehouse
1:30 PM	Warehouse Tour
2:30 PM	Closing & Departure to Airport



WWW.VSAMERICA.COM

---

**Fw: Your Time Off Request has been approved.**

---

**From** Brian Ragan <ragan\_b@hcsb.k12.fl.us>  
**Date** Mon 2025-12-08 6:53 AM  
**To** Edith Gutierrez <gutierrez\_e@hcsb.k12.fl.us>

Brian Ragan  
Director of Facilities & Construction  
352-797-7050 EXT 71428



---

**From:** michalicka\_g@hcsb.k12.fl.us <michalicka\_g@hcsb.k12.fl.us>  
**Sent:** Friday, December 5, 2025 8:20 AM  
**Cc:** Brian Ragan <ragan\_b@hcsb.k12.fl.us>  
**Subject:** Your Time Off Request has been approved.

CAUTION: This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Time Off Request Details

---

Name: KELLY A DOWNEY  
Employee Type: 62 - PTS Ex 249 P1E  
Start Date: 02/02/26  
Start Time: 8:00 AM  
Days/Hours: 8 hr 0 min  
Description: VS Furniture Experience Days  
Group: NOT ON STUB  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY

Time Off Request Approval History

---

Date | Time |Event

---

12/01/25 | | Time Off Request Created.

---

12/01/25 | 9:41 AM |Approved by SELIENA R BURNS

Notes:

---

12/01/25 | 9:49 AM |Approved by GLORIA JEAN JEDINAK

Notes:

---

12/05/25 | 8:20 AM |Approved by GINA D MICHALICKA

Notes:

---

Employee Access URL:

<https://skyward.iscorp.com/scripts/wsisa.dll/WSService=wsfinhernandocofl/seelog01.w>

Message:

Click the link below or copy it to your browser's address bar to add this scheduled time off to your local calendar.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/qcalrproc001.p?id=174442&enc=bZhYibMipMnliBmb&type=timeoff>

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District: Hernando County School District

District Web Site: <https://www.hernadoschools.org/>

State: FL

District Code: 27

ERP/Finance Production

---

IMPORTANT NOTICE: All e-mails sent to this address are public record unless specifically exempted by Florida law, and are archived accordingly. The School District does not allow use of School District equipment and e-mail for non-School District business purposes.

---

**Fw: Your Time Off Request has been approved.**

---

**From** Brian Ragan <ragan\_b@hcsb.k12.fl.us>  
**Date** Mon 2025-12-08 6:53 AM  
**To** Edith Gutierrez <gutierrez\_e@hcsb.k12.fl.us>

Brian Ragan  
Director of Facilities & Construction  
352-797-7050 EXT 71428



---

**From:** michalicka\_g@hcsb.k12.fl.us <michalicka\_g@hcsb.k12.fl.us>  
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Time Off Request Details

---

Name: KELLY A DOWNEY  
Employee Type: 62 - PTS Ex 249 P1E  
Start Date: 02/03/26  
Start Time: 8:00 AM  
Days/Hours: 8 hr 0 min  
Description: VS Furniture Experience Days  
Group: NOT ON STUB  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY

Time Off Request Approval History

---

Date | Time |Event

---

12/01/25 | | Time Off Request Created.

---

12/01/25 | 9:41 AM |Approved by SELIENA R BURNS

Notes:

---

12/01/25 | 9:49 AM |Approved by GLORIA JEAN JEDINAK

Notes:

---

12/05/25 | 8:20 AM |Approved by GINA D MICHALICKA

Notes:

---

Employee Access URL:

<https://skyward.iscorp.com/scripts/wsisa.dll/WSService=wsfinhernandocofl/seelog01.w>

Message:

Click the link below or copy it to your browser's address bar to add this scheduled time off to your local calendar.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/qcalrproc001.p?id=174443&enc=cyNcdaKYdcPcfij&type=timeoff>

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District: Hernando County School District

District Web Site: <https://www.hernadoschools.org/>

State: FL

District Code: 27

ERP/Finance Production

---

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**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
Harrin	Joseph	S	11787
POSITION	SCHOOL/HOST CENTER HHS/0051		
Teacher			

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:

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  
 Registration       Hotel Expense (Single Room Rate)

Number of Hours Requested

15.5

Purpose/Benefit (DO NOT use acronyms)

Attend VS Experience days as part of FF+E Committee

Destination

Charlotte NC

BEGINNING			ENDING		
Day of Week	Time _____	AM _____ PM _____	Day of Week	Time _____	AM _____ PM _____
Sund	Date 1/31/25		Tues	Date 2/3/25	

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

Signature of Applicant

DJ

Date 12/11/25

**FOR OFFICE USE ONLY:**

APPROVED

NOT APPROVED

Site Administrator/Supervisor

Lucille Brown

Date 12/12/25

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.



## Fw: Your Time Off Request has been approved.

**From** Beth Lastra <lastra\_b@hcsb.k12.fl.us>  
**Date** Sun 2025-12-14 9:37 PM  
**To** Edith Gutierrez <gutierrez\_e@hcsb.k12.fl.us>

Get [Outlook for iOS](#)

**From:** michalicka\_g@hcsb.k12.fl.us <michalicka\_g@hcsb.k12.fl.us>  
**Sent:** Sunday, December 14, 2025 9:29:35 PM  
**To:** Beth Lastra <lastra\_b@hcsb.k12.fl.us>  
**Subject:** Your Time Off Request has been approved.

CAUTION: This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### Time Off Request Details

=====

Name: LAURA ELIZABETH LASTRA  
Employee Type: 62 - PTS Ex 249 P1E  
Start Date: 02/02/26  
Start Time: 8:00 AM  
Days/Hours: 8 hr 0 min  
Description: VS Experience Days in Charlotte  
Group: NOT ON STUB  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY

### Time Off Request Approval History

=====

Date	Time	Event
------	------	-------

-----

12/10/25 | | Time Off Request Created.

-----

12/12/25 | 8:25 AM |Approved by SELIENA R BURNS

Notes:

-----

12/12/25 | 10:12 AM |Approved by GLORIA JEAN JEDINAK

Notes:

Notes:

---

Employee Access URL:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/seelog01.w>

Message:

Click the link below or copy it to your browser's address bar to add this scheduled time off to your local calendar.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/qcalrproc001.p?id=176540&enc=jmbhaljyclSijaj&type=timeoff>

---

District: Hernando County School District

District Web Site: <https://www.hernandoschools.org/>

State: FL

District Code: 27

ERP/Finance Production

---

IMPORTANT NOTICE: All e-mails sent to this address are public record unless specifically exempted by Florida law, and are archived accordingly. The School District does not allow use of School District equipment and e-mail for non-School District business purposes.



## Fw: Your Time Off Request has been approved.

**From** Beth Lastra <lastra\_b@hcsb.k12.fl.us>  
**Date** Sun 2025-12-14 9:37 PM  
**To** Edith Gutierrez <gutierrez\_e@hcsb.k12.fl.us>

Get [Outlook for iOS](#)

**From:** michalicka\_g@hcsb.k12.fl.us <michalicka\_g@hcsb.k12.fl.us>  
**Sent:** Sunday, December 14, 2025 9:29:35 PM  
**To:** Beth Lastra <lastra\_b@hcsb.k12.fl.us>  
**Subject:** Your Time Off Request has been approved.

CAUTION: This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### Time Off Request Details

=====

Name: LAURA ELIZABETH LASTRA  
Employee Type: 62 - PTS Ex 249 P1E  
Start Date: 02/03/26  
Start Time: 8:00 AM  
Days/Hours: 8 hr 0 min  
Description: VS Experience Days in Charlotte  
Group: NOT ON STUB  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY

### Time Off Request Approval History

=====

Date	Time	Event
12/10/25		Time Off Request Created.

12/12/25 | 8:25 AM |Approved by SELIENA R BURNS

Notes:

12/12/25 | 10:12 AM |Approved by GLORIA JEAN JEDINAK

Notes:

Notes:

---

Employee Access URL:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/seelog01.w>

Message:

Click the link below or copy it to your browser's address bar to add this scheduled time off to your local calendar.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/qcalrproc001.p?id=176541&enc=kNdilkcbVlbflxd&type=timeoff>

---

District: Hernando County School District

District Web Site: <https://www.hernandoschools.org/>

State: FL

District Code: 27

ERP/Finance Production

---

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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
Slusser	Kelly	J.	11978
POSITION	SCHOOL/COST CENTER Principal 0251		

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:

Sick Leave  Worker's Comp  
 Personal Leave (charged to Sick Lv.)  Military Leave  
 Personal Leave (Without Pay)  Vacation Leave  
 Professional Leave  Temporary Duty (Attach documentation)  Per Diem  Mileage  Meals  
 Other  Compensatory Time (non-exempt employees only)  Registration  Hotel Expense (Single Room Rate)

This leave is requested:  With Pay  Without Pay  Substitute Needed

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

Number of Hours Requested 24 hours

Purpose/Benefit (DO NOT use acronyms) Out of state travel - Furniture Committee

Destination North Carolina

BEGINNING			ENDING		
Day of Week	Time <u>8:00</u> AM _____ PM	Date <u>2/1/20</u>	Day of Week	Time <u>4:00</u> AM _____ PM	Date <u>2/4/20</u>
SOURCE OF FUNDS					
SUBSTITUTE CHARGED TO:			TRAVEL EXPENSE CHARGED TO:		
FUND	FUNCTION	OBJECT	CENTER	PROJECT	

Signature of Applicant Kelly Slusser

Date 12/1/20

FOR OFFICE USE ONLY	APPROVED	NOT APPROVED
Site Administrator/Supervisor	<u>S. J. Slusser</u>	
Pre-adj. 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.

DISTRIBUTION:  
 White : Payroll  
 Yellow : Applicant (Attach to Travel Reimbursement form)  
 Pink : Applicant  
 Gold : Site Administrator

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 20. 26-3460

1/13/2026

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### **Title and Board Action Requested**

Approve the Purchase of Equipment and Curriculum from zSpace for the Agritechnology Program at Hernando High School and Authorize the Issuance of Purchase Orders in an Estimated Amount of \$250,000.00

### **Executive Summary**

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of zSpace equipment and licenses for the Agritechnology program at Hernando High School in an amount up to \$250,000.00.

This purchase will provide students with immersive, hands-on learning experiences through zSpaces's augmented and virtual reality technology. The equipment will allow students to explore agricultural systems, plant and animal science, environmental sustainability, and related STEM concepts (electrical, applied hydraulics, automotive maintenance and repair, and automotive structure technology) in a 3D interactive environment that promotes problem-solving and real-world application.

The integration of zSpace technology supports the modernization of the Agritechnology program, aligns with Florida Career and Technical Education (CTE) standards, and enhances student engagement in high-demand agricultural and environmental science careers. Funding for this purchase will be provided through approved grant allocations designated for program expansion and equipment acquisition.

Funding for this purchase will be provided through the Workforce Development Capitalization Incentive Grant Program (Workforce CAP) specifically awarded for the Agritechnology program at Hernando High School . No General Fund dollars will be used for this initiative.

### **My Contact**

Beth Lastra  
Supervisor of College and Career Programs  
352-797-7000 ext. 70474  
lastra\_b@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.

# zSpace

2050 Gateway Place, Suite 100-302  
 San Jose, CA 95110-1036  
 Phone: (408) 498-4050  
 Email: [orders@zspace.com](mailto:orders@zspace.com)

**Quote #:** Q-38255

**Created On:** 12/16/2025  
**Quote Expires On:** 1/31/2026  
**Expected Start Date:** 1/1/2026  
**Prepared By:** Kristine George

**Bill To:**

Hernando County Schools CTE  
 919 N Broad St  
 Brooksville  
 FL  
 34601  
 United States

**Ship To:**

Hernando County Schools CTE  
 111 Ernie Chatman Run  
 Brooksville  
 FL  
 34601  
 United States

Product Code	Product Description	QTY	List Price	Term	Term DISC (%)	Net Price	Total Price
HW-ZLS-04-01	zSpace Learning Station Inspire 2 (includes Stylus, Stylus Sensor Module, StudioA3, & zView) w/ 1 yr warranty and configuration	16	USD 4,599.00			USD 4,599.00	USD 73,584.00
EDU-SW-CSA-03-12	SW License: VIVED Science	16	USD 300.00	36.00	5	USD 855.00	USD 13,680.00
EDU-SW-ELE-01-12	SW License: Electrical Fundamentals	16	USD 350.00	36.00	5	USD 997.50	USD 15,960.00
EDU-SW-CON-01-12	SW License: VIVED Carpentry (per student license)	48	USD 150.00	12.00		USD 150.00	USD 7,200.00
EDU-SW-ZSH-01-12	SW License: Applied Hydraulics	16	USD 350.00	36.00	5	USD 997.50	USD 15,960.00
EDU-SW-AMR-01-12	SW License: Automotive Maintenance and Repair	16	USD 300.00	36.00	5	USD 855.00	USD 13,680.00

# **zSpace**

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**Prepared By:** Kristine George

<b>Product Code</b>	<b>Product Description</b>	<b>QTY</b>	<b>List Price</b>	<b>Term</b>	<b>Term DISC (%)</b>	<b>Net Price</b>	<b>Total Price</b>
EDU-SW-AST-01-12	SW License: Automotive Structure Technology	16	USD 300.00	36.00	5	USD 855.00	USD 13,680.00
EDU-SW-AMT-01-12	SW License: Automotive Technician	16	USD 300.00	36.00	5	USD 855.00	USD 13,680.00
EDU-SVC-TRN-00-01	1 Day On-site Professional Learning for zSpace designed to train end users on the technology, hardware, software, and instructional application of zSpace. One participant per zSpace. Maximum of 20 participants total.	1	USD 5,000.00			USD 5,000.00	USD 5,000.00
SVC-EWS-ASP-36	This service contract as administered by Acer adds 2 years to the Base and Pro Laptop Limited Warranty and 3 years of Accidental Damage Protection starting at the date of the Manufacturer's Warranty. Repairs allowed are due to accidental damage up to the value of the product OR 1 replacement (if needed) during the term. Mail-in/ Carry-in service is provided with shipping paid both ways. Damage from misuse or abuse is excluded from coverage. Available for purchase up to 365 days after the initial purchase of the product covered by the service contract. See the Acer Advantage Extended Service Plan for detailed terms and conditions at <a href="http://zspace.com/legal">http://zspace.com/legal</a> .	16	USD 229.00	36.00		USD 229.00	USD 3,664.00
HW-CART-SEC-J24-01	Mobile and secure charging carts designed with a small footprint that are easy to move. Stores up to 24 Inspire devices.	1	USD 3,299.00			USD 3,299.00	USD 3,299.00
						<b>TOTAL:</b>	USD 179,387.00

## **MEMO TO CUSTOMER:**

# zSpace

2050 Gateway Place, Suite 100-302  
 San Jose, CA 95110-1036  
 Phone: (408) 498-4050  
 Email: [orders@zspace.com](mailto:orders@zspace.com)

**Quote #:** Q-38255

**Created On:** 12/16/2025  
**Quote Expires On:** 1/31/2026  
**Expected Start Date:** 1/1/2026  
**Prepared By:** Kristine George

Quotation is valid for 30 days. This quotation, along with the *Terms and Conditions of Sale* and the *End-user License Agreements*, located at <http://zspace.com/legal> or provided to you, constitute the entire agreement between you and zSpace. Certain products purchased shall be fulfilled, licensed and services provided directly by parties other than zSpace.

**Tax is not included in this quote and is the responsibility of the customer, if applicable.**

**Please submit a state issued tax exemption certificate if required by law. (ie. California)**

***To place an offer to purchase based upon this quotation, please either initial below, provide a signature and return this quote OR send a purchase order which references this quote number (if not using this quote as the purchase order) to:***

<b>zSpace, Inc.</b>	<b>Email: <a href="mailto:orders@zspace.com">orders@zspace.com</a></b>
<b>2050 Gateway Place, Suite 100-302</b>	<b>Phone: (408) 498-4050</b>
<b>San Jose, CA 95110-1036</b>	<b>Unique Entity ID (UEI): CKT3MSVN7381</b>
	<b>CAGE: 5K3H4</b>

**Customer initial if requesting to use this quote as a purchase order: \_\_\_\_\_**

# zSpace

Signature: \_\_\_\_\_  
 Printed Name: Erick H. DeOliveira  
 9A1252CC2D1D4B5  
 Title: CFO  
 Dated: December 16, 2025

# Customer

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Dated: \_\_\_\_\_

Email completed form to: [orders@zspace.com](mailto:orders@zspace.com)

**“zSpace®, the zSpace logo and combinations thereof are registered trademarks of zSpace, Inc. in the U.S. and/or other countries. Other names, logos, brands, and trademarks listed or referred to are the property of their respective trademark holders. All rights reserved.”**

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD  
 3:09 pm, 12/16/2025

Page 3 of 3

**STANDARD ADDENDUM TO AGREEMENTS WITH  
THE HERNANDO COUNTY SCHOOL BOARD**

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

**WHEREAS**, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

**WHEREAS**, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida, hereinafter ("Court") have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

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, [Ellerman\\_a@hcsb.k12.fl.us](mailto:Ellerman_a@hcsb.k12.fl.us) or (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

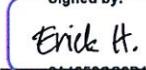
19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

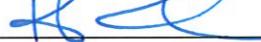
21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

*Signed and dated by authorized representatives as provided below:*

**Contractor:** ZSPACE, INC.

 <sup>Signed by:</sup>  
Erick H. DeOliveira  
 Printed Name: Erick H. DeOliveira  
 Title: Chief Financial Officer  
 Date: December 8, 2025

For Hernando County School Board:

  
 Signature:   
 Printed Name: Ray Pinder  
 Title: Superintendent  
 Date: \_\_\_\_\_

Approved as to Content & Form  
 Caroline Mockler, Esq.  
 Staff Counsel, HCSD  
 10:44 am, 06/17/2025

## State of Florida

## Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: ZSPACE, INC.Vendor FEIN: 35-2284050Vendor's Authorized Representative Name and Title: Erick H. DeOliveiraAddress: 2050 Gateway Place, Suite 100-302City: San Jose State: CA ZIP: 95110Phone Number: 408-498-4050 X 4103Email Address: CONTRACTS@ZSPACE.COM

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restraine, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: Erick H. DeOliveira  
 9A1252CC2D1D4B5

AUTHORIZED SIGNATURE

Print Name and Title: Erick H. DeOliveira / Chief Financial OfficerDate: December 08, 2025

## FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

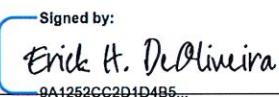
Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Erick H. DeOliveira

Company Name: ZSPACE, INC.

Title: chief Financial Officer

Signature:   
9A1252CC2D1D4B5...

Date: December 8, 2025

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

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	Vocation Tech Education	Various	Academic Svcs	Grant Workforce Dev Cap	25/27	
Account Number	1100E	5300	Various	9410	88701	
	Fund	Function	Object	Cost Center	Project	
Original Approved Budget	+ Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250,000.00	\$ 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
Amount \$					
Funding Source					
Account Name					
Account Number	Fund	Function	Object	Cost Center	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

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**Agenda Item #** 21. 26-3461

1/13/2026

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### **Title and Board Action Requested**

Approve the Purchase of Certification Prep Curriculum from Knowledge Pillars Education Inc. for Career and Technical Education (CTE) Programs and Authorize the Issuance of Purchase Orders in an Estimated Amount of \$85,000.00

### **Executive Summary**

The Supervisor of College And Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase up to \$85,000.00 in certification prep curriculum and certification attempts from Knowledge Pillars Education Inc. to support Hernando County School District's Business Enterprise, Entrepreneurship, Advanced IT, Cybersecurity, Engineering, Artificial Intelligence, Digital Design, and Gaming programs as needed throughout the 2025-2026 school year. This curriculum provides industry-aligned instructional materials and practice assessment designed to prepare students for success on state-approved industry certification exams.

Knowledge Pillars' online platform offers interactive content, performance-based assessments, and real-world application exercises that strengthen students' technical skills and support teachers in delivering high-quality instruction aligned with Career and Technical Education (CTE) standards. This purchase will enhance student readiness for certification success, increase district performance outcomes, and expand opportunities for students to earn industry-recognized credentials that support college and career pathways.

Funding for these purchases will be provided through supplemental funding earned by each program above. No General Fund dollars will be used for this initiative.

### **My Contact**

Beth Lastra  
Supervisor of College and Career Programs  
352-797-7000 ext. 70474  
lastra\_b@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.



## Knowledge Pillars Education Inc

10808 S River Front Parkway, #3057  
 South Jordan  
 Utah  
 United States 84095

## Quote

Valid Until: Oct 31, 2025

Quote Number : 6161981000023668009

### BILL TO:

#### Hernando School District

900 Mariner Blvd  
 Spring Hill  
 Florida  
 34609

### SHIP TO:

Hernando School District  
 900 Mariner Blvd  
 Spring Hill  
 Florida  
 34609

Account Name:**Hernando School District**  
 Contact Name:**Danyl Williams**

Quote Stage:**Negotiation**  
 Description:**Hernando SD - 25/26 Renewal**

S.No.	Product Details	Quantity	Offered Price	Extended
1	<b>Universal Full Learning Bundle WP UFLBWP 300</b>	1	\$ 21,811.00	\$ 21,811.00
	The UNIVERSAL Full Learning Bundle WP allows access to 1 Exam, 2 Retakes, 1 (unlimited) Practice Test / Exam Simulator, 1 Curriculum, and 1 Hands-on Lab for up to 300 students.			
	It is tied to multiple WordPress certification programs.			
	In addition, districts/schools can benefit from the Universal Portability, which allows for inventory distribution across multiple locations/schools within the district.			
2	<b>Universal License WP ULWP 250</b>	3	\$ 7,875.00	\$ 23,625.00
	WordPress (WP) Universal License is tied to a District and provides Usability (any certification program can be chosen) and Portability (Districts can spread exams and PTs across multiple Schools).			
	The WP UL gives access to 1 Exam, 2 Retakes, and 1 Unlimited Practice Test / Exam Simulator for up to 250 students.			
	The WordPress (WP) Universal License expires 12 months from the date of purchase.			
3	<b>Universal License Coding ULC 250</b>	2	\$ 7,875.00	\$ 15,750.00
	Coding and IT Universal Exam License is tied to a District and provides Usability (for use with any coding certification program) and Portability (Districts can spread exams and PTs across multiple Schools).			
	The CIT UL gives access to 1 Exam, 2 Retakes, and 1 Unlimited Practice Test, and Exam Simulator for up to 250 students.			
	The Coding & IT Universal License expires 12 months from the date of purchase.			
4	<b>Universal Lab License Coding/IT ULLC 250</b>	1	\$ 6,037.00	\$ 6,037.00
	Contains 250 units of inventory to access any one of our available coding hands-on labs (currently limited to Python, JavaScript, and HTML/CSS).			
			Sub Total \$ 67,223.00	
			Tax \$ 0.00	
			Discount----- \$ 0.00	
			<b>Grand Total \$ 67,223.00</b>	

Notes:

Terms and Conditions

This quote is for 1 WordPress Full Learning Bundle, 3 Universal Licenses for WordPress, 2 Universal Licenses for Coding and IT exams, and 1 Universal Lab License for Coding and IT. These licenses are good for 12 months from the date of purchase. If purchased, Hernando SD may extend any unused exam inventory from the 24/25 Academic for up to 90 days from the original date of expiration (because the total spend is greater than \$58,407 from the 24/25 Academic Year). Payment Terms 45 days from invoice via remittance or bank transfer. To order, please send a PO to accounting@knowledge-pillars.com. Payments with Credit Card have a 3.5% merchant fee surcharge.

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>

**STANDARD ADDENDUM TO AGREEMENTS WITH  
THE HERNANDO COUNTY SCHOOL BOARD**

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

**WHEREAS**, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

**WHEREAS**, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida, hereinafter ("Court") have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

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, [Ellerman\\_a@hcsb.k12.fl.us](mailto:Ellerman_a@hcsb.k12.fl.us) or (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

*Signed and dated by authorized representatives as provided below:*

**Contractor:**



Printed Name: Alessandro Macri

Title: Founder, Chairman, and Chief Operating Officer

Date: 12/11/2025

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

10:44 am, 06/17/2025

## State of Florida

## Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Knowledge Pillars Education, Inc.

Vendor FEIN: 38-4168133

Vendor's Authorized Representative Name and Title: Alessandro Macri / Founder, Chairman, and Chief Operating Officer

Address: 10808 South River Front Parkway #3057

City: South Jordan State: Utah ZIP: 84095

Phone Number: 385-444-8496

Email Address: alessandro.macri@knowledge-pillars.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restraine, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: \_\_\_\_\_



AUTHORIZED SIGNATURE

Print Name and Title: Alessandro Macri / Founder, Chairman, and Chief Operating Officer

Date: 12/11/2025

## FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

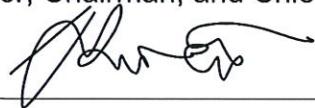
Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Alessandro Macri

Company Name: Knowledge Pillars Education, Inc.

Title: Founder, Chairman, and Chief Operating Officer

Signature:



Date: 12/11/2025

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

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	Vocational	Technical Education	Technology	Rentals	Academic Svcs	Industry	Certification	Various
Account Number	1100E	5300	9410	13300	Various			
	Fund	Function	Object	Cost Center	Project	Sub Project		
Original Approved Budget	+ Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	=	Remaining Balance Available		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 85,000.00	\$ 0.00			
Account Name _____								
Account Number _____								
Account Name	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

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**Agenda Item #** 22. 26-3509

1/13/2026

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### **Title and Board Action Requested**

Approve the renewal of the piggyback of Florida Buy State Cooperative Purchasing, Contract No. 24-135: Audio Visual Integration, awarded to Audio Enhancement and the purchase of audio enhancement, replacement parts and classroom amplification systems and installations for instructional use in classrooms and other areas for an estimated annual spending of up to \$55,000.00.

### **Executive Summary**

The Director of Technology and Information Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of the piggyback of Florida Buy State Cooperative Purchasing, Contract No. 24-135: Audio Visual Integration, awarded to Audio Enhancement and authorizes spending for an estimated annual amount of \$55,000.

Purchases from Audio Enhancement include replacement parts and classroom amplification systems and installations for instructional use in classrooms and other areas. Purchases will only be made based upon need and demand and the sum of \$55,000.00 is only an estimate. This will also allow the district to purchase replacement parts and components for Audio Enhancement classroom systems currently located throughout the district and to maintain these systems in working order as batteries and other components fail due to age and wear and tear, as well as install new systems as needed in classrooms and other areas for instructional enhancement to prevent disruptions to instruction.

This agenda also is requesting that purchases can begin following this approval under the current active contract. HCSB Bid No. 26-880-19 PB has been assigned for internal tracking purposes.

### **My Contact**

Joseph Amato  
Director of Technology and Information Services  
(352) 797-7006 Ext. 70102

### **2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

### **Financial Impact**

See attached budget sheet.

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

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**January 13, 2026**

**Bid No. 26-880-19 PB RN**

**Bid Title: Audio Visual Integration**

*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/Single Source	<input type="checkbox"/> Re-Award (Partial/Whole)
<input type="checkbox"/> Contract Termination	<input type="checkbox"/> Amendments to Contract	<input type="checkbox"/> Extension of Contract	<input type="checkbox"/> Emergency
<input type="checkbox"/> Reversed Auction	<input checked="" type="checkbox"/> Piggyback: Cooperative	<input type="checkbox"/> Responsive/Responsible Bidders	

**Bid Contract Period:** 03/01/2026 through 02/28/2027  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 1

**Rationale/Reason:** Renewal of the piggyback the Florida Buy State Cooperative Purchasing, Washington County School District, Contract No. 24-135: Audio Visual Integration, awarded to Audio Enhancement. HCSB Bid No. 26-880-19 PB RN has been assigned for internal tracking purposes.

**Bidders Electronically**  **Bids Received:**  **No Bids:**  **Late Bids:**  **Rejected Bids:**  **N/A – Bids Not Required:** Piggyback  
**Downloaded From**  
**Bidnet Direct Website:**

**Submitted By:** Christopher Reckner **School(s):** District Wide  
Director of Purchasing & Warehousing

**Requested By:** Joseph Amato **Department(s):** Technology Information Systems  
Director of TIS

Recommended award: (See attached)

**T/C CODE: 2619**

**Awarded Vendor:**

Audio Enhancement, Inc.  
Daniela Mitchell  
407-733-3733  
[Daniela.mitchell@audioenhancement.com](mailto:Daniela.mitchell@audioenhancement.com)

Complete Section A or B; and C

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

**A. Item Currently Budgeted -**

Millage - Audio/Visual Equipment						
Account Name	1120E	8200	6480	9220	00107	
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
\$ 759,570.61	\$ 0.00	\$ 0.00	\$ 759,570.61	\$ 55,000.00		\$ 704,570.61
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

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**Agenda Item #** 23. 26-3522

1/13/2026

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### **Title and Board Action Requested**

Approve the piggyback of Volusia County Schools, Contract No. ITB CPT-24-003CE: Electronic Recycling and Disposal Services, awarded to Vantage Point ITAD as primary vendor and Tech Smart International, LLC as secondary vendor, for the disposal of obsolete electronic equipment.

### **Executive Summary**

The Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby requests the Board approve the piggyback of Volusia County Schools, Contract No. ITB CPT-24-003 CE: Electronic Recycling and Disposal Services, awarded to Vantage Point ITAD as primary Vendor and Tech Smart International, LLC as secondary vendor. This contract will provide services for the collection and disposal of various electronic equipment that has been retired, obsolete and/or classified as end-of-life items by the District. This service is at no cost to the District and has the potential for revenue generating.

HCSB Bid No. 26-962-31 PB has been assigned for internal tracking purposes.

### **My Contact**

Christopher K. Reckner  
Director of Purchasing & Warehousing  
(352) 797-7060

### **2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

### **Financial Impact**

See attached budget sheet.

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

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**January 13, 2026**

**Bid No. 26-962-31 PB**

**Bid Title: Electronics Recycling and Disposal 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 type="checkbox"/> Renewal of Contract	<input type="checkbox"/> Sole/Single Source	<input type="checkbox"/> Re-Award (Partial/Whole)
<input type="checkbox"/> Contract Termination	<input type="checkbox"/> Amendments to Contract	<input type="checkbox"/> Extension of Contract	<input type="checkbox"/> Emergency
<input type="checkbox"/> Reversed Auction	<input checked="" type="checkbox"/> Piggyback: School District	<input type="checkbox"/> Responsive/Responsible Bidders	

**Bid Contract Period:** 01/13/2026 through 01/24/2027  N/A – One Time Purchase

**Contract Type:**  Estimated  Firm, Fixed  Firm, Fixed  Firm, Fixed Unit Prices, Dollar Amount  Dollar Amount Unit Prices Hourly Rates, Fees and/or Percentages

**Renewal Options:**  No. of Terms  Length of  Length of  None   
Remaining  Each Term (month)  Each Term (year)   
1 1

**Rationale/Reason:** Piggyback Volusia County Schools, Contract No. ITB CPT-24-003CE: Electronics Recycling and Disposal Services, awarded to primary and secondary vendors. HCSB Bid No. 26-962-31 PB has been assigned for internal tracking purposes.

Bidders Electronically  Bids Received:  No Bids:  Late Bids:  Rejected Bids:  N/A – Bids Not Downloaded From  Required: Piggyback Bidnet Direct Website: n/a

**Submitted By:** Christopher Reckner **School(s):** District Wide  
Director of Purchasing & Warehousing

Recommended award: (See attached)

**T/C CODE: 2631**

**Primary Vendor:**  
**Vantage Point ITAD**

Item Number	Item Description	Unit of Measure	Price per Unit of Measure (Vendor to Pay District)
1	Laptop/Notebook	Each	\$110.00
2	Computer Monitors	Each	\$15.00
3	CPU	Each	\$45.00
4	Televisions (CRT, Flatscreen LCD)	Each	\$25.00
5	Media Projectors	Each	\$10.00
6	Servers	Each	\$12.60
7	Switches	Each	\$300.00
8	Tablets (Androids, etc.)	Each	\$92.00
9	Hard Drives	Each	\$0.20
10	Phones/Phone System	Each	\$0.60
11	Cords	Lbs.	\$0.20
12	Copiers/Fax Machines	Each	\$1.20
13	Printers	Each	\$6.40
14	Miscellaneous: mice, keyboards, cables, audio visual devices, scanners, etc.	Lbs.	\$0.20
<b>Non-Working Condition/Incomplete</b>			
15	CPU	Each	\$3.60
16	Laptops	Each	\$1.00
17	Computer Monitors (LCD and CRT)	Each	\$0.00
18	Servers	Lbs.	\$0.20
19	Switches	Lbs.	\$0.20
20	Tablets	Lbs.	\$0.20

Contact Information:

Chelsea Bytell  
(405)896-8400  
[chytell@vantagepointitad.com](mailto:chytell@vantagepointitad.com)

**Secondary Vendor:  
Tech Smart International, LLC**

Item Number	Item Description	Unit of Measure	Price per Unit of Measure (Vendor to Pay District)
1	Laptop/Notebook	Each	\$110.00
2	Computer Monitors	Each	\$5.00
3	CPU	Each	\$75.00
4	Televisions (CRT, Flatscreen LCD)	Each	\$0.00
5	Media Projectors	Each	\$1.50
6	Servers	Each	\$75.00
7	Switches	Each	\$75.00
8	Tablets (Androids, etc.)	Each	\$65.00
9	Hard Drives	Each	\$1.00
10	Phones/Phone System	Each	\$0.50
11	Cords	Lbs.	\$0.65
12	Copiers/Fax Machines	Each	\$10.00
13	Printers	Each	\$10.00
14	Miscellaneous: mice, keyboards, cables, audio visual devices, scanners, etc.	Lbs.	\$0.12
<b>Non-Working Condition/Incomplete</b>			
15	CPU	Each	\$0.50
16	Laptops	Each	\$1.15
17	Computer Monitors (LCD and CRT)	Each	\$0.00
18	Servers	Lbs.	\$0.70
19	Switches	Lbs.	\$0.70
20	Tablets	Lbs.	\$1.00

**Contact Information:**

Lisa Marie Loar  
(813) 635-6161  
[lisaloar@techsmartint.com](mailto:lisaloar@techsmartint.com)

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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

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**Agenda Item #** 24. 26-3523

1/13/2026

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### **Title and Board Action Requested**

Approve the Purchase of Online Digital Curriculum, Practice Tests, and Certification Exams from Certiport, Inc. and Issuance of Purchase Orders in an Estimated Annual Amount of \$90,000.00

### **Executive Summary**

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of online curriculum and industry certification assessment materials for middle and high school students in an amount up to \$90,000.00. The digital materials will support teachers in their continued effort to prepare our students to earn industry recognized credentials that articulate to postsecondary credits and workforce opportunities. Florida Statute 1003.4203 requires school districts make available industry certification materials. Certiport is the supplier and publisher of this proprietary and copyrighted material.

### **My Contact**

Beth Lastra  
Supervisor of College and Career Programs  
352-797-7000 ext. 70474  
lastra\_b@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.

Prepared By Michele Thomas  
 Email [michele.thomas@pearson.com](mailto:michele.thomas@pearson.com)  
 Created Date 12/10/2025  
 Expiration This quote is valid until 01/30/2026  
 Quote Number 00183863  
 Certiport ID 90052687

\*\*\* This is not an Invoice. Please do not send payment from this quote. \*\*\*

**Mailing Address**  
 Certiport, a business of NCS Pearson, Inc.  
 1633 W. Innovation Way, 5th Floor  
 Lehi, UT 84043  
 USA

*Please email POs if possible. Otherwise send them to the mailing address above.*

[michele.thomas@pearson.com](mailto:michele.thomas@pearson.com)

**Corporate Address**  
 5601 Green Valley Drive  
 Bloomington, MN 55437  
 USA  
 Federal Tax ID Number: 41-0850527  
 Sales (888) 222-7890      Fax (801) 492-4118

Bill To Name	Hernando eSchool	Ship To Name	Hernando eSchool
Bill To	School Board of Hernando County 919 North Broad Street Brooksville, FL 34601 USA	Ship To	919 N. Broad St Brooksville, FL 34601 USA

Product ID	Product	Quantity	Sales Price	Total Price
1102102	ACU Site License - Campus License	1.00	\$3,894.00	\$3,894.00
1108294	Cisco Certified Support Technician Site License + CertPREP Site License	1.00	\$4,576.00	\$4,576.00
1105108	ESB Site License Bundle: Exams, CertPREP Practice Tests, NFTE Mindset Index, 2 Entre-Ed Teacher Resource Guides - K12/WFD	1.00	\$3,588.00	\$3,588.00
1109318	Intuit Personal Finance - U.S. Site License with 500 User CertPREP Practice Tests & 500 User Learnkey Course - K12	1.00	\$3,218.00	\$3,218.00
1107341	IT Specialist Site License + CertPrep Practice Test 500-User License	1.00	\$3,848.00	\$3,848.00
1108998	Meta Certification K12 Site License + CertPREP Practice Test (500 exams)	1.00	\$3,700.00	\$3,700.00
1108373	PMI PMR Exam Site License and CertPREP 500-User License	1.00	\$3,848.00	\$3,848.00
1106549	UCU Site License 300 exams with Practice Test Site License K12/WFD	1.00	\$3,328.00	\$3,328.00

*\*\* All Certification exams and licenses expire one year from purchase date, or as agreed upon by the parties, at time of purchase, if the purchase is for a future start date. No extensions, no refunds or exchanges.*

**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>

Grand Total \$30,000.00

*Grand Total does not include applicable taxes which may be charged.*

#### Terms and Conditions of Sale

The terms and conditions set forth herein become the agreement between Certiport, a business of NCS Pearson, Inc. ("Seller") and the organization listed on this Quote Sheet ("Buyer") for the sale of goods and/or services as described in the Quote Sheet (hereinafter the "Agreement"). Seller's agreement to provide the goods and/or services is expressly conditional on Buyer's assent to this Agreement. If Buyer objects to any terms herein, such objection must be in writing and delivered to Seller within seven (7) calendar days of receipt of this document. Failure to make such timely exception or acceptance of any goods or services by Buyer shall be conclusively deemed assent to the terms and conditions herein.

**1. Order Acceptance and Complete Agreement.** All requests for goods or services received by Seller are subject to revision and rejection by Seller. Buyer's acceptance of goods and/or services evidences Buyer's acceptance of these terms and conditions. This Agreement may not be altered or modified except in writing duly executed by both parties. Except as set forth herein, the parties agree there are no other contracts or agreements between them, oral or written, with respect to the products and/or services procured hereunder (including any made or implied past dealings). No additional or different terms and conditions stated in or attached to Buyer's order or Buyer's communications to Seller, including, but not limited to, Buyer's orders, purchase order or other communication to Seller are applicable to this transaction in any way, and are hereby rejected and shall not be considered as Buyer's exceptions to these terms and conditions. Trade custom, trade usage and past performance are hereby superseded and shall not be used to interpret these terms and conditions. Buyer acknowledges that

Prepared By	Michele Thomas
Email	<a href="mailto:michele.thomas@pearson.com">michele.thomas@pearson.com</a>
Created Date	12/10/2025
Expiration	This quote is valid until 01/30/2026
Quote Number	00183863
Certiport ID	90052687

Buyer may be required to sign a Certiport Authorized Test Center agreement prior to any goods or services delivered under this Agreement being deliverable from Buyer to end users.

**2. Implementation of Services.** Seller cannot commit to an estimated schedule for the delivery of goods or services to Buyer until Buyer has signed and returned this Agreement to Seller.

**3. Payment, Prices and Setoff.** Payment terms are net thirty (30) days from date of invoice. Prices stated on the order exclude shipping and handling charges, sales, use, excise, VAT or similar taxes or duties. All payments are due in U.S. Dollars unless otherwise agreed by Seller in writing. In addition, Buyer waives any rights of setoff.

**4. Title.** Unless stated elsewhere in this Agreement, all shipment of goods shall be delivered F.O.B. Seller's facility, and any loss or damage thereafter shall not relieve Buyer from any obligation hereunder. Buyer shall be liable for costs of insurance and transportation and for all import duties, taxes and any other expenses incurred or licenses or clearance required at port of entry and destination.

**5. Termination or Cancellation of this Agreement.** This Agreement, and all rights, and if applicable any licenses granted herein by Seller to Buyer, may be terminated by either party for a material breach of an obligation imposed upon a party by this Agreement, but only after written notice by the non-breaching party has been given to the breaching party. Such notice must provide for an opportunity to cure such material breach of at least thirty (30) days following receipt of the notice by the breaching party. If the breaching party has not cured the breach by the cure date stated in the notice, only then may the non-breaching party giving the notice terminate this Agreement (and all rights and if applicable any licenses granted herein). In the event of termination for breach, the breaching party will be liable to the other party for reasonable wind-up and program management costs.

**6. Parental Consent Form.** Before allowing an examinee under the age of 18 to register and take an Exam, Buyer shall require the parent/legal guardian of the examinee to complete and sign a Parental Consent Form. Buyer shall be responsible for collecting any consent to transmit examinee data to Seller and Seller's clients, where applicable. Completed Parental Consent Forms must be retained by Buyer and made available to Certiport upon request.

**7. Legal Compliance.** Buyer, at all times, shall comply with all applicable federal, state, and local laws and regulations. Export of the goods covered by this Agreement may be subject to export license control by the United States government. It is Buyer's responsibility to obtain any licenses which may be required under the applicable laws of the United States including the Export Administration Act and regulations promulgated thereunder.

**8. Intellectual Property.** Seller shall retain all rights to pre-existing ideas, processes, procedures, and materials used by Seller in developing or providing products and/or services to Buyer (Seller's Materials). Buyer shall own all title and interest in any materials created under this Agreement unless those materials are based on Seller's Materials. Buyer grants Seller a non-exclusive, royalty-free, worldwide license to use Buyer's Trademarks or provided materials in the provision of goods or services hereunder.

**9. Limited Warranty.** Seller warrants that it will perform the services in a professional and workmanlike manner. **THE WARRANTIES IN THIS AGREEMENT REPLACE ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL OTHER WARRANTIES ARE DISCLAIMED AND EXCLUDED BY SELLER.**

**10. Limitation of Liability.** In no event will Seller be liable, in breach of warranty, contract, tort, strict liability, or under any other legal theory, for any indirect, special, incidental, consequential, punitive and/or exemplary damages, losses or expenses, or for loss of profit, revenue or data, regardless of whether Buyer was informed about the possibility of such damages, and in no event will Seller's total liability exceed an amount equal to the price of the goods or services giving rise to the liability even if Seller has knowledge of the possibility of the potential loss or damage.

**11. Buyer Specifications Indemnity.** Where allowed by law, Buyer agrees to indemnify and hold harmless Seller for all claims, whether arising in tort or contract, against Buyer and/or Seller (including reasonable Attorney's fees, expenses and costs), arising out of the application of Seller's goods or services to Buyer's specifications, designs, or statement of work, if applicable.

**12. Confidentiality.** Each party agrees that (i) all data or information which is submitted by one party to the other, which is confidential and is designated or characterized as secret, confidential, or proprietary ("Confidential Information") will be kept in confidence by the other party hereto and shall not be used, published, revealed, provided, disclosed, or made available to any third party, whether directly or indirectly without the prior written consent of the disclosing party; (ii) it will use the other party's Confidential Information only as may be necessary in the course of performing its duties, receiving services or exercising its rights under this Agreement; (iii) it will treat such information as confidential and proprietary; (iv) it will take all reasonable precautions to protect the other party's Confidential Information, including, but not limited to, such precautions exercised by the receiving party to protect its own confidential information; and (v) it will not otherwise appropriate such information to its own use or to the use of any other person or entity. Each party will be liable to the other only in the event of a willful and material disclosure of such confidential data or information. The terms and conditions of this Agreement shall be deemed confidential in accordance with this Section.

**13. Infringement by Seller.** Seller agrees to indemnify, defend and hold Buyer and Buyer's directors, officers, employees, successors, and assigns from and against any and all third party claims that any goods and/or services supplied by Seller to Buyer constitute direct infringement of any United States trademark, patents, copyrights and Seller agrees to pay all damages and costs finally awarded thereunder by a court of competent jurisdiction against Buyer, provided that Seller has been promptly informed and furnished a copy of each communication, notice or other action relating to the alleged infringement and Seller is given authority, information and assistance (at Seller's expense) necessary to defend or settle said claim.

**14. Infringement by Buyer.** Buyer agrees to indemnify, defend and hold Seller and Seller's directors, officers, employees, successors, and assigns from and against any and all claims that the information, content, trademarks, specifications or materials furnished by Buyer to Seller under this Agreement infringe any trademark, patents, copyrights, or other intellectual property right and Buyer agrees to pay all damages and costs finally awarded thereunder by a court of competent jurisdiction against Seller, provided that Seller furnished notice to Buyer relating to the claim and Buyer is given information about the claim. It is Buyer's responsibility and expense to defend or settle said claim. If the content of the information or materials furnished by Buyer under this Agreement is proven to infringe trademark, patent, copyright, or other intellectual property right or Buyer determines that the content of any information or materials furnished to Seller under this Agreement will infringe such rights, or Buyer is enjoined from using the information or materials furnished by Buyer to Seller under this Agreement then Buyer, at Buyer's sole discretion and expense shall (i) procure for Seller the right to continue using such information or material, (ii)

Prepared By Michele Thomas  
Email [michele.thomas@pearson.com](mailto:michele.thomas@pearson.com)  
Created Date 12/10/2025  
Expiration This quote is valid until 01/30/2026  
Quote Number 00183863  
Certiport ID 90052687

replace the information or material with a non-infringing product, or (iii) modify the information or product so it becomes non-infringing.

**15. Force Majeure.** The obligations of the parties under this Agreement (including all obligations of Seller relating to time limits and deadlines for implementation and updating under this Agreement) shall be suspended, to the extent a party is hindered or prevented from complying therewith and for a reasonable time thereafter because of acts beyond a party's control. In the event of such delay, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of any such delay.

**16. General.** It is mutually agreed that any provisions of this Agreement, which, by their nature, should reasonably survive termination or expiration of this Agreement will survive. Buyer agrees that the goods and services outlined in this Agreement are commercial items and not subject to cost accounting principles, including but not limited to Federal Acquisition Regulation Part 30 entitled "Cost Accounting Standards Regulation". Seller's relationship to Buyer is that of an independent contractor. This Agreement shall be governed by and construed and enforced in accordance with the internal laws of the State of Minnesota without giving effect to the principles of conflicts law thereof, unless otherwise required by law. Both Parties to this Agreement consent to the interpretation of laws, jurisdiction, and venue in the state and federal courts sitting in the State of Minnesota, Hennepin County, unless otherwise required by law. If a provision of this Section is found to be invalid, illegal, or unenforceable in any respect, the court may modify it to make such provision enforceable. This Agreement is solely for the benefit of the parties hereto and no provision of this Agreement shall be deemed to create any rights in, be deemed to have been executed for the benefit of, nor confer upon any other person or entity not a party hereto any remedy, claim, liability, reimbursement, cause of action or other rights.

**STANDARD ADDENDUM TO AGREEMENTS WITH  
THE HERNANDO COUNTY SCHOOL BOARD**

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

**WHEREAS**, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

**WHEREAS**, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes, and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant to the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida, hereinafter ("Court") have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

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, [Ellerman\\_a@hcsb.k12.fl.us](mailto:Ellerman_a@hcsb.k12.fl.us) or (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

*Signed and dated by authorized representatives as provided below:*

**Contractor:** Certiport, a business of NCS Pearson, Inc.

 \_\_\_\_\_ 

Printed Name: Krista Ketchmark

Title: Vice President, Business Development

Date: 12/12/2025

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

10:44 am, 06/17/2025

## State of Florida

## Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Certiport, a business of NCS Pearson, Inc.

Vendor FEIN: 41-0850527

Vendor's Authorized Representative Name and Title: Krista Ketchmark, VP, Business Development

Address: 5601 Green Valley Drive

City: Bloomington State: Minnesota ZIP: 55437

Phone Number: 801-847-3100

Email Address: PVContracts@pearson.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restraine, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: Krista Ketchmark

DS  
DS

AUTHORIZED SIGNATURE

Print Name and Title: Krista Ketchmark, VP, Business Development

Date: 12/11/2025

## FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Krista Ketchmark

Company Name: Certiport, a business of  
NCS Pearson, Inc.

Title: Vice President of Business Development

Signature: Krista Ketchmark

 DS

Date: 12/11/2025

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

Vo Tech Ed Technology Rentals/Supplies CTE Industry Certifications						
Account Name	1100E	5300	3690/5190	Various	13300	Various
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
\$ 0.00	\$ 0.00	\$ 0.00	\$ 90,000.00	\$ 90,000.00	\$ 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

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**Agenda Item #** 25. 26-3527

1/13/2026

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### **Title and Board Action Requested**

Approve the amendment to the contract for Bid #24-725-27: Motorola Mobile/Portable Radios: Installation and Repair Services awarded to Bear Communications, Inc. and Tri-Co Communications, Inc. and authorize the increase in expenditures for an estimated annual spending of \$250,000.00.

### **Executive Summary**

The District Fire Official-AHJ/Plans Examiner, on behalf of the Superintendent of Schools, requests the Board approve the amendment to the contract for Bid #24-725-27: Motorola Mobile/Portable Radios: Installation and Repair Services, awarded to Bear Communications, Inc. and Tri-Co Communications, Inc. and authorize the increase in expenditures for an estimated annual spending of \$250,000.00.

This contract was originally Board approved on 05/14/2024 for \$50,000.00. This agenda request is to amend the current contract to increase the estimated spending for an additional \$250,000.00. This increase will support the purchase of additional radios district wide, requested by school administrators, utilizing mileage funds for County Wide Safety.

### **My Contact**

William L Hall  
Fire Official-AHJ/Plans Examiner  
hall\_b@hcsb.k12.fl.us  
352-797-7050

### **2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

### **Financial Impact**

See attached budget sheet.

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

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**January 13, 2026**

**Bid No. 24-725-27 AMEND**

**Bid Title: Motorola Mobile/Portable  
Radios: Installation and Repair 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 checked="" type="checkbox"/> Low Bid(s) Meeting Specification	<input type="checkbox"/> Rejection/Cancellation
<input type="checkbox"/> Revised Award	<input type="checkbox"/> Renewal of Contract	<input type="checkbox"/> Sole/Single Source	<input type="checkbox"/> Re-Award (Partial/Whole)
<input type="checkbox"/> Contract Termination	<input checked="" type="checkbox"/> Amendments to Contract	<input type="checkbox"/> Extension of Contract	<input type="checkbox"/> Emergency
<input type="checkbox"/> Reversed Auction	<input type="checkbox"/> Piggyback Cooperative	<input type="checkbox"/> Responsive/Responsible Bidders	

**Bid Contract Period:** 05/14/2024 through 05/13/2026  N/A – One Time Purchase

**Amended:** 01/13/2026 through 05/13/2026

**Contract Type:**  Estimated  Firm, Fixed  Firm, Fixed  Firm, Fixed Unit Prices, Dollar Amount Dollar Amount Unit Prices Hourly Rates, Fees and/or Percentages

**Renewal Options:**  No. of Terms  Length of  Length of  None  
Remaining  Each Term (month)  Each Term (year)  
3 1

**Rationale/Reason:** 01/13/2026: Contract amended to increase total estimated annual spending.

<b>Bidders Electronically Downloaded From Bidnet</b>	<b>Bids Received:</b>	<b>No Bids:</b>	<b>Late Bids:</b>	<b>Rejected Bids:</b>	<input type="checkbox"/> N/A – Bids Not Required:
Direct Website: 23	- 2 -	- 1 -	- 0 -	- 0 -	

**Submitted By:** Christopher Reckner **School(s):** District Wide  
Director of Purchasing & Warehousing

**Requested By:** William Hall **Department(s):** Facilities & Construction  
Fire Official/Plans Examiner

Recommended award, description of items and prices: (See attached)

**T/C CODE: 2427**

This tabulation establishes a contract(s) with vendor(s) as described herein, for the purchase, installation, and programming of new Motorola Portable Radios as well as maintenance and repair services, as needed district wide, securing firm, fixed, net unit pricing and hourly rates.

### **Bear Communications, Inc. (dba Bearcom)**

Sales & Service Representative:

Carlton Cozart

(813)249-1605

[carlton.cozart@bearcom.com](mailto:carlton.cozart@bearcom.com)

### **Section I – Equipment**

<b>Item No.</b>	<b>Description</b>	<b>Unit Price</b>
1.	AAM28JNC9KA1N - Motorola XPR5350 Digital mobile 1-25 watts VHF 136-174 MHz with power cable, mounting bracket, microphone, and three years total warranty. <i>Only - No Substitutes</i>	\$ 869.00
2.	AAM28JQC9KA1N - Motorola XPR5350 Digital mobile 25-45 watts VHF 136-174 MHz with power cable, mounting bracket, microphone, and three-year total warranty. <i>Only - No Substitutes</i>	\$ 935.00
3.	AAH06JDNRA1AN - Motorola XPR7550E Digital portable with antenna, belt clip, IMPRESS battery/charging system, and three-year total warranty. <i>Only - No Substitutes</i>	\$ 1,309.00
4.	AAM27JQR9JA7BN - Motorola SLR 5700 Digital Repeater 50 watts 136-174 MHz VHF. <i>Only - No Substitutes</i>	\$ 3,695.00
5.	DSP1020MOVC5 P10 Series Amplifier, 136-174 MHz, 20-50W Input, 100-Watt Output. <i>Only - No Substitutes</i>	\$ 2,275.00
6.	CDQRDN9900 – DURACOMM 30 AMP Power Supply. <i>Only - No Substitutes</i>	\$ 295.00
7.	100-Watt Duplexer with Duplexer Cable Kit	\$ 2,195.00
8.	HAD 4008 Antenna with Cable	\$ 24.00
9.	Impress Keypad Microphone For XPR 5550E Base Unit	\$ 139.00
10.	Motorola Base Unit 25 Watts XPR 5550E With Color Display And Power Supply	\$ 1,259.00

## Section II - Installation & Programming Services

Separate pricing for **on-site** removal of old bus radios (if applicable), installation and programming services. All removal, installation and/or programming to include all supervision, personnel, materials, supplies, equipment, etc., to provide services as requested. All fees, charges, service charges and expenses of any kind, (travel time, gas, fuel surcharge, etc.) shall be included in the pricing below. NO additional costs/expenses shall be permitted, except as stated in the bid documents. On-site installation of mobile radios would be performed at the Transportation Department, 3339 California St., Brooksville 34606.

Item No.	Description	Unit Price
11.	Installation Fee for 2-Way Mobile Radios in Buses	\$135.00/Radio
12.	Programming Fee for Encoder	\$0/Radio
13.	Removal of Existing, Old Radios	\$35.00/Radio
14.	Installation Labor Rate – During Regular Business Hours 7:00 am to 4:00 pm – Monday-Friday	\$105.00/Hour
15.	Installation Labor Rate – Overtime Hours Before 7:00 am or After 4:00 pm (if applicable)	\$225.00/Hour
16.	Programming Labor Rate – During Regular Business Hours 7:00 am to 4:00 pm – Monday-Friday	\$105.00/Hour
17.	Programming Labor Rate – Overtime Hours Before 7:00 am or After 4:00 pm (if applicable)	\$225.00/Hour
18.	Minimum Shop Charge for Initial Service/Check-Out *	\$50.00
19.	Time & Material Repairs/Adjustments Plus Parts	\$105.00/Hour
20.	Manufacturer's Percentage (%) Discount (-) for ALL Motorola Accessories, Parts, Batteries, etc.	15%
21.	Balance of Line Percentage (%) Discount (-) for OTHER Equipment Not Listed Above	15%

\* Note: If the option is to NOT repair the unit, the *Minimum Shop Charge Fee* must be refunded if a new unit is purchased in lieu of making authorized repairs.

Pick up & delivery to sites of mobile radio repairs: YES  
Additional Charge for Delivery Service: NO

Standard Equipment that comes with the Radios: Portables are complete package with antenna, belt clip, battery charger & 5 years warranty. Mobile comes with mounting bracket, power cable mobile microphone & 5 years warranty.

### ***Warranty information***

New Equipment: 5 years for radios  
Workmanship/Installation: 90 days  
Repair Services: 90 days

## Tri-Co Communications, Inc.

Sales & Service Representative:

Dee Maloy

(352)629-5357

(352)513-3880

[dee.maloy@tri-co.us](mailto:dee.maloy@tri-co.us)

### Section I – Equipment

Item No.	Description	Unit Price
1.	AAM28JNC9KA1N - Motorola XPR5350 Digital mobile 1-25 watts VHF 136-174 MHz with power cable, mounting bracket, microphone, and three years total warranty. <i>Only - No Substitutes</i>	\$697.49
2.	AAM28JQC9KA1N - Motorola XPR5350 Digital mobile 25-45 watts VHF 136-174 MHz with power cable, mounting bracket, microphone, and three-year total warranty. <i>Only - No Substitutes</i>	\$754.03
3.	AAH06JDNRA1AN - Motorola XPR7550E Digital portable with antenna, belt clip, IMPRESS battery/charging system, and three-year total warranty. <i>Only - No Substitutes</i>	\$1,064.95
4.	AAM27JQR9JA7BN - Motorola SLR 5700 Digital Repeater 50 watts 136-174 MHz VHF. <i>Only - No Substitutes</i>	\$2,814.43
5.	DSP1020MOVC5 P10 Series Amplifier, 136-174 MHz, 20-50W Input, 100-Watt Output. <i>Only - No Substitutes</i>	\$1,721.65
6.	CDQRDN9900 – DURACOMM 30 AMP Power Supply. <i>Only - No Substitutes</i>	\$210.41
7.	100-Watt Duplexer with Duplexer Cable Kit	\$1,305.91
8.	HAD 4008 Antenna with Cable	\$18.93
9.	Impress Keypad Microphone For XPR 5550E Base Unit	\$552.36
10.	Motorola Base Unit 25 Watts XPR 5550E With Color Display And Power Supply	\$1,029.36

## Section II - Installation & Programming Services

Separate pricing for **on-site** removal of old bus radios (if applicable), installation and programming services. All removal, installation and/or programming to include all supervision, personnel, materials, supplies, equipment, etc., to provide services as requested. All fees, charges, service charges and expenses of any kind, (travel time, gas, fuel surcharge, etc.) shall be included in the pricing below. NO additional costs/expenses shall be permitted, except as stated in the bid documents. On-site installation of mobile radios would be performed at the Transportation Department, 3339 California St., Brooksville 34606.

Item No.	Description	Unit Price
11.	Installation Fee for 2-Way Mobile Radios in Buses	\$259.20/Radio
12.	Programming Fee for Encoder	\$62.40/Radio
13.	Removal of Existing, Old Radios	\$97.60/Radio
14.	Installation Labor Rate – During Regular Business Hours 7:00 am to 4:00 pm – Monday-Friday	\$140.00/Hour
15.	Installation Labor Rate – Overtime Hours Before 7:00 am or After 4:00 pm (if applicable)	\$330.65/Hour
16.	Programming Labor Rate – During Regular Business Hours 7:00 am to 4:00 pm – Monday-Friday	\$140.00/Hour
17.	Programming Labor Rate – Overtime Hours Before 7:00 am or After 4:00 pm (if applicable)	\$330.65/Hour
18.	Minimum Shop Charge for Initial Service/Check-Out *	\$0
19.	Time & Material Repairs/Adjustments Plus Parts	\$120.00/Hour
20.	Manufacturer's Percentage (%) Discount (-) for ALL Motorola Accessories, Parts, Batteries, etc.	15%
21.	Balance of Line Percentage (%) Discount (-) for OTHER Equipment Not Listed Above	15%

\* Note: If the option is to NOT repair the unit, the *Minimum Shop Charge Fee* must be refunded if a new unit is purchased in lieu of making authorized repairs.

Pick up & delivery to sites of mobile radio repairs: YES

Additional Charge for Delivery Service: NO

Standard Equipment that comes with each radio purchase: Battery, Charger, Antenna, Belt Clip, Mounting Bracket, Power cable, Microphone

### ***Warranty information***

New Equipment: 5 years essential repairs and software

Repair Services: 60 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 -**

Millage Funded-Motorola Mobile/Portable Radios Installation and Repairs						
Account Name	3XXX	7400	6XXX	9550	MXXXX	
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
\$ 250,000.00	\$ 0.00	\$ 0.00		\$ 250,000.00	\$ 250,000.00	\$ 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

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**Agenda Item #** 26. 26-3533

1/13/2026

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### **Title and Board Action Requested**

Approve the 2025-2026 Dual Enrollment Agreement Between Saint Leo University (Saint Leo) and the Hernando County School Board and Issuance of a Purchase Order in an Estimated Annual Amount of \$80,000.00

### **Executive Summary**

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the 2025-2026 DE Agreement with Saint Leo University (Saint Leo). Florida Statute 1007.21 mandates school district and local public postsecondary institutions to enter into an agreement for the purpose of establishing guidelines for implementing the program education and permit eligible students an opportunity to earn both high school and postsecondary educational credits. They anticipate the possibility of spending up to \$80,000.00 due to additional DE tuition and related expenses. The purchase will be made on an as needed basis.

### **My Contact**

Beth Lastra

Supervisor of College and Career Programs

352-797-7000 ext. 70474

lastra\_b@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.

**DUAL ENROLLMENT AGREEMENT**  
**BETWEEN SAINT LEO UNIVERSITY AND HERNANDO SCHOOL DISTRICT, FLORIDA**

THIS DUAL ENROLLMENT AGREEMENT ( "Agreement"), between saint Leo University ("Saint Leo"), a private, non—profit institution of higher education incorporated in the State of Florida with its main campus at 33701 State Rd. 52, St. Leo, Florida 33574, and Hernando School District, Florida, is entered into on this for the purpose of enhancing learning opportunities for qualified high school students who are attending high school in Hernando County through the Dual Enrollment program, as encouraged by Section 1007.22 and 1007.271 of the Florida Statutes.

NOW IN CONSIDERATION OF THE FOREGOING, the mutual undertakings and benefits to accrue to both parties, Saint Leo and the School District, collectively (the "Parties"), agree as follows:

**1. TERM**

The term of this Agreement shall be effective as of September 1, 2025 is subject to annual review, and shall continue until June 30, 2026, unless terminated by either party or extended by amendment to this Agreement, in accordance with this Agreement. Such termination shall be upon thirty (30) days advance written notice. Such termination shall not affect the rights and duties of the Parties under this Agreement with respect to the Dual Enrollment students enrolled in the then current Saint Leo academic semester.

**11. PROGRAM REQUIREMENTS**

- A. Purpose.** The purpose of Dual Enrollment is to allow acceleration of eligible secondary students while still enrolled in school to take courses offered by Saint Leo, through courses offered at Hernando School District, Florida campuses, which count toward high school credit and toward a university degree.
- B. Length.** Participation in Dual Enrollment may not exceed 24 credit hours. For the purposes of this agreement, students transition from one school year to the next in August of each year.  
Students are authorized to take up to 2 courses and no more than 6 credit hours per semester.
- C. Credits.** Dual Enrollment credits may be in addition to the normal school load or a part of the student's regular load. The list of Saint Leo's eligible Dual Enrollment courses is available in Appendix A, which is attached hereto and incorporated herein by reference.
- D. Initial Eligibility Criteria.** Saint Leo agrees to permit students enrolled at Hernando School District, Florida, who have been certified by their school official as qualified, to enroll in the approved dual credit courses. Saint Leo retains the right to change the GPA and minimum test score requirements within its sole discretion. The District Liaison will be notified in writing if a change is made. Exceptions to these requirements may be granted on an individual basis if agreed

upon in writing and signed by both Parties. Students participating in Dual Enrollment options must meet the following initial student eligibility requirements:

1. Enrolled in a course of study which will fulfill requirements for high school graduation.
2. 2.5 cumulative unweighted high school GPA.
3. Satisfy any course prerequisites, including but not limited to placement exams; and,
4. Meet any additional criteria set by the post-secondary institution.
5. Students who will be juniors must have a 2.7 GPA to take online courses.
6. Students who will be seniors must have a 3.0 GPA to take online courses.

**E. Continuing Eligibility Criteria.** Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both Parties. Dual Enrollment students are responsible for following Saint Leo's student code of conduct that outlines acceptable and unacceptable academic or behavioral misconduct for Saint Leo students, such behavior includes cheating and plagiarism, etc. Faculty who suspects a student has violated the university's Academic Honor Code must follow the university's procedures as outlined in the course syllabus addendum.

The student code of conduct delineates appropriate disciplinary procedures and sanctions in the case of unacceptable behavior. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process; violate Saint Leo code of conduct or regulations and/or School Board Rules; or violate federal, state, or local laws. In addition to the requirements above, to continue in the Dual Enrollment program, students must:

1. Maintain a 2.5 cumulative unweighted high school GPA, and
2. Maintain a 3.0 cumulative Saint Leo GPA as confirmed by Hernando School District, Florida and Saint Leo's Registrar's Office.
3. The university maintains a grade appeal policy for students who believe their final grade was arrived at unfairly. Students who wish to appeal for a final grade must follow the university's Grade Appeal Policy found in the university's catalog.

**F. Registration Procedures.** Documents required for each student must be submitted to Saint Leo, prior to registration and in accordance with guidelines and registration deadlines posted on the Saint Leo Dual Enrollment website at <https://www.saintleo.edu/admissions/dual—enrollment>. Appendix B, which is attached hereto and incorporated herein by reference, sets forth further details in connection with the registration procedure.

**G. Withdrawal Procedures.** All Dual Enrollment students are responsible for officially withdrawing from classes they are no longer attending in accordance with published University requirements and deadlines. Students who do not officially withdraw from a class may receive a failing grade. Such a failing grade becomes a part of their permanent transcript records and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid. All Dual Enrollment students are responsible for notifying the high school guidance counselor, in writing, prior to withdrawal from any Dual Enrollment course. All pre—registration advising, including but not limited to posted withdrawal procedures, is the responsibility of Hernando School District, Florida.

**H. Faculty Member Listed on Record.** Hernando School District, Florida will provide an appropriate dual enrollment adjunct faculty member, credentialed by Saint Leo in accordance with SACSCOC and Saint Leo requirements/guidelines for postsecondary instructors in the course/discipline. In

this instance, the dual enrollment course(s) will be part of the teaching line and not an additional cost to Saint Leo. Instructors teaching a Saint Leo course must take the "Teaching at Saint Leo" online module during the first semester they are teaching a Saint Leo course. The module is offered through the university's Center for Teaching and Learning Excellence (CTLE). CTLE will enroll the teacher in the course and notify them via their official school email address.

In the event Hernando School District, Florida cannot provide a credentialed faculty member, Saint Leo will make every effort to provide one for all on ground course meetings, paid for by the University. To ensure the integrity of the course, the instructor must adhere to the university's course syllabus and will be observed by a designated Saint Leo faculty member using the university—approved classroom observation instrument at a mutually agreed upon time by the instructor and observer. Additionally, the faculty member must adhere to the policy and procedure expectations outlined in the faculty handbook and academic catalog.

**I. Publicity.** Hernando School District, Florida may not use Saint Leo's name, logos, trademarks or images or the name or image of any employee or official of Saint Leo in any fundraising, publicity, advertising or media release without the prior written consent of Saint Leo on each occasion, which may be given only by the Saint Leo Assistant Vice President, Florida Region or designee. Saint Leo may not use the Hernando School District, Florida's name, logos, trademarks or images or the name or image of any employee or official of Hernando School District, Florida in any fundraising, publicity, advertising or media release without the prior written consent of Hernando School District, Florida on each.

**J. SACSCOC and Regulatory Compliance for Off —Campus Instructional Sites.** Southern Association of College and Schools Commission on Colleges (SACSCOC) off —campus instructional site requirements apply to dual enrollment sites. In accordance with SACSCOC criteria, institutions may not offer 25 —49% of on —ground, face —to —face instruction toward any academic credential, without the institution submitting notification to SACSCOC for the site prior to implementation. Offering the number of credits listed below, toward any credential, will require prior SACSCOC notification of the site.

e 4—8 credit hours toward an 18 —credit certificate • 15 —  
29 credit hours towards a 60 —credit associate degree 0 30 —  
59 credits toward a 120 —credit bachelor's degree

To ensure compliance with SACSCOC criteria regarding off —campus instructional sites, Saint Leo University and Hernando School District, Florida will collaboratively monitor the number of credit hours offered at each individual dual enrollment site to:

- 1) ensure timely SACSCOC notification before the 25% threshold is reached for any academic credential, and
- 2) guarantee that no more than 49% of unique credits for any academic credential will be offered in on —ground, face —to —face instruction at an individual location over the span of four (4) consecutive years.

### **111. ROLE OF THE UNIVERSITY**

The University will:

- A. Publish deadlines and procedures on the Dual Enrollment website.
- B. Advise students of college level expectations and procedures as delineated in the attached Appendix C, which is attached hereto and incorporated herein by reference.
- C. Provide advising, as appropriate, to ensure proper course placement and selection.
- D. If requested, send progress updates to the High School during the term, indicating work completed.
- E. Assign a letter grade to each student enrolled in a Dual Enrollment course. The letter grade assigned by the postsecondary institution shall then be posted to the high school transcript by Hernando School District, Florida pursuant to s. 1007.271(20), F.S.
- F. Be responsible for making an annual report to the Commissioner of Education on the operation of the Dual Credit Enrollment program. Hernando School District, Florida will provide the University with any information requested to complete such reports.
- G. Be responsible for monitoring the quality of curriculum to ensure that instruction is consistent with Saint Leo University's policies and procedures.
- H. Invoice for dual enrollment courses in accordance with the billing agreement (separate).

### **IV. ROLE OF Hernando School District, Florida**

Hernando School District, Florida will:

- A. Verify the enrolled students are residents of Florida and eligible for enrollment in accordance with Section 1007.271 Florida Statutes.
- B. Verify that the high school student and his/her parent(s) or guardian(s) have been counseled on the advisability of taking one or more college courses while in high school and on the specific requirements of the Dual Enrollment program. Preregistration advising will include the curricular expectations of university —level academic work that typically exceed the work required of high school courses. Preregistration advising will also include information regarding Saint Leo's published add/drop policies and deadlines, as well as the impact of performance in Dual Enrollment courses, which become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
- C. Provide any required services to support a student's IEP consistent with the legal requirements for serving students with special needs in a virtual school.
- D. Provide access to computers and equipment, with internet access as necessary.
- E. Inform students and their parents about opportunities for students to participate in Dual Enrollment with the University.
- F. Designate a District Liaison to act for School Board in all matters pertaining to this Agreement and to accept and approve all deliverables and invoices.
- G. Pay Saint Leo the standard tuition rate per credit hour for classes taught by Saint Leo University Faculty. The current amount is \$125.00 per credit hour for all Hernando School District, Florida students enrolled. This rate is subject to change annually.

- H. For Saint Leo University dual enrollment classes taught by Hernando School District teachers, the Hernando School District will pay Saint Leo University a \$6,000 annual contract fee. Additionally, a \$200 course monitoring fee will be charged for each class:
  - I. Pay Saint Leo for tuition for all students who are registered by the end of Saint Leo's Drop/Add period, within 30 days of receipt of the invoice. Hernando School District, Florida will have no obligation to pay tuition for summer terms.
  - J. Provide Dual Enrollment students, free of charge, required college textbooks and other instructional materials in accordance with Florida Statutes 51007.271(17). Instructional materials purchased by Hernando School District, Florida on behalf of Dual Enrollment students shall be the property of Hernando School District, Florida against which the purchase is charged. Private school students must purchase required college textbooks and other instructional materials in accordance with Florida Statutes 51007.271(17).
  - K. Award high school credit for the course(s) upon its (their) successful completion by the Dual Enrollment student and assign grade points, equivalent to those for AP/IB/AICE courses. Courses not taken for a grade are ineligible for Dual Enrollment. The Dual Enrollment Course—High School Subject Area Equivalency List published by the Florida Department of Education mandates the minimum subject area credit awarded for specific courses taken through Dual Enrollment. Courses not appearing on this list will be awarded high school elective credit with 3 University credit hours translating to 0.5 high school credits.
  - L. Perform the initial screening and monitor student performance while participating in the Dual Enrollment program. Hernando School District, Florida's counselors will communicate, as needed, with Saint Leo Dual Enrollment staff in connection with student monitoring (and, if necessary, providing support for) while participating in the Dual Enrollment program.

#### **V. JOINT RESPONSIBILITIES**

- A. Saint Leo and Hernando School District, Florida warrant and agree that all Dual Enrollment courses shall meet the provisions of the current State of Florida laws and regulations.
- B. Saint Leo and Hernando School District, Florida will establish budgetary procedures to support specialized Dual Enrollment programs which will include the following provisions:
  - 1. Saint Leo and Hernando School District, Florida will be eligible for Full—Time Equivalency (FTE) funding in accordance with Florida law and rules.
  - 2. Dual Enrollment students are exempt from the payment of registration, tuition and laboratory fees for courses taken through Dual Enrollment at Florida public colleges or universities.
- C. Saint Leo and Hernando School District, Florida will inform students and parents of the following:
  - 1. Dual Enrollment college credit will transfer to any Florida public college or university offering a course with the same prefix and number and must be treated as though taken at the receiving institution.
  - 2. If students do not, upon high school graduation, attend the same college or university where they earned the Dual Enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution.
  - 3. If students choose to enroll in courses that require placement exams, the students will be required to pay for any/all placement exams. Prior to taking these courses, students will have to receive satisfactory scores on the English and Math Assessments. These assessments will help determine the appropriate initial English and Math courses for enrollment purposes. Students may opt out of these assessments if they have earned a grade of C or better in a

credit —bearing, college —level English composition course or Mathematics course at a regionally accredited U.S. institution.

## VI. MISCELLANEOUS PROVISIONS

- A. Liability. To the extent permitted by Florida law, each Party agrees to be fully responsible for its acts of negligence or its agent's acts of negligence when acting within the course and scope of their employment under this Agreement.
- B. 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. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.
- C. No Third-Party Beneficiaries. The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the Parties intend to directly or substantially benefit a third party by this Agreement. The Parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third Parties in any matter arising out of any contract.
- D. Equal Opportunity Provision. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, pregnancy, sex, or sexual orientation in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.
- E. Remedies. All rights and remedies provided in this Agreement are not intended to be exclusive of any other rights or remedies, and all rights and remedies shall be cumulative and shall be in addition to any other rights or remedies now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.
- F. Annual Appropriation. The performance and obligations of both, Hernando School District, Florida and Saint Leo, under this Agreement, shall be contingent upon an annual budgetary appropriation by its governing body and/or the legislature. If either party does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by such party at the end of the period for which funds have been allocated upon written notice to the other party at the earliest possible time before such termination. No penalty shall accrue to such terminating party in the event this provision is exercised, and such terminating party shall not be obligated or liable for any future payments due or any damages as a result of termination.

**G. Excess Funds.** Any party receiving funds paid under this Agreement agrees to promptly notify the other party of any funds erroneously received upon the discovery of such erroneous payment or overpayment and to refund such excess funds payment.

**H. Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with laws of the State of Florida. In the event of any legal or equitable action arising under this Agreement, the Parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Pasco County, Florida, and the Parties specifically waive any other jurisdiction and venue.

**I. Public Records.** 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 records request served upon it pursuant to Chapter 119, Florida Statutes. Each party acknowledges that this Agreement and all attachments thereto are public records.

**J. Student Records:** Notwithstanding any provision to the contrary within this Agreement, both Parties to this Agreement shall fully comply with the requirements of FERPA, and any other state or federal law or regulation regarding the confidentiality of student records.

**K. Safeguarding the Confidentiality of Shared Student Records.**

The Parties agree to:

1. Hold the student records and information in strict confidence and not use or disclose except as required by this Agreement or permitted by law. All shared student records will be disclosed only to those who have a need to access the information in order to perform their assigned duties.
2. Safeguard the student records through administrative, physical and technological safety standards to ensure adequate controls are in place to protect these student records in accordance with FERPs privacy requirements.
3. Continually monitor its operations and take all actions necessary to assure that the student information and records are safeguarded in accordance with the terms of this Agreement.

**L. Background Screening.** Dual Enrollment students attending courses at Saint Leo are deemed to be postsecondary students. Saint Leo instructional personnel are not required to submit to the same level background screening as secondary school instructional personnel.

**M. Entirety of Agreement.** This Agreement ratifies or modifies all other agreements between Hernando School District, Florida and Saint Leo that may affect Dual Enrollment. 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.

N. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. Reference in the preceding sentence to "assigns" shall not be deemed or construed to authorize, legitimatize or render effective any assignment in violation of the provisions of paragraph O below,

O. Assignment. Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments.

P. Incorporation by Reference. All Exhibits/Appendices attached hereto and referenced herein Appendices A —C shall be deemed to be incorporated into this Agreement by reference.

Q. Captions. The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

R. Severability. In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

S. Preparation of Agreement. The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to, herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

T. Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

U. Waiver. The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party 's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

**V. Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

**W. Default.** The Parties agree that, in the event that either party is in default of its obligations under this Agreement, the non —defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non —defaulting party upon thirty (30) days' notice. Such termination shall not affect the rights and duties of the Parties under this Agreement with respect to the Dual Enrollment students enrolled in the then current Saint Leo academic semester.

**X. Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

**Y. Notice.** When any of the Parties desire to give notice to the other, such notice must be in writing, sent by either email or U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To: Hernando School District, Florida: Superintendent, Mrs. Theresa Axford  
Director, Assessment and Accountability, Dr. Lori Reid

With a copy to:  
President, Saint Leo University

[Signature page to follow.]

SIGNATURE PAGE FOR DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN  
SAINT LEO UNIVERSITY AND HERNANDO SCHOOL DISTRICT

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives on the date indicated below.

School Board of Hernando County, FLORIDA:

By:

Date:

SAINT LEO UNIVERSITY FLORIDA:

Witnesses:

By:



Date: 10/14/2025

James DeTuccio, CPA, MBA

Chief Operating Officer

Chief Financial Officer

Saint Leo University

By:

  
\_\_\_\_\_  
Craig Cleveland, D.B.A.

Date:

10/9/2025

Associate Vice President for Academic Affairs

Saint Leo University

Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

2:25 pm, 12/16/2025

10

223

## Appendix A

### Currently Approved List of Courses Available to Dual Enrollment Students

Courses eligible for dual enrollment include those in the university's general education curriculum, University Explorations (UE). Some courses do require a prerequisite, as noted below, that must be met before enrolling in the course. In addition, courses at the —100 or —200 level that do not have a pre — requisite may also be eligible with pre — approval of the appropriate department chair. —300 and —400 level courses (for college juniors and seniors) are generally not eligible as dual enrollment courses. See currently approved course listing below. Once a location is approved via internal approval processes, the courses in the inventory below may be added to a site, as long as all other policies are adhered to,

e.g., OCIS tracking for percentage of programs, faculty credentials, sufficiency of resources, etc.

Note: For math courses, MAT 110: Introductory Algebra with Applications or MAT 131: College Mathematics may both be offered but note that MAT 110 does not satisfy the UE requirement.

University      Explorations:      Approved      Courses

#### Foundations Courses:

- ENG 121 — Academic Writing I (3 credits)
- ENG 122 — Academic Writing II (3 credits) Prerequisite of ENG 121
- MAT 131 — College Mathematics (3 credits)
- COM 140 — Basic Computer Skills (3 credits)
- PHI 210 — Thinking and Doing Ethics (3 credits)
- REL 115 — Is God Silent? How to Read Scriptures (3 credits) • REL 125 — Searching for Light in the Darkness (3 credits)

#### Learning Clusters:

### The Human Adventure

- ECO 110HA- Economics for Life (3 credits)
- HTY - Immigration: The Changing Face of America (3 credits)
- POL 1101-IA— Revolution Now! Democracy in Troubled Times (3 credits)
- PSY 110HA-Psychological Well Being: How to be Sane in an Insane World (3 credits) • REL 1201-IA-Politics of Jesus (3 credits)
- REL 1251-IA-Searching for a Light in the Darkness (3 credits)
- SOC 110HA -The McDonaldization of Society (3 credits)
- SWK 210HA - Moving Forward: Antiracism in Action (3 credits)

### The Human Mosaic

- ART 1101-1M-Curves Ahead: Women Artists and the Female Form
- GLO 2101-1M-Feeding the Planet: Challenges and Opportunities for the 21st Century (3 credits). Prerequisite: ENG 122: Academic Writing II
- HUM 215HM — Breaking the Code: Language and Culture (3 credits). Prerequisite: ENG 121: Academic Writing I
- HTY 110HM — Native American History and Life: More Than Tipis and Tomahawks (3 credits)
- IDS 210HM — Once Upon a Time: Readings in Folklore and Culture (3 credits), Prerequisite: ENG 121: Academic Writing I
- REL 223HM World Religions: East and West (3 credits)
- SOC 110HM — Building a Multiracial Society (3 credits)
- SWK 220HM — HipHop and Social Justice (3 credits)
- SWK 225HM — Becoming an Advocate for Justice (3 credits)

### Science in a Changing World

- SCI 110SC — Evaluating the Predictions of Global Warming (3 credits). Prerequisite: MAT 110 (Introductory Algebra with Applications) or higher
- SCI 115SC — Is Evolution True? Your Inner Fish (3 credits)
- SCI 120SC— Human Ecology (3 credits)
- SCI 125SC — The Science of Cooking (3 credits)
- SCI 215SC — Science in Science Fiction (3 credits) Prerequisites: MAT 110 or higher and ENG 122: Academic Writing II

### Creative Life

- FAS 110CL— Living the Theatre: Dramatic Skills for all Disciplines (3 credits) • HUM 110CL— Giants of the Arts (3 credits)
- HUM 115CL— Film: Art of Choice (3 credits)
- MUS 110CL— Spirituals to Rock and Roll: The Story of How American Popular Music Conquered the World (3 credits)
- MUS 210CL — Making Sense of the Sound: The Art of Listening Well to Great Music (3 credits) • ENG 210CL— Love and Desire in Literature. (3 credits) Prerequisite: ENG 122: Academic Writing II • ENG 215CL — Monsters and the Monstrous in Literature. (3 credits) Prerequisite: ENG 122: Academic Writing II

- ENG 225CL — Writing Wild: Exploring the Four Genres. (3 credits) Prerequisite: ENG 122: Academic Writing II

Additional Courses

- CHE 123/123L — General Chemistry I/Lab. (3 credits) These courses are co —requisites, with a prerequisite of MAT 128 or higher, or permission of the instructor. Physical labs at each location must be approved to ensure they are adequate to support college-level courses. • COM 203— Computer Systems. (3 credits) Prerequisite: COM 140
- COM 204 - Programming Logic and Design (3 credits)
- COM 212 System Administration (3 credits)
- COM 215 -Principles of Networking. (3 credits) Prerequisite: COM 140
- COM 221 — Fundamentals of Cybersecurity. (3 credits) Prerequisite: COM 215
- COM 225 -Penetration Testing and Counter Measures (3 credits)
- CRM 123 Introduction to Law and the Legal System (3 credits)
- CRM 220 - Survey of the Criminal Justice System (3 credits)
- CRM 222 -Introduction to Homeland Defense (3 credits)
- CRM 230 -Introduction to Crime Scene Investigation (3 credits)
- CRM 231 -Forensic Science and Criminal Justice. (3 credits) Prerequisite: CRM 230
- ECO-201 Principles of Macroeconomics (SCNS: ECO-2013)
- 0 ECO-202 Principles of Microeconomics (ECO-2023)
- ENG 110 - How to write Well (3 credits)
- ENG 112 — Academic Learning Lab II. (3 credits) Prerequisite: ENG 111 or enrollment in the fast —track program
- GBA 105 — Introduction to Business (3 credits)
- GBA 231 — Business Law I. (3 credits) Prerequisite: ENG 122
- HTY 121 — United States History to 1865 (3 credits)
- HTY 122 — United States History Since 1865 (3 credits)
- HUM 105 — Introduction to American Culture and University Life (3 credits)
- MAT 128 — Intermediate Algebra. (3 credits) Prerequisite: MAT 003 or MAT 110 with a grade of C — or higher or mathematics placement
- MAT 141 — Finite Mathematics. (3 credits) Prerequisite: MAT 003 or MAT 110 with a grade of C — or better, mathematics placement (SCNS: MGF-1106)
- MAT 151 — College Algebra. (3 credits) Prerequisite: MAT 128 with grade of C — or higher or mathematics placement
- POL 121 Introduction to Politics (3 credits) (SCNS: POS-1001)
- POL 224 American State and Local Government (3 credits) (SCNS: POS-2112) • psy 161 Introduction to Psychology (3 credits) (SCNS: PSY-1012)
- REL 115 — Is God Silent? How to Read Scriptures to Build a Life of Love. (3 credits)
- REL 123 — Christian Spiritual Vision (3 credits)
- REL 215HA UE: Who Would Jesus Kill? (3 credits)
- SOC 121 Introduction to Sociology (3 credits) (SCNS: SYG-1000)
- SPH 221 — Fundamentals of Speech
- STA 201: Introduction to Statistics (3 credits) (SCNS; STA-2021)

Teaching Academy Locations Only: Approved Courses o EDU 222 — Teaching Diverse Populations —

Prerequisite: EDU —226 or concurrently (3 credits) (SCNS:

EDG-2700)

, EDU 226 -Human Growth and Development (3 credits) (SCNS:

16)

- EDU 228 -Education Technology (3 credits) (SCNS: EME-2041) . o  
EDU 370 — Brain Based Learning in the Digital Age (3 credits)

#### Appendix B

Online Registration Process: Once a student has spoken with their assigned individual guidance counselor about intent to participate in our program:

1. The student should
  - a. fill out the Dual Enrollment Approval/Registration form requesting admission into the program i Scores and GPA provided will be verified with the school guidance counselor or submitted with the application if home schooled
  - b. Parent/Student will be asked to fill out the Dual Enrollment Agreement, which details program requirements/rules
  - c. Parent/Student will be notified of acceptance by email
  - d. Student Services will contact the student by email with orientation instructions and to set up an optional advising/registration appointment
  - e. Student will be registered by Dual Enrollment staff at Saint Leo and verification will be sent to the schools at the beginning of each term.

## Appendix C

Online Student Orientation: Each student will have an optional individual advising session with a Dual Enrollment advisor via phone/Zoom. Orientation will include:

- a. How to sign up for SLU student portal
- b. Expectations of SLU students
- c. Courses log—in page
- d. Advisor and advising relationship
- e. Student responsibilities every semester
- f. Review of academic and student support services available
- g. Review of library and other learning resources

Student Services and Advising:

1. Saint Leo Student Services/Advising Responsible for:
  - a. Review of courses completed
  - b. Video, email or phone updates 3 times a semester minimum
  - c. Course grades monitoring and instructor contact assistance throughout the semester as needed
  - d. Connecting student to resources as needed —on campus
  - e. Identifying and contacting high risk students via grade monitoring
2. In first Advising Meeting priorities are:
  - a. Welcome and Introductions
  - b. Clarity about expectations
  - c. Reminder that grades are on permanent high school and college transcripts
  - d. Encouragement to thoroughly explore the course before drop/add & advice of deadline
  - e. Discussion about how our current courses will fit their graduation and general education needs
  - f. Review of selected courses for registration & textbook procedures
3. Every semester the students will be registered by student services staff.

Dual Enrollment students are expected to uphold the academic and behavioral requirements applicable to all Saint Leo students outlined in the academic catalog and course documents.



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	Voc Tech Ed	Dues & Fees	Academic Services	CTE	Dual Enrollment	
Account Number	1100E	5300	7300	9410	50800	51130
Original Approved Budget	+ Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	=	Remaining Balance Available
\$ 80,000.00	\$ 0.00	\$ 0.00	\$ 80,000.00	\$ 80,000.00	\$ 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

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**Agenda Item #** 27. 26-3506

1/13/2026

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### **Title and Board Action Requested**

Approve out of state travel for Angel Pagan to attend the SAFE Customer Advisory Board Power User Summit scheduled for February 23-25, 2026, in Salt Lake City, Utah..

### **Executive Summary**

The Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board approve the out of state travel for Angel Pagan to attend the SAFE Customer Advisory Board Power User Summit scheduled for February 23-25, 2026, in Salt Lake City, Utah, for an estimated amount of \$500.00. SAFE Summit registration includes lodging, meals, and planned activities. The only cost is travel.

### **My Contact**

Angel Pagan  
Director of Safe Schools  
352-797-7233 x495  
Pagan\_a3@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.

# AGENDA

## MONDAY FEBRUARY 23RD 10:00 AM

"SAFE: Starting with Connections"

[DETAILS](#)

## TUESDAY FEBRUARY 24TH 8:00 AM - 4:00 PM

"SAFE in Motion:  
Innovation, Impact, and  
Insight"

[DETAILS](#)

## WEDNESDAY FEBRUARY 25TH 8:00 AM - 4:00 PM

"Designing the Future of  
SAFE"

[DETAILS](#)

## MONDAY FEBRUARY 23RD

"SAFE: Starting with Connections"



### Adventure Awaits: Explore, Recharge, and Connect!

Step out of the ordinary and into an unforgettable day of experiences designed to spark energy and build connections! Choose your adventure — feel the rush of snowmobiling, unwind with a luxurious spa escape, or discover the excitement of Park City's Olympic Park.

After a day of adventure and inspiration, we'll come together for "SAFE: Starting with Connections" — an evening meet-and-greet at Buffalo Wild Wings. Enjoy great food, lively conversations, and the chance to connect with fellow innovators and leaders who share your passion for creating safer, smarter schools.

This is your time to recharge, reconnect, and experience the power of collaboration — SAFE-style.

Event	Start Time	Leader	Description
Meet in Hotel Lobby	9:30 AM		
Head out for Excursions	10:00 AM		Snowmobiling
			Spa
			Park City Olympic Park
Return from Excursions	2:00 PM		
"SAFE: Starting with Connections" Meet & Greet	6:30 PM		Buffalo Wild Wings

[AGENDA](#)

## TUESDAY FEBRUARY 24TH

"SAFE in Motion: Innovation, Impact, and Insight"

### The Power of SAFE — Innovation. Insight. Impact.

Kick off the summit with a day of inspiration, innovation, and collaboration at Audio Enhancement HQ! Experience the evolution of SAFE, discover new innovations born from your feedback, and hear powerful success stories from districts nationwide. Enjoy a behind the scenes AE tour, connect over lunch, and join candid discussions about real-world challenges and solutions shaping the future of school safety. We'll close the day with dinner and collaboration — celebrating progress, partnership, and the power of connection.

SAFE isn't just a system — it's a movement.

### AGENDA

Event	Start Time	Speaker	Description
Transport to Audio Enhancement	07:15 AM		
Welcome	08:00 AM	Tanner	Tanner Anderson
The Evolution of SAFE in Schools	08:30 AM	Jimmer	Audio Enhancement overview of SAFE's core features
We Heard You: New SAFE Innovations	09:00 AM	Innovations	Showcasing New Innovations
Break	10:00 AM		
Keynote	10:15 AM		
AE Tour	11:00 AM		
Lunch	12:00 PM		Olive Garden
Success Stories: How SAFE Has Transformed Our Districts	01:00 PM		Open dialogue on obstacles faced during SAFE deployment and usage.
Break	02:30 PM		
Challenges Encountered: Real Talk on Implementation Hurdles	02:45 PM	CS Department	Open dialogue on obstacles faced during SAFE deployment and usage.
Closing Remarks	03:45 PM		Recap key takeaways
Meet in Hotel Lobby > Shuttle to Dinner	06:00 PM		
Evening Collaboration	06:30 PM		

## WEDNESDAY FEBRUARY 25TH

"Designing the Future of SAFE"

### Shaping the Future of SAFE

Today is all about partnership, progress, and possibility.

Join leaders from across districts to share best practices, define non-negotiables for SAFE's future, and co-create the next wave of innovations with the Audio Enhancement team.

From roadmap feedback to hands-on work sessions, this is your chance to influence the future of school safety — together.

We'll end the day with a relaxing dinner at WildRose, celebrating collaboration, insight, and the shared mission that unites us all.

Together, we're building what's next.

Event	Start Time	Speaker	Description
Transport to Audio Enhancement	07:30 AM		
Welcome	08:00 AM	UT	Utah Educational System
Cross-District Collaboration: Building Best Practices	08:30 AM		Peer-to-peer advice on overcoming common challenges.
Break	10:00 AM		
Absolute Needs: Non-Negotiables for SAFE's Future,	10:15 AM	CS Dept	Focused on critical must-haves for better performance.
Lunch	12:00 PM		Apple Spice Junction
Wish Lists: Features and Enhancements We'd Love to See	1:00 PM	Innovations	
Roadmap Feedback: Prioritizing Improvements with Audio Enhancement	2:00 PM		Audio Enhancement presents a product roadmap
Workbook Work Session w/AE Support Sessions	2:30 PM		Pre-Scheduled time for AE Integrations, discussions and issues resolution.
Closing Remarks	03:30 PM		Recap key takeaways
Meet in Lobby	05:15 PM		
Dinner	05:30 PM		WildRose

### AGENDA

# Welcome to SAFE® Customer Advisory Board Summit 2026

We're thrilled to invite your district to the **SAFE® Customer Advisory Board Power User Summit**, happening **February 23–25, 2026**, at **Audio Enhancement Headquarters in Salt Lake City, Utah**. SAFE® Summit registration includes **lodging, meals, and planned activities**. The only cost to your district is travel.

Please note that **travel-related expenses are not included**.

To confirm your spot, you will be asked to provide your **flight information**.

Audio Enhancement® will provide **transportation during the summit** for all scheduled activities. You will be responsible for **transportation to the hotel upon arrival**. At the conclusion of the event, **one shuttle will depart for the airport at 3:00 PM on February 25, 2026**. If your flight time does not allow you to utilize the provided shuttle, you will need to **arrange your own transportation** to the airport for departure. For transportation within Salt Lake County, both rental cars and Uber services work exceptionally well. You can choose the option that best suits your preferences and needs.

Your registration will not be finalized until this information is submitted.

**RSVP**

[Print This Page](#)

Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	FMLA	Type	Reason
▼ 9	TEMP	02/26/2026	SAFE Summit Utah 2026		8.0000				Hours	TEMP DUTY

[Expand All](#) [Collapse All](#)

▼ Time Off Information

Name: ANGEL L PAGAN  
Date: 02/26/2026 Thu  
Status: Approved  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY  
Reason Long Description: TEMPORARY DUTY  
Description: SAFE Summit Utah 2026  
Type: Used  
Days/Hours: 8h 00m  
Start Time: 8:00 am

▼ Approval History

Status	Name	Date	Time	Notes
Approved	RAY J PINDER	12/11/2025 Thu	6:44 am	
Created	ANGEL L PAGAN	12/10/2025 Wed	10:44 am	

[Print This Page](#)

Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	FMLA	Type	Reason
▼ 9	TEMP	02/25/2026	SAFE Summit Utah 2026		8.0000				Hours	TEMP DUTY

[Expand All](#) [Collapse All](#)

▼ Time Off Information

Name: ANGEL L PAGAN  
Date: 02/25/2026 Wed  
Status: Approved  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY  
Reason Long Description: TEMPORARY DUTY  
Description: SAFE Summit Utah 2026  
Type: Used  
Days/Hours: 8h 00m  
Start Time: 8:00 am

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[Print This Page](#)

Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	FMLA	Type	Reason
▼ 9	TEMP	02/24/2026	SAFE Summit Utah 2026		8.0000				Hours	TEMP DUTY

[Expand All](#) [Collapse All](#)

▼ Time Off Information

Name: ANGEL L PAGAN  
Date: 02/24/2026 Tue  
Status: Approved  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY  
Reason Long Description: TEMPORARY DUTY  
Description: SAFE Summit Utah 2026  
Type: Used  
Days/Hours: 8h 00m  
Start Time: 8:00 am

▼ Approval History

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Approved	RAY J PINDER	12/11/2025 Thu	6:44 am	
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Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	FMLA	Type	Reason
▼ 9	TEMP	02/23/2026	SAFE Summit Utah 2026		8.0000				Hours	TEMP DUTY

[Expand All](#) [Collapse All](#)

▼ Time Off Information

Name: ANGEL L PAGAN  
Date: 02/23/2026 Mon  
Status: Approved  
Time Off Code: TEMPORARY DUTY  
Reason: TEMP DUTY  
Reason Long Description: TEMPORARY DUTY  
Description: SAFE Summit Utah 2026  
Type: Used  
Days/Hours: 8h 00m  
Start Time: 8:00 am

▼ Approval History

Status	Name	Date	Time	Notes
Approved	RAY J PINDER	12/11/2025 Thu	6:44 am	
Created	ANGEL L PAGAN	12/10/2025 Wed	10:44 am	

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		Office of Safe Schools Out Of State Travel					
Account Number		1100	7900	3340	9551	M2050	
		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	
\$	4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 500.00	\$ 3,500.00	
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

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**Agenda Item #** 28. 26-3528

1/13/2026

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### **Title and Board Action Requested**

Approval Requested for out of state travel for a School Board Member to attend the 2026 COSSBA National Conference & UBA Preconference Day from March 11-16, 2026 in Louisville, Kentucky that may exceed \$500 per Board Member.

### **Executive Summary**

The Board Chair hereby requests the Board to approve out of state travel for a School Board Member to attend the 2026 COSSBA National Conference & UBA Preconference Day from March 11-16, 2026 in Louisville, Kentucky that may exceed \$500 per Board Member.

The 2026 COSSBA National Conference, Education Evolution - Transformative Leadership in Changing Times, brings together visionary school board members, superintendents, district administrators, and education partners from across the country for an unforgettable experience focused on impact and innovation. Mrs. Rodriguez will be a presenter on behalf of Hernando County School District.

According to Florida Statute 1001.39, any travel outside the district by a Board Member that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district. The conference presentations and materials are related school district business. Board Members who attend such may seek travel reimbursement in excess of \$500 to the extent that such expenses are authorized by Florida Statute 112.061 and consistent with State Board of Education rules.

### **My Contact**

Kayce Hawkins  
Board Chair  
Hawkins\_k@hcsb.k12.fl.us

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

### **2023-28 Strategic Focus Area**

Other

### **Financial Impact**

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.



## 2026 COSSBA National Conference + UBA Preconference Day

Wednesday, Mar 11

01:00 PM - 02:45 PM

### UBA Advisors Meeting

Wednesday, Mar 11: East Tower - 2nd Floor Registration Desk

03:00 PM - 06:00 PM

### Conference Registration Desk

East Tower - 2nd Floor Registration Desk

Wednesday, Mar 11

03:30 PM - 05:30 PM

### COSSBA Board of Directors Meeting Meeting

Thursday, Mar 12

**\*\*Programming Times and Events subject to change\*\***

Thursday, Mar 12

07:00 AM - 08:00 AM

### UBA Preconference Day - Networking Breakfast

Thursday, Mar 12: East Tower - 2nd Floor Registration Desk

07:00 AM - 05:00 PM

### Conference Registration Desk

East Tower - 2nd Floor Registration Desk

Thursday, Mar 12

08:15 AM - 09:30 AM

## **UBA Preconference Day - Opening Keynote Session**

Jailhouse Keys to Schoolhouse Doors: A Journey of Transformation and Leadership

**Ralph Simpson**

The Simple Factor

This presentation explores the powerful personal journey of a former corrections officer who transitioned into education and rose to become a Deputy Superintendent. Through vivid storytelling and leadership insights, it highlights how education serves as a transformative force—unlocking potential, breaking cycles of incarceration, and opening doors to opportunity. The speaker reflects on lessons learned from both sides of the system, emphasizing the role of educators and leaders as "door-openers" who shape destinies. This talk challenges audiences to rethink the impact of their work and to lead with purpose, compassion, and vision.

Thursday, Mar 12

09:45 AM - 11:00 AM

## **UBA Preconference Day - Concurrent Session Block**

Block sessions will be announced in Mid November

Thursday, Mar 12

11:15 AM - 12:15 PM

## **UBA Preconference Day - Student School Board Member Panel**

Thursday, Mar 12

12:30 PM - 01:45 PM

## **UBA Preconference Day - Lunch Session**

Guarding Minds, Guiding Futures

**Melissa Reeves**

With growing concerns around school safety, addressing mental health has become an essential part of the conversation. This session examines the critical link between mental wellness, academic achievement, and school safety and security, highlighting the need for a balanced approach that integrates both physical and psychological safety. This presentation will explore foundational strategies and collaborative, practical practices that promote a positive school climate to facilitate academic achievement.

Thursday, Mar 12

02:00 PM - 03:15 PM

## **UBA Preconference Day - Concurrent Session Block**

Block sessions will be announced in mid-November

Thursday, Mar 12 03:30 PM - 04:45 PM

## UBA Preconference Day - Closing Session

Seeing is Believing

**Willie Spears**

The Willie Spears Experience

The process of going From Vision to Impact in education is realized in the manifestation of high achieving students. Willie will explore the transformative journey of turning innovative ideas and strategic visions into tangible, meaningful outcomes. It delves into the essential mindset, leadership qualities, and practical steps required to bridge the gap between conceptual aspirations and real-world achievements. Attendees will gain insights into how to accomplish this goal through the educational life experiences, strategies, and techniques of our speaker. The goal is to inspire and equip school board executives, board members, superintendents, and other educational leaders to move beyond planning ...

Friday, Mar 13

## \*\*Programming Times and Events subject to change\*\*

Friday, Mar 13: East Tower - 2nd Floor Registration Desk 07:00 AM - 05:00 PM

## Conference Registration Desk

East Tower - 2nd Floor Registration Desk

Friday, Mar 13 09:00 AM - 11:00 AM

## COSSBA Annual Business Meeting

Each year, COSSBA's member state association delegates gather for the Annual Member Business Meeting. Delegates consider amendments to the Association's bylaws and the adoption, deletion, and amendment of resolutions and advocacy position statements. Attendees will also hear a State of the Association Report. State Delegates are assigned by each member state and submitted to COSSBA in advance of this meeting. Limited guest seating is available at the Annual Member Business Meeting.

Friday, Mar 13 09:15 AM - 10:15 AM

## Concurrent Session Block

Friday, Mar 13: East Tower - 2nd Floor Exhibitor Showcase 10:00 AM - 04:00 PM

## Exhibitor Showcase

East Tower - 2nd Floor Exhibitor Showcase

Friday, Mar 13 10:30 AM - 11:30 AM  
**Concurrent Session Block**

Friday, Mar 13 01:00 PM - 02:30 PM  
**Welcome to COSSBA 2026 / COSSBA Opening Keynote Session**

**Phylicia Rashad**

Opening RemarksKeynote and Conversation with Phylicia RashadAn accomplished actor and stage director, Phylicia Rashad became a household name when she portrayed Claire Huxtable on The Cosby Show, a character whose enduring appeal has earned her numerous honors and awards. She has appeared in The Gilded Age, The Chi, Diarra from Detroit, NBC's This Is Us (Emmy nominations), in the popular Fox TV series Empire, in Tarell Alvin McCraney's Peabody Award-winning series David Makes Man, on the OWN Network, The Good Fight, Little America, and The Crossover.

Friday, Mar 13 02:45 PM - 03:45 PM  
**Concurrent Session Block**

Friday, Mar 13 04:00 PM - 05:00 PM  
**Concurrent Session Block**

Friday, Mar 13 05:30 PM - 07:30 PM  
**National Conference Welcome Reception**

Saturday, Mar 14  
**\*\*Programming Times and Events subject to change\*\***

Saturday, Mar 14: East Tower - 2nd Floor Registration Desk 07:00 AM - 04:30 PM  
**Conference Registration Desk**

**East Tower - 2nd Floor Registration Desk**

Saturday, Mar 14 08:30 AM - 09:30 AM

## Concurrent Session Block

Saturday, Mar 14: East Tower - 2nd Floor Exhibitor Showcase 09:00 AM - 01:00 PM

### Exhibitor Showcase

East Tower - 2nd Floor Exhibitor Showcase

Saturday, Mar 14 09:45 AM - 10:45 AM

## Concurrent Session Block

Saturday, Mar 14 10:45 AM - 12:00 PM

### COSSBA Executive Directors Roundtable

Saturday, Mar 14 11:00 AM - 12:00 PM

## Concurrent Session Block

Saturday, Mar 14 01:00 PM - 03:15 PM

### Saturday General Session

Pivot

**Ravi Hutheesing**  
Ravi Unites

With 40% of jobs about to be automated and 65% of youth destined for jobs that don't yet exist, Ravi offers a "deep dive" into how to empower Generations Z and Alpha to Pivot and succeed in an unpredictable and global future. Today's graduates must harness and leverage the power of Artificial Intelligence, but the true differentiator will come through their humanity and creativity. By prioritizing Human Intelligence and Cultural Competence, they will build multi-cultural networks, create worldwide opportunities, and grow into passionate global citizens and principled leaders. More than ever, students need an education not driven by politics or profits, ...

Saturday, Mar 14 03:30 PM - 04:30 PM

## Concurrent Session Block

Saturday, Mar 14

## Evening on the Town

Join your fellow peers on a night on the town in Louisville. Attendees are on their own to explore the sights and sounds of Downtown Louisville and Beyond!

Sunday, Mar 15

12:00 AM - 12:01 AM

## \*\*Programming Times and Events subject to change\*\*

Sunday, Mar 15: East Tower - 2nd Floor Registration Desk

07:00 AM - 11:00 AM

## Conference Registration Desk

East Tower - 2nd Floor Registration Desk

Sunday, Mar 15

08:30 AM - 09:30 AM

## Concurrent Session Block

Sunday, Mar 15

09:45 AM - 10:45 AM

## Concurrent Session Block

Sunday, Mar 15

11:15 AM - 12:30 PM

## National Conference Closing Session

Bad Kids Don't Exist: How accelerated childhood and adult expectations have created a misunderstood generation

Stuart "Mister Stu" Perry  
Bad Kids Don't Exist

Every policy, decision, and discipline code shapes how children experience school—and, ultimately, how they see themselves. Yet too often, our systems respond to behavior instead of understanding it. In this keynote, child therapist and national speaker Mister Stu reframes challenging behavior through the lens of development, neuroscience, and compassion—helping education leaders see how well-intentioned systems sometimes set kids up to fail. Through humor, research, and real-world stories from the front lines of child mental health, Mister Stu explores: How "accelerated childhood" and changing cultural norms have impacted student behavior and well-being. Why outdated expectations and reactive policies can unintentionally increase stress and disengagement. What school ...



Powered by [Pheedloop.com](https://www.pheedloop.com)  
Live, Virtual, Hybrid Event Technology

Approval requested for out of county travel for School Board Member(s) to attend the upcoming events. Travel is for official school district business and complies with the rules of the State Board of Education.

Please note: board members may or may not attend the following conferences:

Details	Registration Fee	Hotel	Miscellaneous (Mileage, Meals, etc.)	Total
03/11/26 – 03/16/26 COSSBA 2026 Conference	\$1,025/per board member	The Galt House by Wyndham \$229/per night	Airline approx. \$400/per board member  Airport parking, mileage, meals, tolls, Uber: Approx. \$530/per board member	Approx. \$3,100/per board member

**1001.39 District school board members; travel expenses.—**

<sup>1</sup>(1)In addition to the salary provided in s. 1001.395, each member of a district school board shall be allowed, from the district school fund, reimbursement of travel expenses as authorized in s. 112.061, except as provided in subsection (2). Any travel outside the district shall also be governed by the rules of the State Board of Education.

(2)Each district school board may reimburse a district school board member for travel expenses for travel from the member's residence incurred in the performance of a public purpose authorized by law to be performed by the district school board, including, but not limited to, attendance at regular and special board meetings. Mileage allowance in the amount provided by law for reimbursement of travel expenses, when authorized, shall be computed from the member's place of residence to the place of the meeting or function and return.

**History.**—s. 51, ch. 2002-387; s. 5, ch. 2018-5.

<sup>1</sup>**Note.**—Section 5, ch. 2018-5, amended subsection (1), effective July 1, 2019, to read:

(1) In addition to the salary provided in s. 1001.395, each member of a district school board shall be allowed, from the district school fund, reimbursement of travel expenses as authorized in s. 112.061, provided that any travel outside the district that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education. Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel agenda item.

Complete Section A or B; and C

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

**A. Item Currently Budgeted -**

Registration						
Account Name	1100E	7100	7300	9100	40100	
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
\$ 39,420.00	\$ 0	\$ 23,850.00	\$ 15,570.00	\$ 1,025.00		\$ 14,545.00

Out of State Travel						
Account Name	1100E	7100	3340	9100	40100	
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
\$ 3,568.00	\$ 0	\$ 0	\$ 3,568.00	\$ 2,075.00		\$ 1,493.00

**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

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**Agenda Item #** 29. 26-3518

1/13/2026

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### **Title and Board Action Requested**

Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

### **Executive Summary**

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

### **My Contact**

Ray Pinder  
Superintendent of Schools

### **2023-28 Strategic Focus Area**

Other

### **Financial Impact**

There is no financial impact.

## NON-AGENDA ITEM COMMENT FORM FOR SPEAKERS

Failure to complete this form or to sign below will prevent the Citizen Input form from being presented to the Board Chair.

LEGAL NAME/PRINTED: \_\_\_\_\_

LEGAL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

Identify topics **not** included on the agenda. Topics need to address educational 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.



# Hernando School District

## School Board Regular Meeting

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**Agenda Item #** 30. 26-3505

1/13/2026

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### **Title and Board Action Requested**

Deductive Change Order 002 to the contract with J.E. Dunn Construction Co. for the 30 Classroom Addition for Winding Waters K-8 and Weeki Wachee High School is provided for the Board's information. No board action is required.

### **Executive Summary**

On July 13, 2024, the Board awarded J.E. Dunn Construction Co. the contract to build the 30 Classroom Addition for Winding Waters K-8 and Weeki Wachee High School. The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby is providing the Deductive Change Order 002 to the contract with J.E. Dunn Construction Co. for the 30 Classroom Addition for Winding Waters K-8 and Weeki Wachee High School for the Board's information.

The Deductive Change Order 002 will result in a reduction of the Guaranteed Maximum Price from \$18,130,065.80 to \$17,446,888.92. The savings of \$683,176.88 will be used by The District to purchase materials for the project. This deductive change order will save The District approximately \$71,022.16 in sales tax.

### **My Contact**

Brian Ragan  
Director of Facilities & Construction  
ragan\_b@hcsb.k12.fl.us  
352-797-7050

### **2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

### **Financial Impact**

See attached budget sheet.

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

# AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> (Name and address) WWK8 30-Classroom Addition 12240 Vestpa Way Weeki Wachee, FL 34614	<b>CONTRACT INFORMATION:</b> Contract For: New Classroom Bldg Date: 7/13/2024	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002 Date: 12/03/2025
<b>OWNER:</b> (Name and address) Hernando County School District 8016 Mobley Road Brooksville, FL 34601	<b>ARCHITECT:</b> (Name and address) Zyscovich, LLC 3505 E Frontage Rd Suite 125 Tampa FL 33607	<b>CONTRACTOR:</b> (Name and address) J.E. Dunn Construction Company 5411 Sky Center Drive, Suite 200 Tampa, FL 33607

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Deductive change order no. 2 for materials exceeding \$10,000.00 in accordance with the Owner Direct Purchase Order Program. This change order reconciles the original GMP value that was errant on Change Order Number 001 (correct value below). The correct new Guaranteed Maximum Price including this Change Order is as stated below.

The original Guaranteed Maximum Price was	\$	<u>21,643,822.00</u>
The net change by previously authorized Change Orders	\$	<u>-3,513,756.20</u>
The Guaranteed Maximum Price prior to this Change Order was	\$	<u>18,130,065.80</u>
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of	\$	<u>-683,176.88</u>
The new Guaranteed Maximum Price including this Change Order will be	\$	<u>17,446,888.92</u>

The Contract Time will be unchanged by zero (0) days.

The new date of Substantial Completion will be May 31, 2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

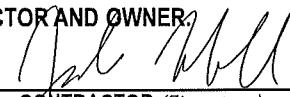
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER:



ARCHITECT (Signature)

Jose Murguido

(Printed name, title, and license number if required)



CONTRACTOR (Signature)

John Marshall

(Printed name and title)



OWNER (Signature)

John R. Williams

(Printed name and title)

12/04/2025

Date

12/04/2025

Date

12-4-25

Date

## HCSD Internal Change Order

Instructions: Submit this form with proper back-up for signature by HCSD Project Manager.

**HERNANDO COUNTY SCHOOL DISTRICT  
DIRECT PURCHASE REQUEST FORM**

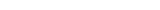
<b>HCSD PROJECT:</b>	WINDING WATERS K-8 30-CLASSROOM ADDITION	<b>REQUEST #:</b>	002
<b>ARCHITECT/ENGINEER:</b>	ZYSCOVICH, Inc.	<b>DATE:</b>	12/3/2025
<b>TO: CONTRACTOR</b>	JE Dunn Construction	<b>P.O. #</b>	
<b>ADDRESS</b>	5411 SkyCenter Dr., Suite 200, Tampa, FL 33607	<b>A/E JOB #:</b>	24-0297.0000

**YOUR CONTRACT DATED 7/31/2024 HAS BEEN ACCEPTED FOR MAKING THE FOLLOWING CHANGES  
PENDING EXECUTION OF A CHANGE ORDER TO THE CONTRACT BY ALL PARTIES:**

THE ORIGINAL CONTRACT AMOUNT WAS:	\$	21,643,822.00
AMOUNT OF PREVIOUSLY AUTHORIZED CHANGE ORDERS:	\$	(3,513,756.20)
NEW CONTRACT AMOUNT INCLUDING THIS REQUEST WILL BE:	\$	17,446,888.92
<b>TOTAL TAX SAVINGS TO DATE INCLUDING THIS REQUEST</b>		

By execution of this form the Contractor acknowledges that they will be responsible for coordination of delivery & receipt of all materials and no terms of the original contract shall be altered by this document

Hernando County School District

	Contractor	Owner
Name:	John Marshall	
Signed:		
Date:	12/3/2025	

**HCSD Internal Change Order**

Instructions: Submit this form with proper back-up for signature by HCSD Project Manager.

**HERNANDO COUNTY SCHOOL DISTRICT  
DIRECT PURCHASE REQUEST FORM**

HCSD PROJECT:	WINDING WATERS K-8 30-CLASSROOM ADDITION	REQUEST #:	002
ARCHITECT/ENGINEER:	ZYSCOVICH, Inc.	DATE:	12/3/2025
TO: CONTRACTOR	JE Dunn Construction	P.O. #	
ADDRESS	5411 SkyCenter Dr., Suite 200, Tampa, FL 33607	A/E JOB #:	24-0297.0000

YOUR CONTRACT DATED 7/31/2024 HAS BEEN ACCEPTED FOR MAKING THE FOLLOWING CHANGES  
PENDING EXECUTION OF A CHANGE ORDER TO THE CONTRACT BY ALL PARTIES:

DESCRIPTION OF PROPOSED PURCHASES:	COST DECREASE	TAX SAVINGS	Actual Decrease	Tax Savings	CO No 2	Tax Savings
<b>03A - Building Concrete/Masonry</b>	<b>\$500,000</b>	<b>32,500.00</b>				
White Cap			\$ 147,200.67	\$ 9,568.04		
Got Concrete			\$ 269,390.00	\$ 17,510.35		
<b>07G - Membrane Roofing</b>	<b>\$250,000</b>	<b>16,250.00</b>		\$ -		
Beacon			\$ 217,041.42	\$ 14,107.69		
<b>08A- Doors, Frames, And Hardware</b>	<b>\$250,000</b>	<b>16,250.00</b>		\$ -		
Cook and Boardman			\$ 301,630.00	\$ 15,339.21		
<b>08G - Glass And Glazing</b>	<b>\$339,225</b>	<b>22,049.52</b>		\$ -		
Winco			\$ 324,819.00	\$ 21,113.24		
<b>09A - Drywall</b>	<b>\$211,000</b>	<b>13,715.00</b>		\$ -		
Gator Gypsum			\$ 151,824.21	\$ 9,868.57		
<b>09B - Painting And Wall Coverings</b>	<b>\$20,463</b>	<b>1,298.00</b>		\$ -		
Sherwin Williams			\$ 19,962.58	\$ 1,297.57		
<b>09C - Tile And Stone See 09H</b>	<b>\$140,000</b>	<b>9,100.00</b>		\$ -		
Cisco			\$ 13,809.00	\$ 897.59		
Daltile			\$ 16,951.10	\$ 1,054.37		
Shaw			\$ 84,555.92	\$ 5,496.13		
<b>09F - Acoustical Treatment</b>	<b>\$130,000</b>	<b>8,450.00</b>		\$ -		
FMB			\$ 108,775.80	\$ 7,070.43		
<b>10A - Specialties and Accessories</b>	<b>\$161,504</b>	<b>10,497.76</b>		\$ -		
				\$ -		
<b>10K - Aluminum Canopy</b>	<b>\$270,594</b>	<b>17,588.61</b>		\$ -		
Peachtree			\$ 270,577.23	\$ 17,587.52		
<b>11C - Foodservice Equipment</b>	<b>\$280,591</b>	<b>18,238.42</b>		\$ -		
Clark Food			\$ 292,868.00	\$ 19,036.42		
<b>21A - Fire Suppression</b>	<b>\$21,567</b>	<b>1,369.00</b>		\$ -		
Quality Fab			\$ 21,067.00	\$ 1,369.36		
<b>22 - Tampa Winsupply</b>	<b>\$71,686</b>	<b>4,660.00</b>		\$ 71,686.34	\$ 4,659.61	
				\$ -		
<b>22 - Energy Task</b>	<b>\$22,790</b>	<b>1,481.00</b>		\$ 22,790.00	\$ 1,481.35	
				\$ -		
<b>23 - Trane</b>	<b>\$341,146</b>	<b>22,174.49</b>		\$ 341,146.00	\$ 22,174.49	
				\$ -		
<b>23 - Stan Water and Company</b>	<b>\$51,010</b>	<b>3,315.65</b>		\$ 51,010.00	\$ 3,315.65	
				\$ -		
<b>26 - USA Inc/Rexal</b>	<b>\$168,934</b>	<b>10,980.71</b>		\$ 168,934.00	\$ 10,980.71	
				\$ -		
<b>27 - ACSI</b>	<b>\$76,147</b>	<b>4,949.56</b>		\$ 76,147.21	\$ 4,949.57	
				\$ -		
<b>27 - SAI</b>	<b>\$50,610</b>	<b>3,289.65</b>		\$ 50,610.00	\$ 3,289.65	
				\$ -		
<b>31 - Ferguson</b>	<b>\$81,489</b>	<b>5,296.79</b>		\$ 81,489.07	\$ 5,296.79	
				\$ -		
<b>32 - Fencing</b>	<b>\$75,000</b>	<b>4,875.01</b>		\$ -	\$ -	
Schoolhouse Furniture					\$ 988,729.65	\$ 64,267.43
Clark Food					\$ 37,538.48	\$ 2,440.00
CDW Boards					\$ 66,380.40	\$ 4,314.73
<b>TOTALS</b>	<b>\$3,513,756.20</b>	<b>228,329.16</b>		<b>\$3,104,284.55</b>	<b>197,464.31</b>	<b>\$1,092,648.53</b>
						<b>71,022.16</b>
	<b>\$</b>	<b>3,742,085.36</b>				

THE ORIGINAL CONTRACT AMOUNT WAS:	\$ 21,643,822.00
AMOUNT OF PREVIOUSLY AUTHORIZED CHANGE ORDERS:	-
NEW CONTRACT AMOUNT INCLUDING THIS REQUEST WILL BE:	\$ 17,901,736.64
<b>TOTAL TAX SAVINGS TO DATE INCLUDING THIS REQUEST</b>	

By execution of this form the Contractor acknowledges that they will be responsible for coordination of delivery & receipt of all materials and no terms of the original contract shall be altered by this document

<b>\$3,513,756.20 DPO 1</b>
<b>\$3,104,284.55 Total DPO's issued to date (material only)</b>
<b>\$409,471.65 remaining budget of material from DPO 1</b>

<b>\$1,092,648.53 remaining to issue DPOs (material only)</b>
<b>\$683,176.88 DPO 2 Total Request</b>

\$4,196,933.08 Total Material CO 1 & 2

Hernando County School District

Name:	Contractor John Marshall	Owner
Signed:		
Date:	12/3/2025	

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**

(For Donations, use Section B)

**A. Item Currently Budgeted -**

No Financial Impact							
Account Name		Fund		Function		Object	
Account Number							
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$		\$		\$		\$	
Present Request	=					Remaining Balance Available	
\$		\$		\$		\$	
Account Name							
Account Number		Fund		Function		Object	
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	
Amount \$						
Funding Source						
Account Name						
Account Number	Fund		Function		Object	
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\*\***