



Hernando School District

School Board Regular Meeting

Agenda - Final

Tuesday, April 11, 2023

6:00 PM

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

CALL TO ORDER

REFLECTION

by Linda Prescott, Board Member

PLEDGE OF ALLEGIANCE by Weeki Wachee High School Students

ADOPTION OF AGENDA

1. [23-1350](#) Approval to adopt the agenda dated April 11, 2023.

ELECTED OFFICIALS

STUDENT REPRESENTATIVE UPDATE by Gina Doherty

PRESENTATIONS

2. [23-1343](#) Hernando Grown Community Partner Recognition

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

APPROVAL OF THE MINUTES

3. [23-1351](#) Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of March 28, 2023.

Attachments: [03-28-23 Informal Minutes DRAFT with links](#)
[03-28-23 Workshop Minutes DRAFT with links](#)
[03-28-23 Meeting Minutes DRAFT with links](#)

PUBLIC HEARING ITEMS

4. [23-1348](#) Public Hearing and Final Approval of Neola Policy Special Update November 2022 that received tentative approval at the February 14, 2023 Workshop. This item went before the Board on 3/28/2022, but died for lack of a motion to approve.

Attachments: [Revised Special Update November 2022](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

EXPULSION RECOMMENDATIONS

5. [23-1335](#) Enter a Final Order Expelling the Student in Case No. E2023-03-02 for the Remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

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

6. [23-1336](#) Enter a Final Order Expelling the Student in Case No. E2023-03-03 for the Remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

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

7. [23-1337](#) Enter a Final Order Expelling the Student in Case No. E2023-03-04 for the Remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

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

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

8. [23-1352](#) Citizen Input on agenda items for this meeting (Green Form)

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

ADOPTION OF CONSENT AGENDA**Personnel Recommendations**

9. [23-1342](#) Approval of the Personnel Recommendations

Attachments: [April 11, 2023](#)
[2023 Inst. Supplements & Differentiated Pay for 4-11-2023](#)
[2023 Noninst., PTS & Adm. Supplements for 4-11-2023](#)

All Other Teaching & Learning Agenda Items

10. [23-1298](#) Approval of out of state travel for Automotive Teacher, Barry Beyerl to attend the 2023 ASE Instructor Training Conference from July 17, 2023 to July 20, 2023 in North Carolina.

Attachments: [AUTO DETAILS INFO](#)
[AUTO TDL FRM](#)
[auto conf budget sheet](#)

11. [23-1324](#) Approve out of state field trip for Master Gunnery Sergeant Michael Arnett and an NJROTC Cadet to Camp Perry, Port Clinton, Ohio, for All-Services Nationals event on March 22 - 26, 2023.

Attachments: [CHS NJROTC Mar 22-26, 2023 Summary](#)
[CHS NJROTC Mar 22-26, 2023 Budget Sheet](#)

All Other Business Services Agenda Items

12. [23-1280](#) Approval to Accept the Internal Accounts Audit Report for Fiscal Year Ending June 30, 2022

Attachments: [2021 - 2022 Fiscal Year Internal Account Audit](#)
[2021 - 2022 IA Audit Summary](#)
[Budget Sheet Internal Account Audit](#)

Job Descriptions

13. [23-1347](#) Approve Job Description for Coordinator of Career and Technical Education - Wilton Simpson Technical College

Attachments: [Coordinator of Career and Technical Education Strikethrough](#)
[Coordinator of Career and Technical Education clean](#)
[salary schedule](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

All Other Purchase Order/Bid Agenda Items

14. [23-1295](#) Approve the Purchase of Soday System Curriculum from Winsor Learning, Inc. and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$105,847.50

Attachments: [Soday System Agreement](#)
[Soday System Program Evaluation](#)
[Standard Addendum to Agreements Attorney Approved](#)
[Federal Terms and Conditions](#)
[Budget Sheet Soday](#)

15. [23-1333](#) Approve the purchase of the annual license, maintenance and hosting renewal(s) to Skyward and authorize the issuance of purchase orders for an estimated annual amount of \$450,000.00.

Attachments: [Skyward Invoice for 2023-2024](#)
[Skyward Purchasing Agenda Item](#)
[Skyward Budget Sheet 2023-2024](#)

16. [23-1338](#) Approve the amendment to the piggyback of US Communities and National IPA (OMNIA Partners Cooperative), Contract No. 4400003732 for Multi-Function Devices and Related Services, awarded to Ricoh USA, Inc. to remove one device from the contract award.

Attachments: [21-015-09 PB Ricoh \(04-11-2023\)](#)
[DM LIBRARY-#108639-v1-Hernando County Schools Equipment Rem](#)
[Budget Sheet 23-1338](#)

17. [23-1340](#) Approve piggybacking the Sourcewell Cooperative RFP #091521, Contract #091521-NAF for Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles, awarded to National Auto Fleet Group (NAFG) and authorize the purchase of vehicles for an estimated spending of \$80,799.00.

Attachments: [23-070-37 PB Cars Trucks Vans SUVs \(03-28-23\)](#)
[Quote FNS Terrain](#)
[Quote Warehouse Terrain](#)
[1Budget Sheet Vehicles 1](#)

18. [23-1341](#) Approve the renewal of the piggyback of OMNIA Partners, Region 4 Education Service Center (ESC), R192006, Maintenance, Repair and Operations (MRO) Supplies and Related Services, awarded to Lowe's Home Center, LLC and authorize the purchases of goods for an estimated annual spending of \$150,000.

Attachments: [21-968-12 PB RN Lowe's Home Center \(04-11-23\)](#)
[Budget Sheet](#)

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

19. [23-1353](#) 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 110917 ACC](#)

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

ADJOURNMENT

The next School Board Meetings are scheduled for April 25, 2023:

1:00 PM - Informal

2:30 PM - Workshop

6:00 PM - Regular Meeting

Mission Statement

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



Hernando School District

School Board Regular Meeting

Agenda Item # 1. 23-1350

4/11/2023

Title and Board Action Requested

Approval to adopt the agenda dated April 11, 2023.

Executive Summary

The Superintendent of Schools, hereby requests the Board adopt the agenda dated April 11, 2023.

My Contact

John Stratton
Superintendent of Schools

2018-23 Strategic Focus Area

Other

Financial Impact

No Financial Impact

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



Hernando School District

School Board Regular Meeting

Agenda Item # 2. 23-1343

4/11/2023

Title and Board Action Requested

Hernando Grown Community Partner Recognition

Executive Summary

The Assistant Superintendent of Teaching and Learning, on behalf of the Superintendent of Schools, hereby requests the Board to recognize the Hernando Grown Community Partners for their significant and generous contributions. Hernando Grown is an annual event for our students in middle and high school. Coordinated by Hernando County School District's College and Career Department, this student leadership conference is designed to inspire students and introduce them to the many college and career options available right here in Hernando County. Local leaders connect with more than 500 students through interactive and motivational sessions each focused on a unique aspect of that workforce sector. Students come away with relevant information and a set of strategies to immediately apply for future career planning.

My Contact

Gina Michalicka

Assistant Superintendent of Teaching and Learning

352-797-7000, ext. 404

Michalicka_g@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

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

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

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 3. 23-1351

4/11/2023

Title and Board Action Requested

Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of March 28, 2023.

Executive Summary

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

My Contact

Kelly A. Pogue
Secretary to the School Board and General Counsel
352-797-7253

2018-23 Strategic Focus Area

Other

Financial Impact

No Financial Impact



Hernando School District

School Board Informal Meeting

Minutes - Draft

Tuesday, March 28, 2023

12:30 PM

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

CALL TO ORDER

Present

- Board Chair Gus Guadagnino
- Vice Chair Susan Duval
- Board Member Mark Johnson
- Board Member Linda Prescott
- Board Member Shannon Rodriguez

The Informal Meeting was called to order at 12:30 P.M.

GENERAL DISCUSSION

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

Topics of Discussion:

Moment of silence for the tragedy that happened in Tennessee.

1. Guadagnino - Website
2. Johnson - Building schools and other options
3. Johnson - Legislation on middle and high school start times
4. Rodriguez - Parrot Middle School email
5. Duval - DROP

Mr. Alfonso announced that the Board will go into a closed session for a Juul Litigation update. The Board recessed at 1:31 P.M.

Participants of the closed session was all School Board Members (Gus Guadagnino, Susan Duval, Mark Johnson, Linda Prescott and Shannon Rodriguez); Superintendent, John Stratton; Dennis Alfonso, School Board Attorney; Chris Dyer, Lucas, Macyszyn & Dyer Law Firm; Matt Legg, Baird, Mandalas, Brockstedt, Federico & Cardea Law Firm via Teams; Kelly Pogue, School Board Secretary; and Jacky Altilio, Court Reporter.

The Board reconvened at 1:58 P.M.

The Board continued discussions:

6. Duval - Meeting on work related issues: Gina Michalicka, Assistant Superintendent of Teaching & Learning, came forward to give an update. Mrs. Michalicka will share out a document with the Board once the data is compiled.
7. Guadagnino - Scholarship information
8. Duval - Past years working experience
9. Duval - Copy of a video from the media center at Central High School was requested.
10. Johnson - Vaping in schools

ALL OTHER SCHOOL BOARD AGENDA ITEMS

1. [23-1332](#) At the regular School Board meeting of February 28, 2023, General Counsel requested a closed session with the School Board, General Counsel and Litigation Counsel regarding pending settlement negotiations regarding the Settlement Offer for Government Entity Claims Against JUUL Labs, MDL No. 2913 and JCCP No. 5052 (together "Plaintiffs' Leadership"*) Inc. ("JLI"). Discussion matters shall be confined to settlement negotiations or strategy sessions related to litigation expenditures as authorized by §286.011(8), Fla. Stat.

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

ADJOURNMENT

The meeting adjourned at 2:34 P.M.

Superintendent

Board Chair

Mission Statement

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



Hernando School District

School Board Workshop

Minutes - Draft

Tuesday, March 28, 2023

2:30 PM

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

CALL TO ORDER

Present: Gus Guadagnino
Susan Duval
Mark Johnson
Linda Prescott
Shannon Rodriguez

The Workshop was called to order at 2:45 P.M.

PRESENTATIONS

1. [23-1304](#) Review and Tentative Approval of Neola Policy - po2522 Challenges to Adoption or Use of Instructional, Library, or Reading List Materials

Attachments: [po2522 Challenges to Adoption or Use of Instructional, Library, or Reading List Materials](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

Gina Michalicka, Assistant Superintendent of Teaching & Learning and Lisa Becker, Executive Director of Business Services came forward to present this item.

Mr. Johnson stated that there is current legislation that will require a parent with a child in the school district to be on the committee. He stated that he believe this legislation will pass. After much discussion, the consensus of the Board is to add the verbiage, "...and a parent of a student enrolled in the school district." to the end of section B of page 2.

GENERAL COUNSEL

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

Mrs. Prescott mentioned that the Sheriff's Office is going through accreditation and our school board can write a letter of support. The Board agreed.

Mrs. Prescott shared an update on the mental health facility update.

Mr. Stratton stated that the Board had taken action to cancel the MOU with Each 1 Reach 1 at the last meeting to provide food to them. He stated that if we are going to continue to provide food to them, he will need board direction. Mrs. Rodriguez listed the payments she has collected to date. She stated that they currently owe \$6,457.70 and they are expected to pay. The Board will take action at tonight's meeting.

ADJOURNMENT

The Workshop adjourned at 3:24 P.M.

Superintendent

Board Chair**Mission Statement**

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



Hernando School District

School Board Regular Meeting

Minutes - Draft

Tuesday, March 28, 2023

6:00 PM

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

CALL TO ORDER

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

The Meeting was called to order at 6:03 P.M.

REFLECTION

by Mark Johnson, Board Member

PLEDGE OF ALLEGIANCE by West Hernando Middle School Students

ADOPTION OF AGENDA

1. [23-1326](#) Approval to adopt the agenda dated March 28, 2023.

RESULT: ADOPTED

MOVER: Linda Prescott

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

Mr. Guadagnino stated that he finds good cause to allow for the following changes:

~The deletion of item #29. 23-1313: Approve piggybacking the Sourcewell Cooperative RFP #091521, Contract #091521-NAF for Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles, awarded to National Auto Fleet Group (NAFG) and authorize the purchase of vehicles for an estimated annual spending of \$209,000.

~The addition of an agenda item to rescind the action taken at the 2/14/23 meeting on agenda item #23-1208 regarding Each 1 Reach 1.

ELECTED OFFICIALS

No one came forward to speak on this item.

STUDENT REPRESENTATIVE TO THE BOARD

2. [23-1327](#) Student Representative, Gina Doherty of Nature Coast Technical High School, to Share an Update of School Related Activities and Events with the Board

PRESENTATIONS

Board Member, Mark Johnson, gave a legislative report from the Day in the Legislature that he attended. Student, Nathaniel Bozek was recognized as the Veteran's HEAT Factory essay winner on Why Do We Honor Veterans.

3. [23-1118](#) Recognition of the March HCSD Veteran

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

Karen Jordan, Public Information Officer came forward to introduce this item. Anna Jensen, Director of ESE came forward to introduce Dave Bratcher, System Support Specialist as the Veteran of the Month.

4. [23-1289](#) Recognition of the Hernando School Students that have Received Cambridge Awards

Attachments: [Cambridge Student Award List June 2022](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

John Morris, Director of Secondary Curriculum came forward to introduce this item. Kelly Slusser, Principal of Central High School came forward to present this item.

5. [23-1331](#) Update by the Half Cent Sales Tax Accountability Committee

Attachments: [Meeting Minutes Package 022823](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

Lori Sowers, Gregg Laskowski, and Kim Mulrooney, members of the Half Cent Sales Tax Committee came forward to present this item.

HERNANDO COUNTY EDUCATION FOUNDATION DONATIONS

6. [23-1322](#) Presentation by the Hernando County Education Foundation

Attachments: [3-28-23 Budget Sheet HCEF](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Shannon Rodriguez

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

Debbye Warrell came forward to present this item.

APPROVAL OF THE MINUTES

7. [23-1325](#) Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of February 28, 2023.

Attachments: [02-28-23 Informal Minutes DRAFT](#)
[02-28-23 Workshop Minutes DRAFT](#)
[02-28-23 Meeting Minutes DRAFT](#)

RESULT: ADOPTED

MOVER: Linda Prescott

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

PUBLIC HEARING ITEMS

8. [23-1099](#) Public Hearing and Final Approval of Neola Policy Special Update November 2022 that received tentative approval at the February 14, 2023 Workshop.

Attachments: [Special Update November 2022 with their corrections](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

Mr. Dennis Alfonso, School Board Attorney read the instructions for this item. No one came forward to speak on this item. It was clarified that this Neola update does not include Policy #2522 that was discussed at today's Workshop. Board Member Rodriguez stated that she is not okay with changing pronouns from his/her to their and him/her to them.

This item failed for a lack of a motion.

EXPULSION RECOMMENDATIONS

9. [23-1302](#) Enter a Final Order Expelling the Student in Case No. E2023-03-01 for the Remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

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

RESULT: ADOPTED

MOVER: Susan Duval

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

10. [23-1328](#) Citizen Input on agenda items for this meeting (Green Form)

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

Mr. Dennis Alfonso, School Board Attorney read the instructions for this item.

The Board recessed at 7:04 P.M. and reconvened at 7:11 P.M.

Mary Mazzuco was called to speak. She spoke on agenda item #13. 23-1313: Approve the Superintendent's Recommendation to remove the book, Lucky written by Alice Sebold, from circulation for all purposes and not be made available to students in Hernando County Schools. Mr. Stratton stated that there is no Governor's list that he is aware of. He stated that the Governor has strengthened the challenge process and ensured that parents and community members have a right to do. Mr. Stratton reminded Mrs. Mazzuco that the books that were pulled are still Hernando County School District property.

ADOPTION OF CONSENT AGENDA

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

11. 23-1318: Approval of the Personnel Recommendations

13. 23-1303: Approve the Superintendent's Recommendation to remove the book, Lucky written by Alice Sebold, from circulation for all purposes and not be made available to students in Hernando County Schools

15. 23-1286: Approve Job Description for Coordinator of Career and Technical Education - Wilton Simpson Technical College

18. 23-1293: Approve the contract with The A.D. Morgan Corporation for Construction Manager Services.

19. 23-1306: Approve out of state travel for Lori Drenth, Holly Longo, Jennifer Weaver and Bill Ward to attend the School Nutrition Association ANC (Annual National Conference) in Denver, CO July 8-July 12, 2023.

22. 23-1297: Approve renewing bid no. 19-285-26 RN, Electrical Parts, Supplies & Equipment, to City Electric Supply for electrical goods and services and authorize the purchase for an estimated annual amount of \$100,000.00

23. 23-1299: Approve the Renewal of Bid No. 21-966-46 RN, Student Planners awarded to School Datebooks, and Authorize the Purchase of Goods for an Estimated Annual Amount of \$55,000.00

24. 23-1307: Approve piggybacking OMNIA Partners, Racine County IFB #RC2022-1001, Contract #3341, HVAC Products, Installation, Labor Based Solutions and Related Products and Services, awarded to Trane US, Inc. and authorize the purchase of goods and services for an estimated annual amount of \$8,000,000.00.

28. 23-1312: Approve piggybacking Citrus County School Board, ITB no. 2019-46, Plumbing Services, awarded to Don's Plumbing of Citrus County and authorize the purchase for related goods and services for an estimated annual amount of \$400,000.00

32. 23-1320: Approve the independent contractors to assist as needed in the maintenance of the Transportation Department Bus Fleet

29. 23-1313: Approve piggybacking the Sourcewell Cooperative RFP #091521, Contract #091521-NAF for Cars, Trucks, Vans, SUVS, Cab Chassis & Other Vehicles, awarded to National Auto Fleet Group (NAFG) and authorize the purchase of vehicles for an estimated annual spending of \$209,000, was deleted from the agenda.

RESULT: APPROVED THE CONSENT AGENDA

MOVER: Mark Johnson

SECONDER: Shannon Rodriguez

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

Personnel Recommendations

All Other Teaching & Learning Agenda Items

12. [23-1251](#) Approve Field Trip for Nature Coast Technical High School Students to Jacksonville, Florida to attend the 2023 State Leadership and Skills Conference (SLSC23) on April 10-13, 2023

Attachments: [SLSC23 Conference Agenda](#)
[2023 SLSC23 Guide](#)
[Signed Initial Request of Trip Approval](#)
[Budget Sheet SLSC23 Field Trip](#)

All Other Business Services Agenda Items

14. [23-1300](#) Approval to Accept the 2021-2022 Annual Comprehensive Financial Report

Attachments: [FINAL ACFR22 Hernando Co School Brd](#)
[Budget Sheet COA Financial Reporting](#)

Job Descriptions

16. [23-1319](#) Approve Job Description Updates for Transportation Department

Attachments: [Bus Operator -Mark Up 2.23](#)
[Bus Operator -Clean 2.23](#)
[Camera Technician -Markup 2.23](#)
[Camera Technician -Clean 2.23](#)
[Dispatcher - Markup 2.23](#)
[Dispatcher - Clean 2.23](#)
[Route Specialist Markup 2](#)
[Route Specialist - Clean 2.23](#)
[Shop Foreman - Markup 2](#)
[Shop Foreman - Clean 2](#)
[Transportation Safety & Training Specialist Markup 2](#)
[Transportation Safety & Training Specialist Clean 2](#)
[Vehicle Technician Assistant Markup 2](#)
[Vehicle Technician Assistant Clean 2.23](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact](#)

All Other Support Operations Agenda Items

17. [23-1284](#) Approve out of state travel for Lori Drenth, Director of Food and Nutrition to attend AMTAB K-12 Symposium in Bensenville IL, April 5-7, 2023.

Attachments: [1AMTAB](#)
[Time off approval April 4 and 5](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

All Other Purchase Order/Bid Agenda Items

20. [23-1291](#) Approve renewing Bid No. 19-918-18 RN, Emergency Response & Disaster Recovery - Vegetative Debris Removal Services, to Ameri-Green Environmental Recycling, LLC, Custom Tree Care, Inc. and TFR Enterprises, Inc., for Emergency Vegetative Debris Removal Services for an estimated amount to be determined by the post disaster recovery assessment.
- Attachments:** [23-1291 Vegetative Debris BID TABULATION](#)
[23-1291 Vegetative Debris BUDGET SHEET](#)
21. [23-1292](#) Approve renewing Bid No. 19-918-20 RN, Emergency Response & Disaster Recovery - Emergency Shelter Recovery Services, to EE&G Construction and Electrical, for Emergency Shelter Recovery Services for an estimated amount to be determined by the post disaster recovery assessment.
- Attachments:** [23-1292 Emergency Shelter BID TABULATION](#)
[23-1292 Emergency Shelter BUDGET SHEET](#)
25. [23-1308](#) Approve piggybacking of the School Board of Pinellas County for HVAC Filters & Frames, ITB #22-031-119 RN, HVAC Filters & Frames, for filters, frames and related services, awarded to Andrews Filters & Supply Corp, and authorize the purchase for an estimated annual amount of \$100,000.00
- Attachments:** [21-031-60 PB RN HVAC Filters & Frames \(03-28-2023\)](#)
[HVAC Filters Budget Sheet](#)
26. [23-1310](#) Approve renewing bid no. 21-968-47 RN, Gymnasium & Stage Floor Refinishing, Recoating & Repair Services, to Trident Surfacing, Inc. for gymnasium and stage floor refinishing, recoating and repair services and authorize the purchase for an estimated annual amount of \$150,000.00.
- Attachments:** [Agenda for 21-968-47 RN Gymnasium & Stage Floor \(03-28-2023\)](#)
[Budget Sheet Gym Floor Refinishing 2](#)
27. [23-1311](#) Approve the amendment to the piggyback of the Florida Department of Management Services, ITB NO. 21-25100000-21-STC for Motor Vehicles to award to multiple vendors and authorize the purchase of vehicles for an estimated annual amount of \$500,000.00.
- Attachments:** [22-070-30 PB RN AMEND Motor Vehicles \(03-28-23\) 2](#)
[Budget Sheet from 1-10-23 Vehicle Agenda Item](#)
30. [23-1314](#) Approve the amendment to the agreement with The A.D. Morgan Corporation, for construction goods and services for the Fox Chapel Middle School HVAC Replacement Project and authorize the purchase of construction goods & services for \$2,778,645.78.
- Attachments:** [23-1314 Final GMP Agreement](#)
[23-1314 Budget Sheet](#)
-

31. [23-1315](#) Approve renewal of piggyback of Lake County, Florida RFP/Contract No. 22-908A & 22-908B: Pre-Cast Concrete Structures, awarded to Advanced Commercial Contractors, Inc. and Leesburg Concrete Company, Inc., and authorize the purchase of these products using allocated budgets.

Attachments: [23-1315 Bid Tabulation](#)
[23-1315 Budget Sheet](#)

All Other School Board Agenda Items

33. [23-1288](#) Approval Requested for out of county travel for School Board Member(s) to attend the FSBA School Finance Forum 2.0 and More CBM Forum, April 13, 2023 and April 14, 2023 in Gainesville, FL that may exceed \$500 per Board Member.

Attachments: [FSBA Agenda](#)
[FSBA Finance Forum 2.0 - Cost Breakdown](#)
[FSBA Finance 2.0 Budget Sheet](#)

34. [23-1330](#) The School Board may discuss public items relating to pending settlement negotiations regarding the Settlement Offer for Government Entity Claims Against JUUL Labs, MDL No. 2913 and JCCP No. 5052 (together "Plaintiffs' Leadership") Inc. ("JLI"). Thereafter the School Board, after considering the recommendations of the Superintendent, may take such and take such action as determined appropriate.

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

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

29. [23-1313](#) Approve piggybacking the Sourcewell Cooperative RFP #091521, Contract #091521-NAF for Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles, awarded to National Auto Fleet Group (NAFG) and authorize the purchase of vehicles for an estimated annual spending of \$209,000.

Attachments: [23-070-37 PB Cars Trucks Vans SUVs \(03-28-23\)](#)
[1Budget Sheet Vehicles 1](#)

This agenda item was deleted from the agenda.

11. [23-1318](#) Approval of the Personnel Recommendations

Attachments: [March 28, 2023](#)
[2023 Inst. Supplements & Differentiated Pay for 3-28-2023](#)
[2023 Noninst., PTS & Adm. Supplements for 3-28-2023](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Shannon Rodriguez

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This agenda item was pulled by Board Member Johnson for discussion. Mr. Johnson stated that he would like the public to know what this supplement and differential pay is and where the money came from. Mr. Stratton stated it depends on which category he is looking at as supplemental or differential could be from varying accounts. He could

bring the breakdown back to the Board at the next meeting.

13. [23-1303](#) Approve the Superintendent's Recommendation to remove the book, Lucky written by Alice Sebold, from circulation for all purposes and not be made available to students in Hernando County Schools

Attachments: [Challenge Request-Email](#)
[CHS Request for School Reconsideration of Media Materials Form](#)
[Recommendation of School Advisory Committee for Reconsideration](#)
[Superintendent's Response to Mr. Floyd Publicly Noticed Board](#)
[Meeting](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Shannon Rodriguez

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This agenda item was pulled by Board Members Johnson and Rodriguez for discussion. Mr. Johnson stated that he read parts of this book and he found it inappropriate. Mrs. Prescott explained that there was a committee who made the recommendation. Mrs. Rodriguez asked who was on the committee. Debbye Warrell, District Media Specialist and Jeff Carson, Media Specialist came forward to answer questions addressed by the Board. Gina Michalicka, Assistant Superintendent of Teaching & Learning came forward to also explain. Mrs. Rodriguez stated that the Governor is very serious about taking these books off of school shelves. She also stated that Ms. Duval, earlier at the Workshop, wanted to see video footage of someone going into Central High School Media Center. Mrs. Rodriguez stated that we have had ample time to get these books out. After meeting with the Governor, Mrs. Rodriguez stated that 2 out of the 3 books that the Governor spoke about were at Central. When she went to Central, 1 out of the 2 books were on the shelf at Central and she was able to get the book. She stated that staff should be the ones to pull these books. Ms. Duval stated that she did not call her out, she wanted to see if what she heard was true. Board Chair Guadagnino asked Mrs. Warrell to let him know when those books got onto the shelves. Before Ms. Duval voted, she explained the reasoning behind her vote. She stated it is important for parental rights and that the parents should make the decision on what their kids should read or don't read. There is a process in place that should be followed to have a book removed. Mrs. Prescott stated that she understands Mrs. Rodriguez's point of view, but does not understand what those books are when there is no such thing as a Governor's list. She stated that if she was at that meeting, she would have called Mr. Stratton and that the Governor says the books should not be in the library. Mr. Johnson stated that the discussion was getting off topic and that they should be discussing the book Lucky. He also stated that now that everyone is aware of these books it is time to address them and they have to answer to the community.

15. [23-1286](#) Approve Job Description for Coordinator of Career and Technical Education - Wilton Simpson Technical College

Attachments: [Coordinator of Career and Technical Education Strikethrough](#)
[Coordinator of Career and Technical Education clean](#)
[salary schedule](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

This item was pulled by Board Member Johnson for discussion. The item failed for the lack of a motion.

18. [23-1293](#) Approve the contract with The A.D. Morgan Corporation for Construction Manager Services.

Attachments: [23-1293 CHS Air Rifle CM Agreement](#)
[23-1293 Budget Sheet](#)

RESULT: ADOPTED

MOVER: Shannon Rodriguez

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Mrs. Rodriguez asked for someone to explain this item to the public. Mrs. Kelly Slusser, Principal of Central High School came forward to introduce Mr. and Mrs. Tomashosky, who is donating the funding for the air rifle building.

19. [23-1306](#) Approve out of state travel for Lori Drenth, Holly Longo, Jennifer Weaver and Bill Ward to attend the School Nutrition Association ANC (Annual National Conference) in Denver, CO July 8-July 12, 2023.

Attachments: [ANC Schedule 1](#)
[ANC Hotel and Travel1](#)
[ANC breakdown 1](#)
[Leave Forms](#)
[ANC Budget Sheet](#)

RESULT: ADOPTED

MOVER: Shannon Rodriguez

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Mrs. Rodriguez asked for someone to explain if we have done this in the past. Mr. Stratton explained that this is an annual conference and it is paid with federal funds.

22. [23-1297](#) Approve renewing bid no. 19-285-26 RN, Electrical Parts, Supplies & Equipment, to City Electric Supply for electrical goods and services and authorize the purchase for an estimated annual amount of \$100,000.00

Attachments: [Agenda for Electrical Parts, Supplies & Equip 19-285-26 RN](#)
[Electrical Parts \(03-28-23\) 2](#)
[Revised 3 Budget Sheet Electrical Parts R](#)

RESULT: **ADOPTED**

MOVER: Shannon Rodriguez

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Mrs. Rodriguez stated that she spoke with Brian Still and he explained that there were ten different grants that they are applying for to help with funding. She said he stated that the LED lighting is only lasting about 2-3 years. Mr. Stratton explained that just because a bid is for \$100,000 does not mean we will spend \$100,000.

23. [23-1299](#) Approve the Renewal of Bid No. 21-966-46 RN, Student Planners awarded to School Datebooks, and Authorize the Purchase of Goods for an Estimated Annual Amount of \$55,000.00

Attachments: [21 966 46 RN Student Planners 03 28 23](#)
[Budget Sheet Student Planners](#)

RESULT: **ADOPTED**

MOVER: Shannon Rodriguez

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Mrs. Rodriguez explained how her children utilize the planners with their teachers. She asked to save this money, could we do the same thing on the laptops or possibly use Class Dojo. Mrs. Rodriguez does not want to take it away if the teachers are happy with it. Mr. Stratton explained that every school pays for these in various ways. He will review with staff to make sure that they are still being utilized.

24. [23-1307](#) Approve piggybacking OMNIA Partners, Racine County IFB #RC2022-1001, Contract #3341, HVAC Products, Installation, Labor Based Solutions and Related Products and Services, awarded to Trane US, Inc. and authorize the purchase of goods and services for an estimated annual amount of \$8,000,000.00.

Attachments: [Agenda 23-910-36 PB HVAC Products Installation Labor](#)
[Budget Sheet Trane OMNIA](#)

RESULT: **ADOPTED**

MOVER: Shannon Rodriguez

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Mrs. Rodriguez asked to speak with Mr. Ragan. Mr. Stratton explained that he will answer any questions and will call up staff if he needs more information. Mr. Stratton explained the process for questioning. Mrs. Rodriguez asked Mr. Stratton to explain this item to the public. Mr. Brian Still, Director of Maintenance came up to help explain this item. He explained how much his department will utilize and how the balance will be used by Facilities. Mr. Guadagnino explained that there are processes and procedures to follow.

28. [23-1312](#) Approve piggybacking Citrus County School Board, ITB no. 2019-46, Plumbing Services, awarded to Don's Plumbing of Citrus County and authorize the purchase for related goods and services for an estimated annual amount of \$400,000.00

Attachments: [23-968-38 PB Plumbing Services \(03-28-23\)](#)
[Budget Sheet Don's Plumbing Item](#)

RESULT: **ADOPTED**

MOVER: Mark Johnson

SECONDER: Shannon Rodriguez

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Mrs. Rodriguez asked for an explanation for this agenda item. Mr. Stratton explained. Mrs. Rodriguez questioned if we could keep the work local in Hernando County. Mr. Still, Director of Maintenance came forward to answer questions addressed by the Board. He mentioned that they re-bid this item and still only received two vendors. This company has been working with Citrus County for 23 years.

32. [23-1320](#) Approve the independent contractors to assist as needed in the maintenance of the Transportation Department Bus Fleet

Attachments: [Independent Contractors](#)
[3100 IC Budget Sheet](#)

RESULT: **ADOPTED**

MOVER: Shannon Rodriguez

SECONDER: Mark Johnson

AYES: Guadagnino, Duval, Johnson, Prescott, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Mrs. Rodriguez stated that the mechanics had to drive busses and that could be why we lost some of our mechanics. She asked if we could put something in place that guarantees that they will not need to drive a bus. Mr. Stratton explained what happened in the past. He also stated that to put that kind of language in would need to be bargained. Mrs. Rodriguez spoke on the rate of pay for employees versus independent contractors.

ADDENDUM ITEMS**23-1346****RESULT:** **ADOPTED****MOVER:** Shannon Rodriguez**SECONDER:** Mark Johnson**AYES:** Guadagnino, Duval, Johnson, Prescott, Rodriguez*Mr. Dennis Alfonso, School Board Attorney explained this item.*

A motion was made to rescind action taken at the February 14, 2023 on agenda item #23-1208: Terminate agreement with For Each 1 Reach 1 Mentoring Program for non-payment of meals served August 2022 to current. Termination date will be March 17, 2023.

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

35. **23-1329** 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 110917 ACC](#)
[03-28-23 Meeting Handout by K. Mulrooney](#)

Mr. Dennis Alfonso, School Board Attorney read the instructions for this item. The following citizen's came forward to speak on various topics: Hamilton Hanson, Danielle Abernethy, Kimberly Mulrooney, Melinda Cook, Jennifer Cook, Monty Floyd, Jennifer Sullivan, and David Bond.

INFORMATIONAL AGENDA ITEMS**GENERAL COUNSEL****SCHOOL BOARD COMMENTS**

Board Member Johnson shared that there will be a free fishing clinic at Linda Pedersen park where kids will receive a free fishing pole. He also mentioned that an anglers club will be starting at Weeki Wachee High School. Mr. Johnson stated that EOS should go away. He also stated that they are working on teacher retention.

Board Member Rodriguez thanked everyone who came out. Mrs. Rodriguez spoke about processes and she will continue to be proactive and not reactive. She also stated that everyone should get along as it will make it a lot easier.

Board Member Prescott also thanked everyone for coming out including the newspapers. Mrs. Prescott reminded everyone of the Interlocal meeting coming up this week.

Vice Chair Duval announced that there is an Education Fair this Thursday at Hernando High. She congratulated the Nature Coast Automotive students who took 3rd place in the 2023 Top Tech Challenge; Cambridge Awards recipients; and the students participating in the Robotics Club at Deltona Elementary.

Mr. Stratton mentioned that this Saturday is Pasco Hernando State College's 50th anniversary. He stated that they are looking to into a recruitment/mentor position. Mr. Stratton shared sad news with the public as there was WWHS student who passed away.

Board Chair Guadagnino stated that it sounds like we have a lot of issues on our table. People move to our county for our schools.

ADJOURNMENT

The Meeting adjourned at 9:11 P.M.

Superintendent

Board Chair

Mission Statement

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



Hernando School District

School Board Regular Meeting

Agenda Item # 4. 23-1348

4/11/2023

Title and Board Action Requested

Public Hearing and Final Approval of Neola Policy Special Update November 2022 that received tentative approval at the February 14, 2023 Workshop.

Executive Summary

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

Section 1000 - Administration
Section 2000 - Program
Section 3000 - Instructional Staff
Section 4000 - Support Staff
Section 5000 - Students
Section 6000 - Finances
Section 8000 - Operations

My Contact

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Executive Director of Business Services
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becker_l@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact

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

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



Book	Policy Manual
Section	Revised Special Update November 2022
Title	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
Code	po1121.01 MG 1-3-2023
Status	
Adopted	June 13, 2017
Last Revised	March 8, 2022

1121.01 - **CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment, or re-employment if there has been a break in service, all candidates for all administrative positions shall be subject to a criminal background check to determine eligibility for employment. No individual, prior to receiving clearance to work from the Human Resources Department, shall receive any salary or other compensation or be allowed on School District property to provide services.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks. Also a review of the Department of Education's (DOE) Certification and Professional Practices Disciplinary databases will be conducted. A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, any crime related to fraud or theft, felony possession of a concealed weapon, misdemeanor drug and/or paraphernalia offenses, misdemeanor battery/assault or cruelty to or neglect of animals, shall not be employed in any position. All other offenses and those outside of the timelines will also be considered. A pattern of behavior or an extensive criminal record may also render the applicant ineligible. 3 DUIs in the last ten years or 4 DUIs in a lifetime will make the applicant ineligible. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide services as an administrative staff member in order to comply with the law.

Furthermore, before employing an administrator in any position that requires direct contact with students, the hiring administrator shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the hiring administrator shall document efforts to contact the employer (F.S. 1012.27(6)).

Pursuant to State law, all administrators employed by the District must self-report arrests for any and all offenses regardless of the level of the charges within forty-eight (48) ~~business~~ hours. Failure to report arrests and/or convictions as required by this policy shall be grounds for termination of employment. (see AP 1121.01).

Applicants for employment are required to self-report any criminal history as required by the security portion of the School District's employment application. Failure to self-report criminal history as required is considered falsification of the application which may result in the termination of employment or the application to be denied. The application will be reviewed by the Superintendent. If termination occurs or the application is denied then applicants may re-apply under this section in one (1) year.

Additionally, the fingerprints of all administrators who are employed by the District and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal background check with other school districts.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated administrator has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Revised 2/27/18

Revised 2/11/20

Revised 8/24/21

Revised 3/8/22

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Legal	F.S. 435.09
	F.S. 943.0435
	F.S. 943.0585(4)(a)
	F.S. 943.059(4)(a)
	F.S. 1001.41
	F.S. 1001.42
	F.S. 1012.23
	F.S. 1012.27
	F.S. 1012.315
	F.S. 1012.32
	F.S. 1012.56
	F.A.C. 6A-10.083

Last Modified by Matthew Goldrick on January 3, 2023



Book	Policy Manual
Section	Revised Special Update November 2022
Title	SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS
Code	po2520 GM 12.9.22 mc 3.30.23
Status	
Adopted	June 13, 2017
Last Revised	December 13, 2022

2520 - **SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The School Board adopts courses of study pursuant to State law and Policy 2220. When adopting courses of study, State law also requires the Board to adopt and provide adequate instructional materials to students enrolled in the District.

"Adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serves as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature.

Furthermore, Federal law requires the Board to provide accessible instructional materials as specified in a student's Individualized Education Program (IEP). Such accessible instructional materials may be of a type or in a format as specified in the definition of adequate instructional materials in this policy.

As required by State law, instructional materials adopted and used in the District shall be consistent with the goals and objectives in the District's adopted course of study and with the course descriptions established by State Board rule. The Board is responsible for the content of all instructional materials and any other materials used in a classroom, made available in a school library, or included on a reading list.

The Superintendent shall develop administrative procedures that set forth a process to involve staff in the review and evaluation of instructional materials. The staff involved in this process shall recommend to the Superintendent for submission to the Board for adoption the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board rule. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption. A meeting of a committee for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the Board must be noticed and open to the public in accordance with F.S. 286.011. A committee convened for such purposes must include parents of District students.

The Superintendent's procedures shall also prescribe the process for the acquisition, management, use, accountability, and reporting requirements of all instructional materials.

Adoption of Instructional Materials

Prior to submitting a recommendation to the Board regarding the recommended instructional materials, those materials will be accessible for review online for at least twenty (20) calendar days prior to the open publicly noticed meeting at which a public hearing will be held so that the Board can receive comment, if any, about the instructional material under consideration for adoption. The Superintendent shall establish reasonable safeguards against the unauthorized use, reproduction, and distribution of the instructional material under consideration.

Following the public hearing, the Board may act upon the Superintendent's recommendation to adopt the instructional materials. The Board will select, approve, and adopt all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

At an open publicly noticed meeting following the meeting at which the instructional material is adopted, the Board shall consider a recommendation to approve an annual instructional materials plan that identifies any instructional materials to be purchased pursuant to the instructional materials review process described herein.

The Superintendent shall maintain a list of all adopted instructional materials.

Publication on Website

The Board will publish on its website, in a searchable format, a list of all instructional materials, including those used to provide required instruction under Florida law.

School Library Media Centers and Reading Lists

Effective July 1, 2022, each book newly made available to students through a school library media center or included in a recommended or assigned school or grade level reading list must be selected and approved by a District employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated or otherwise made available to students.

Procedure

The media specialist will endeavor to stay informed about appropriate new publications, using multiple sources, such as discussions with colleagues, attendance at conferences, and reading a variety of periodicals and book reviews. The media specialist will also receive and consider suggestions or requests brought forward by other faculty, students and parents.

Potential new books for the school library media center and reading lists will be evaluated to determine if they would be suitable for student needs and whether they would be appropriate for the intended grade level and age group. In considering possible new acquisitions, the media specialist will consult reputable, professionally recognized reviewing periodicals and school community stakeholders. The media specialist will also assess the level of student interest in the subject(s) presented and the ability of students to comprehend the material. Books that are selected must be free of pornography and material prohibited under F.S. 847.012.

The goal of the selection process is for the school's library media center and reading list collections to be based on reader interest, the support of ~~State~~ standards and aligned curriculum, and the academic needs of students and faculty.

After evaluation, the media specialist will inform the principal of those books that have been evaluated and are approved for inclusion in the collections.

Periodically, books will be removed from the collection or discontinued, based on their poor physical condition, low rate of recent circulation, non-alignment to ~~State~~ standards, out-of-date content, or status following a parent's or community member's objection.

The procedure for developing library media center and reading list collections will be posted on the website for each school in the District.

Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The Principal shall arrange for a convenient time to provide such access.

Each elementary school must publish on its website, in a searchable format, a list of all materials maintained in the school library media center or required as part of a school or grade-level reading list.

Purchase of Instructional Materials

Following adoption by the Board, requisitions shall be issued to purchase current instructional materials from the State-adopted instructional materials list so that each student in kindergarten through grade 12 will have a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature. Any materials purchased shall be free of pornography and material prohibited under F.S. 847.12, suited to student needs and their ability to comprehend the material presented, and appropriate for the grade level and age group for which the materials are used or made available. The Board will purchase all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

Requisitions shall also be issued to purchase instructional materials that will be the major tool of instruction for subjects in the State Course Code Directory for which the Board has adopted courses of study, but for which there are no materials on the State-adopted instructional materials list.

The Superintendent shall approve these purchases.

In any year in which the total instructional materials allocation for District has not been expended or obligated prior to June 30th, the unobligated amount shall be carried forward and added to the next year's allocation.

The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District.

Replacement and Purchase of Instructional Materials by Students/Parents

Students shall be held responsible for the cost of replacing any instructional materials lost, destroyed, or unnecessarily damaged. Failure to provide payment for the damage or loss may result in the suspension of the student from participation in extra-curricular activities, or the debt may be satisfied by the student performing community service activities at the school site as determined by the school principal.

A student or his/her parent(s) may purchase a copy of the designated course instructional materials, regardless of format, for the District's purchase price, including shipping.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

Free School-Related Instructional Materials

Free instructional materials may be accepted for classroom and school purposes under conditions that meet all the following criteria:

- A. The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.
- B. The materials should fill a legitimate purpose of the school curriculum.
- C. The advertising feature of the materials should be minimized.

D. Educational films should contain a minimum amount of commercial advertising.

Equipment or Instructional Materials Vendors

The principal may permit vendors to demonstrate and show only that equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

New Worlds Reading Initiative

The New Worlds Reading Initiative, created by the Florida Department of Education, provides high-quality, free books directly to K-5 students who are reading below grade level and to improve the literacy skills of students in K-12. The District must notify parents of eligible students upon enrollment and at the beginning of each school year options for specific book topics or genres in order to maximize student interest in reading. The District must coordinate monthly book deliveries with the program administrator beginning no later than October and continuing through at least June. The District must participate in the initiative by partnering with local nonprofit organizations and raising awareness by using marketing materials provided by the program administrator. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The District shall coordinate with each charter school it sponsors for the purposes of identifying eligible students, notifying parents, coordinating book deliveries, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative.

Revised 2/27/18

Revised 3/8/22

Revised 10/25/22

Revised 12/13/22

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Legal

- [F.S. 119.071](#)
- [F.S. 212.183](#)
- [F.S. 1001.215](#)
- [F.S. 1002.22](#)
- [F.S. 1003.485](#)
- [F.S. 1006.28](#)
- [F.S. 1006.28 through 1006.42](#)
- [F.S. 1008.22](#)
- [F.S. 1008.25\(5\)\(a\)](#)
- [F.S. 1008.25\(5\)\(c\)](#)
- [F.S. 1014.05](#)
- [F.A.C. 6A-6.03028](#)
- [34 C.F.R. Part 300](#)

Last Modified by Maria Cain on April 3, 2023



Book	Policy Manual
Section	Revised Special Update November 2022
Title	INSTRUCTIONAL MATERIALS PROGRAM
Code	po2521 gm3.31.23
Status	
Adopted	December 13, 2022

2521 - **INSTRUCTIONAL MATERIALS PROGRAM**

The School Board shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school. Instructional materials used in the District shall be consistent with the District goals and objectives and the course descriptions established by the State Board of Education and the State standards provided for in F.S. 1003.41.

State law requires the Board to provide adequate instructional materials free of charge to students who are enrolled in the District.

"Adequate instructional materials" means a sufficient number of student or site licenses or sets of materials that are available in bound, unbound, kit, or package form and may consist of hard-backed or soft-backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software that serves as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature.

Furthermore, Federal law requires the Board to provide accessible instructional materials as specified in a student's IEP. Such accessible instructional materials may be of a type or in a format as specified in the definition of adequate instructional materials in this policy.

The Board, hereby establishes an instructional materials program that includes the review, recommendation, adoption, and purchase of instructional materials. The program shall be implemented in accordance with the terms of this policy and administrative procedures adopted in accordance herewith. The program shall comply with all applicable provisions of F.S. Chapter 1006, Part I, F. Instructional Materials for K-12 Public Education.

The Superintendent shall certify to the Florida Department of Education (FLDOE) by March 31st of each year that all instructional materials for core courses used by the District are aligned with applicable State standards. A list of the core instructional materials that will be used or purchased for use by the District shall be included in the certification.

Selection, Duties, and Qualifications of Reviewers, Review of Instructional Materials, Recommendations of Reviewers, and Selection of Instructional Materials by Reviewer

The Board may employ or contract with one (1) or more instructional materials reviewers, one (1) or more of whom must be a parent with a child in a District public school. The qualifications of the instructional materials reviewer shall be set forth in the Board-approved job description for the position, or, alternatively, in the contract for services. A meeting of a committee for the

purpose of ranking, eliminating, or selecting instructional materials for recommendation to the Board must be noticed and open to the public in accordance with F.S. 286.011. A committee convened for such purposes must include parents of District students.

The duties of an instructional materials reviewer are:

A. Procedures

To adhere to prescribed procedures for evaluating instructional materials submitted by publishers and manufacturers in each adoption.

B. Review, Recommendations, and Selection of Instructional Materials by Reviewer

1. Reviewers shall utilize the selection criteria set forth in State law, including F.S. 1006.34(2)(b) and recommend for adoption only those instructional materials aligned with State standards provided for in F.S. 1003.41.
2. Instructional materials recommended by each reviewer shall be, to the satisfaction of each reviewer, accurate, objective, balanced, noninflammatory, current, free of pornography and material prohibited under F.S. 847.12, and suited to student needs and their ability to comprehend the material presented. Reviewers shall consider for recommendation materials developed for academically talented students, such as students enrolled in advanced placement courses. When recommending instructional materials, each reviewer shall:
 - a. include only instructional materials that accurately portray the ethnic, socioeconomic, cultural, religious, physical, and racial diversity of our society, including men and women in professional, career, and executive roles and the role and contributions of the entrepreneur and labor in the total development of this State and the United States;
 - b. include only materials that accurately portray, whenever appropriate, humankind's place in ecological systems, including the necessity for the protection of our environment and conservation of our natural resources and the effects on the human system of the use of tobacco, alcohol, controlled substances, and other dangerous substances;
 - c. include materials that encourage thrift, fire prevention, and humane treatment of people and animals;
 - d. require, when appropriate to the comprehension of students, that materials for social science, history, or civics classes contain that Declaration of Independence and the Constitution of the United States;

A reviewer may not recommend any instructional materials that contain any matter reflecting unfairly upon persons because of their race, color, creed, national origin, ancestry, gender, religion, disability, socioeconomic status, or occupation.

3. In the selection of instructional materials, library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include:
 - a. the age of the students who normally could be expected to have access to the material;
 - b. the educational purpose to be served by the material;

In considering instructional materials for classroom use, priority shall be given to the selection of materials which encompass the State and Board performance standards provided for in F.S. 1001.03(1) and which include the instructional objectives contained within the curriculum frameworks approved by rule of the State Board of Education.

- C. the degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal instructional program;
 - D. the consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this State.
4. Any instructional material containing pornography or otherwise prohibited by F.S. 847.012 may not be used or made available within any public school.
 5. After a thorough study of all data submitted on each instructional material, the reviewer shall submit an electronic report to the Superintendent for presentation to the Board. The report shall be in substantially the same format as the form used by the FLDOE. All instructional materials recommended by a reviewer shall be accompanied by a statement from the reviewer that the materials align with State standards pursuant to F.S. 1003.41 and the requirements of F.S. 1006.31.

Certification of the Accuracy of Instructional Materials

In addition to relying on statements of publishers or manufacturers of instructional materials, the reviewer may, with the approval, and subject to the direction of the Superintendent, conduct or cause to be conducted an independent investigation to determine the accuracy of State-adopted instructional materials.

When errors in Board-adopted materials are confirmed, the publisher of the materials shall provide to each district school board that has purchased the materials the corrections in a format approved by the department.

The Board may remove materials from the list of Board-adopted materials if it finds that the content is in error and the publisher refuses to correct the error when notified by the Board.

The Board may remove materials from the list of Board-adopted materials at the request of the publisher if, in its opinion, there is no material impact on the State's education goals.

Affidavit of Instructional Materials Reviewer

Before commencing his/her duties, a District instructional materials reviewer shall execute an affidavit which substantially includes the following requirements of F.S. 1006.30:

- A. The reviewer will faithfully discharge the duties imposed upon him/her.
- B. The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.
- C. The reviewer is in no way connected with the distribution of the instructional materials.
- D. The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.
- E. The reviewer will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his/her agent or anyone interest in, or intending to bias his/her judgment in any way in, the selection of any materials to be adopted.
- F. The reviewer understands that it is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his/her review of the instructional materials submitted for adoption.

Board Adoption of Instructional Materials

After receipt from the Superintendent of a reviewer's electronic report and recommendation, the Board shall publish a notice indicating the date, time, and location of an open public hearing to address the recommended instructional materials. The public shall have an opportunity to provide public comment at the public hearing.

Following the public hearing, the Board shall publish notice indicating the date, time, and location of an open public meeting to approve an annual instructional materials plan to identify any instructional materials that will be purchased through the Board instructional materials review process pursuant to this policy. This public meeting will be held on a different date than the public hearing. The Board will select, approve, and adopt all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

Notice of the public hearing and public meeting identified herein shall specifically identify which instructional materials are being reviewed and the manner in which the instructional materials can be accessed for public review. The hearing must allow the parent of a District student or a resident of the county to proffer evidence that a recommended instructional material does not meet the criteria provided in F.S. 1006.31(2), taking into consideration course expectations based on the District's comprehensive plan for student progression under F.S. 1008.25(2) and course descriptions in the course code directory.

For purposes of this policy, "resident" means a resident of the county who has maintained his/her residence in Florida for the preceding year, has purchased a home that is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to F.S. 222.17.

At least twenty (20) calendar days before the Board hearing and public meeting, the Board shall make available online to the public through the District's website all student editions of the recommended instructional materials. In making these materials available, District staff shall implement reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption.

Publication on Website

The Board will publish on its website, in a searchable format, a list of all instructional materials, including those used to provide required instruction under Florida law.

School Library Media Centers and Reading Lists

Effective July 1, 2022, each book newly made available to students through a school library media center or included in a recommended or assigned school or grade level reading list must be selected and approved by a District employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.

Procedure

The media specialist will endeavor to stay informed about appropriate new publications that become available, using multiple sources, such as discussions with colleagues, attendance at conferences, and reading a variety of periodicals and book reviews. The media specialist will also receive and consider suggestions and requests brought forward by other faculty, students, and parents.

Potential new books for the school library media center will be evaluated to determine if they would be suitable for student needs, and whether they would be appropriate for the intended grade level and age group. In considering new acquisitions, the media specialist will consult reputable, professionally recognized reviewing periodicals and school community stakeholders. The media specialist will also assess student interest in the subject(s) presented and the ability of students to comprehend the material presented. Books selected must be free of pornography and material prohibited under F.S. 847.012.

The goal of the selection process is for the school's library media center and reading list collections to be based on reader interest, the support of state academic standards and aligned curriculum, and the academic needs of students and faculty.

After evaluation, the media specialist will inform the principal or Supervisor of Literacy, Intervention & Elementary Academic Programs of those books that have been evaluated and are approved for inclusion in the collections.

Periodically, books will be removed from the collections or discontinued, based on their poor physical condition, low rate of recent circulation, non-alignment to state standards, out-of-date content, or status following a parent's or community member's objection.

The procedures for developing library media center and reading list collections will be posted on the website for each school in the District.

Access

Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The school principal shall arrange for a convenient time to provide such access.

Each elementary school will publish on its website, in a searchable format, a list of all materials maintained in the school library media center which can be checked out or used by a student or required as part of a school or grade-level reading list.

The format must:

A. identify the type of material maintained in the library media center by category, such as books, ebooks, periodicals, and videos;

B. list, at a minimum, the following information:

1. the title and author for books and ebooks;

2. the name or title for periodicals and videos; and,

3. the title for any other material maintained in the media center.

C. Books and ebooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.

Purchase of Instructional Materials, Including Advertising and Bidding

Beginning on or before May 15th of any year in which an instructional materials adoption is to be initiated, the District shall advertise in a local newspaper of general circulation four (4) weeks preceding the date on which the bids shall be received, that at a certain designated time, not later than June 15th, sealed bids or proposals to be deposited with the District will be received from publishers or manufacturers for the furnishing of instructional materials proposed to be adopted as listed in the advertisement beginning April 1st following the adoption.

The advertisement shall state that each bidder shall furnish electronic sample copies of all instructional materials submitted, at a time designated by the District, which copies shall be identical with the copies approved and accepted by State instructional materials reviewers, and with the copies furnished to the District and Superintendent.

The advertisement shall state that a contract covering the adoption of the instructional materials shall be for a definite term.

The advertisement shall fix the time within which the required contract must be executed and shall state that the District reserves the right to reject any or all bids.

The advertisement shall give information regarding digital specifications that have been adopted by the Board, including minimum format requirements that will enable electronic and digital content to be accessed through the District's local instructional improvement system and a variety of mobile, electronic, and digital devices. Beginning with specifications released in 2014, the digital specifications shall include requiring the capability for searching by State standards and site and student-level licensing. Such

digital format specifications shall be appropriate for the interoperability of the content. The Board will not adopt specifications that require the instructional materials to include specific references to State mandated testing and State academic standards and benchmarks at the point of student use.

The bids submitted shall be for furnishing the designated materials in accordance with specifications of the District. The bid shall state the lowest wholesale price at which the materials will be furnished, at the time the adoption period provided in the contract begins. The Board will purchase all materials as a separate line item on the regular (non-consent) agenda and will provide a reasonable opportunity for public comment.

Each publisher or manufacturer of instructional materials who submits a bid under this part is required to deposit with the District such sum of money or certified check as may be determined by the District, the amount to be not less than \$500 and not more than \$2,500, according to the number of instructional materials covered by the bid, which deposit shall be forfeited to the Board and placed in the (General Revenue Fund) General Fund if the bidder making the deposit fails or refuses to execute the contract and bond within thirty (30) days after receipt of the contract in case his/her bid or proposal is accepted. The District shall, upon determining that the deposit is correct and proper, deposit the funds in an interest bearing trust account and issue ~~an his/her~~ official receipt.

Sample copies of all instructional materials that have been made the bases of contracts under this policy shall upon request for the purpose of public inspection, be made available by the publisher to the Department of Education and the Superintendent from the ~~State~~ list upon request for the purpose of public inspection.

Any materials purchased shall be free of pornography and material prohibited under F.S. 847.12, suited to student needs and their ability to comprehend the material presented, and appropriate for the grade level and age group for which the materials are used or made available.

The District shall maintain on its website a current list of instructional materials, by grade level, purchased by the District.

Review Cycle for Instructional Materials by Subject Area

By April 15th of each school year, the instructional material reviewer shall review all instructional materials and evaluate the content for alignment with applicable State Standards. The reviewer shall review the materials for the level of instructional support and the accuracy and appropriateness of progression of introduced content. Instructional materials shall be made electronically available to the reviewer. The reviewer shall rate the material on the instructional usability of the resources.

Compliance with F.S. 1006.32, Relating to Prohibited Acts

In accordance with State law, this policy strictly prohibits any individual or the Board from engaging in any of the prohibited acts set forth in F.S. 1006.32.

Parental Notification of Access to Student's Instructional Materials and Access to Materials and Books in District Libraries

The District shall notify parents through the District's website and in writing annually of their ability to access their children's instructional materials through the District's local instructional improvement system. The notification shall encourage parents to access the local instructional improvement system.

Upon written request, an individual will be provided access to material or books specified in the written request that are maintained in a District library if such material or books are available for review. The school principal shall arrange for a convenient time to provide such access.

Maximization of Student Use of District-approved Instructional Materials

In order to maximize student use of authorized instructional materials, the Board shall:

- A. purchase current instructional materials to provide each student with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature for kindergarten through grade 12;
- B. by the 2015-2016 fiscal year, use at least fifty percent (50%) of the annual allocation for the purchase of digital or electronic instructional materials included on the State-adopted list, except as otherwise authorized by law or rules of the State Board of Education;
- C. use up to 100% of that portion of the annual allocation designated for the purchase of instructional materials for kindergarten, and up to seventy-five percent (75%) of that portion of the annual allocation designated for the purchase of instructional materials for first grade, to purchase materials not on the State-adopted list, which shall be used for the purchase of instructional materials or other items having intellectual content which assist in the instruction of a subject or course.

These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, electronic content, replacements for items which were part of previously purchased instructional materials, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools.

The Superintendent shall implement procedures that will assure the maximum use by the students of the authorized instructional materials.

Required Curriculum

Nothing in this policy shall limit or remove the responsibility of the Board to include in its curriculum the required instruction specified in State law including, but not limited to, the following:

- A. The history of the United States; the history of the Holocaust.
- B. The history of African Americans.
- C. The study of Hispanic contributions to the United States.
- D. The study of women's contributions to the United States.
- E. The nature and importance of free enterprise to the United States economy.
- F. The elementary principles of agriculture; and kindness to animals.

Publisher and Manufacturer Duties, Responsibilities, and Requirements

In accordance with State law, all publishers and manufacturers of instructional materials, and their representatives, must comply with the requirements of F.S. 1006.38. These requirements include, but are not limited to, the following:

- A. Electronically deliver fully developed sample copies of all instructional materials upon which bids are based to the department pursuant to procedures adopted by the State Board of Education.
- B. Submit, at a time designated in F.S. 1006.33, the following information:
 - 1. Detailed specifications of the physical characteristics of the instructional materials, including any software or technological tools required for use by the District, school, teachers, or students. The publisher or manufacturer shall comply with these specifications if the instructional materials are adopted and purchased in completed form.

2. Evidence that the publisher or manufacturer has provided materials that address the performance standards provided for in F.S. 1001.03(1) and that can be accessed through the District's digital classrooms plan and a variety of electronic, digital, and mobile devices.
 3. Evidence that the instructional materials include specific reference to Statewide standards in the teacher's manual and incorporate such standards into chapter tests or the assessments.
- C. Make available for purchase by the Board any diagnostic, criterion-referenced, or other tests that they may develop.
 - D. Furnish the instructional materials offered by them at a price in the State which, including all costs of electronic transmission, may not exceed the lowest price at which they offer such instructional materials for adoption or sale to any state or school district in the United States.
 - E. Reduce automatically the price of the instructional materials to the Board to the extent that reductions are made elsewhere in the United States.
 - F. Provide any instructional materials free of charge in the State to the same extent as they are provided free of charge to any state or school district in the United States.
 - G. Guarantee that all copies of any instructional materials sold in this State will be at least equal in quality to the copies of such instructional materials that are sold elsewhere in the United States and will be kept revised, free from all errors, and up-to-date as may be required by the department.
 - H. Agree that any supplementary material developed at the District or State level does not violate the author's or publisher's copyright, provided such material is developed in accordance with the doctrine of fair use.
 - I. Not in any way, directly or indirectly, become associated or connected with any combination in restraint of trade in instructional materials, nor enter into any understanding, agreement, or combination to control prices or restrict competition in the sale of instructional materials for use in the State.
 - J. Maintain or contract with a depository in the State.
 - K. For the core subject areas specified in F.S. 1006.40(2), maintain in the depository for the first three (3) years of the contract an inventory of instructional materials sufficient to receive and fill orders.
 - L. For the core subject areas specified in F.S. 1006.40(2), ensure the availability of an inventory sufficient to receive and fill orders for instructional materials for growth, including the opening of a new school, and replacement during the 3rd and subsequent years of the original contract period.
 - M. Accurately and fully disclose only the names of those persons who actually authored the instructional materials.
 - N. Grant, without prior written request, for any copyright held by the publisher or its agencies automatic permission to the Board for the reproduction of instructional materials and supplementary materials in Braille, large print, or other appropriate format for use by visually impaired students or other students with disabilities that would benefit from use of the materials.

Assessment and Collection of Fees

The Board shall not assess and collect fees from publishers participating in the instructional materials approval process.

The amount of fees assessed and collected shall be posted on the District's website and reported to the Florida Department of Education. The fees shall not exceed the actual cost of the review process, and the fees shall not exceed \$3,500 per submission by a publisher. Any fees collected for this process shall be allocated for the support of the review process and maintained in a separate

line item for auditing purposes.

The fees shall be used to cover the actual cost of substitute teachers for each workday that a member of the District's instructional staff is absent from the employee's his/her assigned duties for the purpose of rendering service as an instructional materials reviewer. In addition, each reviewer may be paid a stipend and is entitled to reimbursement for travel expenses and per diem in accordance with F.S. 112.061 for actual service in meetings.

Instructional materials that have been reviewed by the District instructional materials reviewers and approved must have been determined to align with all applicable State standards pursuant to F.S. 1003.41 and the requirements in F.S. 1006.31. The Superintendent shall annually certify to the FLDOE that all instructional materials for core courses used by the District are aligned with all applicable State standards.

A list of all approved instructional materials shall be maintained by the Superintendent and made available for the use of the instructional staff.

Fees Charged to Parents

A student or his/her parent(s) may purchase a copy of the designated course instructional materials, regardless of format, for the District's purchase price, including shipping, plus ten percent (10%).

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in activities where the product becomes the property of the student.

Free School-Related Instructional Materials

Free instructional materials may be accepted for classroom and school purposes under conditions that meet all the following criteria:

- A. Educational films should contain a minimum amount of commercial advertising.
- B. The advertising feature of the materials should be minimized.
- C. The materials should fill a legitimate purpose of the school curriculum.
- D. The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.

Equipment or Instructional Materials Vendors

The principal may permit vendors to demonstrate and show only that equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

Public Inspection of Sample Copies of Instructional Materials

In addition to the requirements for public inspection of sample copies of instructional materials required by this policy, the Board shall make available for public inspection sample copies of all instructional materials that have been purchased by the Board. Members of the public seeking to inspect these materials shall contact the Directors of Elementary and Secondary Curriculum.

The process to challenge and/or object to the adoption of instructional materials is set forth in Policy 2520.

New Worlds Reading Initiative

The New Worlds Reading Initiative, created by the Florida Department of Education, provides high-quality, free books directly to K-5 students who score below a level 3 in the preceding year's Statewide English Language Arts Assessment (ELA) or having a substantial reading deficiency. The School District must notify parents of eligible students upon enrollment and at the beginning of each school year options for specific book topics or genres in order to maximize student interest in reading. The District must coordinate monthly book deliveries with the program administrator beginning no later than October and continuing through at least June. The District must participate in the initiative by partnering with local nonprofit organizations and raising awareness by using marketing materials provided by the program administrator. A student's eligibility for the initiative continues until promotion to grade 6 or until the parent opts out of the initiative.

The District shall coordinate with each charter school it sponsors for the purposes of identifying eligible students, notifying parents, coordinating book deliveries, providing the opportunity to annually select book topics and genres, and raising awareness of the initiative.

The Statewide ELA is not the sole determiner of promotion. Additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and schools in identifying the reading level of the student. A parent of a student in grade 3 who is identified anytime during the year as being at risk of retention may request that the school begin collecting evidence for a portfolio.

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Legal

[F.S. 119.071](#)

[F.S. 1001.215](#)

[F.S. 1002.22](#)

[F.S. 1003.41](#)

[F.S. 1003.485](#)

[F.S. 1006.28](#)

[F.S. 1006.28 through 1006.42](#)

[F.S. 1008.22](#)

[F.S. 1008.25\(5\)\(a\)](#)

[F.S. 1008.25\(5\)\(c\)](#)

[F.S. 1014.05](#)

[F.A.C. 6A-6.03028](#)

[34 C.F.R. Part 300](#)

Last Modified by Maria Cain on March 31, 2023



Book	Policy Manual
Section	Revised Special Update November 2022
Title	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
Code	po3121.01 MG 1-3-2023
Status	
Adopted	June 13, 2017
Last Revised	March 8, 2022

3121.01 - **CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background check to determine eligibility for employment. No individuals, prior to receiving clearance to work from the Human Resources Department, shall receive any salary or other compensation or be allowed on School District property to provide services.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for Statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks. Also a review of the Department of Education's (DOE) Certification and Professional Practices Disciplinary databases will be conducted. A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, any crime related to fraud or theft, felony possession of a concealed weapon, misdemeanor drug and/or paraphernalia offenses, misdemeanor battery/assault or cruelty to or neglect of animals, shall not be employed in any position. All other offenses and those outside of the timelines will also be considered. A pattern of behavior or an extensive criminal record may also render the applicant ineligible. 3 DUIs in the last ten years or 4 DUIs in a lifetime will make the applicant ineligible. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide services as an instructional staff member in order to comply with the law.

Furthermore, before employing instructional personnel in any position that requires direct contact with students, the hiring administrator shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the hiring administrator shall document efforts to contact the employer (F.S. 1012.27(6)).

Pursuant to State law, all instructional staff members employed by the District must self-report arrests for any and all offenses regardless of the level of the charges within forty-eight (48) ~~business~~ hours. Failure to report arrests and/or convictions as required by this policy shall be grounds for termination of employment (see AP 3121.01).

Applicants for employment are required to self-report any criminal history as required by the security portion of the School District's employment application. Failure to self-report criminal history as required is considered falsification of the application which will result in the termination of employment or otherwise cause the application to be denied. Applicants may re-apply under this section in one year.

Additionally, the fingerprints of all instructional staff members who are employed by the District and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent Statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal history background check with other school districts.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated instructional staff member has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Revised 2/27/18

Revised 2/11/20

Revised 8/24/21

Revised 3/8/22

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Legal	F.S. 435.09
	F.S. 943.0435
	F.S. 943.0585(4)(a)
	F.S. 943.059(4)(a)
	F.S. 1001.10(5)
	F.S. 1001.41
	F.S. 1001.42
	F.S. 1012.23
	F.S. 1012.27(6)
	F.S. 1012.315
	F.S. 1012.32
	F.S. 1012.56

F.A.C. 6A-10.083

Last Modified by Matthew Goldrick on January 3, 2023



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Title	CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS
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Last Revised	March 8, 2022

4121.01 - **CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all positions shall be subject to a criminal background check to determine eligibility for employment. No individual, prior to receiving clearance to work from the Human Resources Department shall receive any salary or other compensation or be allowed on School District property to provide services.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for Statewide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks.

A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, any crime related to fraud or theft, felony possession of a concealed weapon, misdemeanor drug and/or paraphernalia offenses, misdemeanor battery/assault or cruelty to or neglect of animals, or otherwise found ineligible for employment under F.S. 1012.315, shall not be employed in any position. All other offenses and those outside of the timelines will also be considered. A pattern of behavior or an extensive criminal record may also render the applicant ineligible. 3 DUIs in the last ten years or 4 DUIs in a lifetime will make the applicant ineligible. For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and re-screened upon re-employment or re-engagement to provide service as a support staff member.

Furthermore, before employment of support staff in any position, the hiring administrator shall conduct employment history checks of each of the candidate's previous employer(s), review each affidavit of separation from previous employers pursuant to F.S. 1012.31, and document the findings.

All support staff members employed by the District must self-report arrests for any and all offenses regardless of the level of the charges within forty-eight (48) ~~business~~ hours (see AP 4121.01). Failure to report arrests or convictions as required by this policy shall be grounds for termination of employment.

Applicants for employment are required to self-report any criminal history as required by the security portion of the School District's employment application. Failure to self-report criminal history as required is considered falsification of the application which may result in the termination of employment or the application to be denied. The application will be reviewed by the Superintendent. If termination occurs or the application is denied then applicants may re-apply under this section in one (1) year.

Additionally, the fingerprints of all support staff members who are employed by the District and have no break in service must be re-submitted to the FDLE and to the FBI every five (5) years so that subsequent Statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal history background check with other school districts.

Revised 8/28/18

Revised 2/11/20

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Title	HOMELESS STUDENTS
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5111.01 - **HOMELESS STUDENTS**

Children and youth who are identified by the District as meeting the Federal definition of "homeless", including those not currently enrolled due to homelessness, will be provided the same free appropriate public education (FAPE) provided to other children and youth, including preschool education, and other services needed to ensure an opportunity to meet the same challenging state academic standards to which all students are held in the same manner as all other students of the District. The District will remove barriers to identifying homeless children and youth and to the enrollment and retention of homeless children and youth. To that end, homeless children and youth will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the protected classes (Policy 2260).

Homeless children and youth, including "certified homeless youth" under State law, are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters, designed to provide temporary living accommodations
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

Pursuant to the McKinney-Vento Act, an unaccompanied youth means a child or youth that is not in the physical custody of a parent or guardian. Under State law an unaccompanied homeless youth who is sixteen (16) years of age or older and found to be an unaccompanied homeless youth eligible for services under Federal law shall be issued a certificate by the District's Liaison for Homeless Children on District letterhead documenting his/her status which is to be accepted by medical providers and the courts.

Additionally, pursuant to Federal and State law, children or youth who are experiencing homelessness also include migratory children who are living in circumstances described in A-F above.

Services to Homeless Children and Youth

The District, through each school, will provide services to homeless children and youth that are comparable to other students in the District, including:

- A. transportation services;
- B. preschool programs administered by the LEA and other educational programs and services for which the homeless children and youth meets eligibility criteria including:
 - 1. programs for children with disabilities
 - 2. programs for English learners (ELs) (i.e., students with Limited English Proficiency (LEP));
 - 3. programs in career and technical education;
 - 4. programs for gifted and talented students;
 - 5. school nutrition programs; ~~and~~
 - 6. before - and after-school programs;
 - 7. appropriate credit for full or partial coursework satisfactorily completed in a prior school program, and
 - 8. Title I **programs**.
- C. Unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for postsecondary education.
- D. Children and youth experiencing homelessness will have access to all available academic and extracurricular activities for which they meet relevant criteria.

The Superintendent will appoint a Liaison for Homeless Children and Youth who will perform the duties described in the McKinney-Vento Act, and duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. The liaison will collaborate with other school districts, community service providers, and organizations including:

- A. Local social services and other community agencies to provide support to homeless children and youth and their families;
- B. Other school districts regarding homeless student related transportation, transfer of school records, and other inter-district activities as needed;
- C. Housing authorities; and
- D. Exceptional students' education.

For more information on the role of the Liaison, refer to AP 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. **An "eligible school" is the school of origin, the school zoned for the address where the student is temporarily residing, or another school which students residing in that attendance zone are eligible to attend.** To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the child or youth's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; and will continue to receive all McKinney-Vento Act benefits; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth, or the family of the child or youth, is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled, including a preschool program administered by the LEA. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the best interest of the child or youth, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth).

If the District finds that it is not in best interest of the child or youth to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to identify homeless children and youth and remove barriers to the enrollment and retention of children and youth. The District will either allow the child or youth to remain enrolled in the student's school of origin or shall immediately enroll the homeless child or youth in the school in which enrollment is sought, either the school zoned for the address where the student is residing or another school which students residing in that attendance zone are eligible to attend. The homeless child or youth must be immediately enrolled, which includes attending classes and participating fully in school activities, even if the student does not have the documentation typically necessary for enrollment, such as previous academic records, immunization and other required health records, proof of residency, proof of guardianship, birth certificate, uniform or dress code requirements, outstanding fees, fines or absences or previous academic records and other required documents. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness, fails to meet uniform or dress code requirements, or has outstanding fines or fees. **Students must be provided appropriate credit for full or partial coursework satisfactorily completed by homeless children and youth while attending a prior school.**

The enrolling school must immediately contact the school last attended by the homeless child or youth to obtain relevant academic or other records. If the homeless child or youth needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the Liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, it shall be the District's responsibility to make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, **for which they meet relevant eligibility criteria**, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District shall promptly provide homeless children or youth with transportation services that are comparable to those available to non-homeless students. At the request of the parent or guardian, or the liaison in the case of an unaccompanied youth, the District shall provide, or arrange for, transportation to and from the student's school of origin.

- A. If the homeless children or youth continues to live in the District, transportation shall be provided, or the District shall arrange for the student's transportation, to/from his/her school of origin.
- B. If the homeless children or youth resides in another school district, but the best interest determination is that the student should continue his/her education at the school of origin in the District, the District and the school district in which the student now resides shall agree upon a method to equitably apportion responsibility and costs for transportation to the school of origin.

If there is **no** agreement, the District shall assume responsibility to transport the children or youth from the district of residence to the school of origin in the District. Since Federal law requires that the responsibility and costs to be shared equally, the district of residence shall be invoiced for their share of the cost for transportation.

- C. If the homeless children or youth resides in the District, but the best interest determination is that the student should continue his/her education at the school of origin in another district, the District and the school district in which the student's school of origin is located shall agree upon a method to equitably apportion responsibility and costs for transportation to the school of origin.

If there **is no** agreement, the District shall assume responsibility to transport the children or youth to the school of origin in the other district. Since Federal law requires the responsibility and costs for transportation services to be shared equally, the district in which the school or origin is located shall be invoiced for their share of the cost for transportation.

- D. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.
- E. In the case of an unaccompanied child or youth, transportation to and from a school of origin will be provided or arranged at the request of the District's designated liaison for the homeless children and youth.

The mode of transportation shall be determined in consultation with the parent or guardian and shall be based on the best interest of the student.

If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both states should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will either allow the child, youth or unaccompanied youth, to remain enrolled in the student's school or origin or shall immediately enroll the homeless child or youth in the school in which enrollment is sought, either the school zoned for the address where the

students is residing or another school which students residing in that attendance zone are eligible to attend, pending final resolution of the dispute, including all appeals. The children or youth will receive all services for which they are eligible until all disputes and appeals are resolved, including unaccompanied youth.

Pursuant to Federal and State law, State Board rule, and this policy, the District will provide the parent, guardian, or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the District, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including the following:

- A. a description of the proposed or refused action by the school;
- B. an explanation of why the action is proposed or refused;
- C. a description of other options the school considered and why those options were rejected;
- D. a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources; and
- E. an appropriate timeline to ensure deadlines are not missed.

The District's notice and written explanation shall include contact information for the Liaison and the State Coordinator, and a brief description of the roles of each. The District's notice and written explanation shall also inform the parent, guardian, or unaccompanied youth that the Liaison is responsible for providing information describing the State-level dispute resolution process and distributing the appropriate forms to all parties wanting to file an appeal.

To initiate the State-level appeals process, within ten (10) working days after receiving written notification of the District-level or inter-district decision, the parent, guardian, or unaccompanied youth may file an appeal with the Liaison, who must provide it to FLDOE. Upon receipt of an appeal, the Liaison is required to notify FLDOE of the State-level appeal and provide that appeal to the FLDOE. The local liaison also must log incidents of State-level appeals in the FLDOE Online Dispute Resolution Tracking System.

The FLDOE will render a final decision on any appeal and provide a copy of such decision to the parties.

All decisions and notices shall be drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities.

For children and youth and/or parents or guardians who are English learners or whose dominate language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to ~~federal~~ **Federal** laws.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless children or youth or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless children or youth and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless children and youth shall be maintained, subject to the protections of the General Education Provisions Act under Section 444 (GEPA) and Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Records maintained for each homeless child or youth, include: immunization or other required health records; birth certificates; academic records; guardianship records; and evaluations for special services (20 U.S.C. 123g) [S.722(g)(3)(D)]. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information, **is held confidential**, and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under GEPA and FERPA. The District shall incorporate practices to protect student privacy as described in AP 5111.01, AP 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

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Legal	F.S. 1003.01
	F.S. 743.067
	F.S. 1003.21
	F.S. 1003.22
	F.S. 1009.21
	F.S. 1009.25
	42 U.S.C. 11431 et seq.

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5350 - **STUDENT SUICIDE PREVENTION, AWARENESS, AND SCREENING**

The School Board recognizes that suicide is one of the leading causes of death for Florida's youth. To address the prevalence of student suicide, the Board believes there must be a partnership between families, the community, and schools. It is critical for families and community members to communicate with and provide information to school staff to identify students at risk of suicide.

The Board will provide access to suicide prevention educational resources to all instructional and administrative staff as part of the District's professional development program. The suicide educational resources will include material approved by the Statewide Office for Suicide Prevention, the Florida Suicide Prevention Coalition, and the Coordinated School Health Resource Center. The District's student personnel services staff will be responsible for providing suicide prevention awareness, and screening training and resources to students and staff.

Signs of Suicidal Ideations

All school personnel should be alert to signs of suicide ideation and to students who threaten or attempt suicide. Suicide ideation is the process of fantasizing, planning, practicing, and motivating oneself to commit suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. Families, community members, and students are encouraged to report any such signs to the Principal.

Suicide Risk Assessments

All schools and local mobile response teams shall use the same **suicide risk assessment instruments suicide screening instrument approved by the FLDOE pursuant to F.S. 1012.583. Only school-based mental health service providers who have been trained in the use of the instruments utilized by the District may give a risk assessment to a student expressing suicidal ideation or suicidal intent.**

A "school-based mental health services provider" means a school psychologist certified under F.A.C. 6A-4.0311, a school social worker certified under F.A.C. 6A-4.035, a school counselor certified under F.A.C. 6A-4.0181, or a mental health professional licensed under F.S. Chapters 490 or 491, who is employed or contracted by the District to provide mental health services in its schools.

If a trained school-based mental health services provider is unavailable, a contracted certified or licensed mental health provider may evaluate students in the District for suicide risk, including the mobile response teams serving the District.

When a suicide risk assessment results in the initiation of an involuntary examination, the Principal is required to make a reasonable attempt to notify the student's parent(s) before the student is removed from school, school transportation, or a school-sponsored activity, unless notification is delayed pursuant to F.S. 1002.20.

When a suicide risk assessment results in a change in related services or monitoring, a student's parent(s) must be notified as soon as possible, unless notification is withheld or delayed pursuant to AP 1213, AP 3213, or AP 4213 - Student Supervision and Welfare.

Youth Suicide Awareness and Prevention Training

~~Professional development. In-service. Professional development training in youth suicide awareness prevention shall be provided for student personnel services staff, administration, and instructional staff. Further, additional professional development training regarding risk assessment and intervention shall be provided to mental health employees, counselors, psychologists, and school nurses.~~

The training for the student personnel services staff, administration, and instructional staff shall develop an understanding of how to use an intervention procedure which includes the following:

- Step 1 - Stabilization
- Step 2 - Assessment of the Risk
- Step 3 - Use of Appropriate Risk Procedure
- Step 4 - Communication with Appropriate Parties
- Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and District procedures regarding confidentiality be observed at all times.

~~**Youth Suicide Awareness Prevention, and Screening**~~

~~**Training**~~

~~A two (2) hour continuing education training program of youth suicide awareness, and prevention, and screening, utilizing training materials from the list approved by the Florida Department of Education (FLDOE) shall be developed. The training will include an interactive component conducted by a school-based mental health services provider that addresses the following District or school-specific information:~~

- ~~1. identification of school-based mental health services providers available to the school and community-based mental health providers;~~
- ~~2. Board policies and District procedures for responding to a student with suicidal ideation or suicidal intent;~~
- ~~3. District guidelines for informing parents of suicide risk; and,~~
- ~~4. information on how to refer youth and families for mental health services in the community.~~

~~Instruction about how to identify appropriate mental health services and how to refer youth and their families to those services shall be included in the program.~~

~~If provided at a school, the training shall be included in the existing continuing education or in-service training requirements for instructional personnel.~~

Suicide Prevention Certified Schools

Any District school that meets the following requirements shall be considered a "Suicide Prevention Certified School" under Florida law:

~~If all instructional personnel at a District school participates in the two (2) hours of youth suicide awareness and prevention training that school will be considered "Suicide Prevention Certified School".~~

- A All instructional personnel at the school have participated in the two (2) hours of youth suicide awareness, and prevention, and screening training, and repeat training every three (3) years; and**
- B The requirement for all instructional personnel to complete youth suicide awareness and prevention training is included in the District's continuing education or master in-service plan; and,**
- C The school has at least two (2) school-based mental health services providers that are qualified to conduct suicide risk assessments staff members certified or otherwise deemed competent in the use of a suicide screening instrument using an instrument approved by the FLDOE.**
- D and has a policy to use such suicide risk screening instrument to evaluate a student's risk before requesting the initiation of, or initiating, an involuntary examination due to concerns about the student's suicide risk.**

The Superintendent will notify the FLDOE of all schools qualifying for this designation. Each school shall also post on its own website whether it is a Suicide Prevention Certified School, and the District shall post on its website a list of the Suicide Prevention Certified Schools in the District.

Pursuant to State law, participating in the training does not create any new duty of care or the basis of liability.

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6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, School Board policies, and administrative procedures.

The Superintendent shall have and hold a procurement and contract administration system in accordance with ~~Federal the~~ **USDOE** requirements (2 C.F.R. 200.317-.326; **7 C.F.R. 210.21**) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320, AP 6320A, and AP 6325.

All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. of public buildings or public works must comply with Davis-Bacon and Related Acts prevailing wage requirements.

The District shall take affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible in accordance with 2 C.F.R. 200.321.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1129, Policy 3129, and Policy 4129 – *Conflict of Interest*.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive pricing practices between firms or between affiliated companies
- D. organizational conflicts of interest
- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement
- F. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list annually.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described for the following methods of procurement:

A. Informal Procurement Methods

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$4,999.99. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of \$10,000.00. Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$50,000.00. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$50,000.00 or greater and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$50,000.00.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. three (3) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly posted.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.

- C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicly posted and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- e. **All Requests for Proposals (RFPs) and Invitations to Bid (ITBs) shall be opened publicly in accordance with F.S. 287.057.**

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. micro-purchases
- b. the item is available only from a single source
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- e. after solicitation of a number of sources, competition is determined to be inadequate

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. **(See 7 C.F.R. 210.21(d)). If a non-domestic agricultural product is to be provided, the vendor must obtain written approval of the product to be used in advance**. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000.00, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is to be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wage, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

F.S. 287.057

2 C.F.R. 3485.220

7 C.F.R. 210.21

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Legal 2 C.F.R. 200.317-.326
 Appendix II to Part 200
 2 C.F.R. 200.520

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8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Definitions

- A. "Education records" means records that are directly related to a student and that are maintained by the District or a party acting for or on behalf of the District, as defined in 20 U.S.C. Section 1232g(a)(4).
- B. "Eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.
- C. "Parent" or "parents" includes parents or guardians of students who are or have been in attendance at a school or institution.
- D. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- E. "Student" means any individual who is or has been in attendance in a District school and regarding whom the District maintains education records.
- F. "Therapeutic treatment plan" means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.
- G. "Therapy progress notes" means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.
- H. "Third-party vendor" or "Third-party service provider" means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

Maintenance of Student Records

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the School District or specifically permitted by this Board shall be compiled by District employees.

Each school shall maintain a permanent cumulative record for each student enrolled in the school which shall contain the data as prescribed by ~~Administrative Rule~~ F.A.C. 6A-1.0955 and this policy. Each student's cumulative record shall include the following types of data:

A. Category A Records, Information for each student which shall be kept current while the student is enrolled and retained permanently in the manner prescribed by F.S. 1001.52 Permanent Information

1. Student's full legal name.
2. Authenticated birthdate, place of birth, race, ethnicity, and sex.
3. Last known address of the student.
4. Name(s) of the student's parent(s) or guardian(s).
5. Name and location of last school attended.
6. Number of days present and absent, date enrolled, date withdrawn.
7. Courses taken and record of achievement, such as grades, credits, or certification of competence.
8. Date of graduation or date of program completion.
9. Records of requests for access to and disclosure of personally identifiable information from the student's educational records.

B. Category B Records, Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by F.S. 1001.52 Temporary Information

1. Health information, family background data, standardized test scores, State-mandated achievement test scores, educational and ~~career vocational~~ plans, honors and activities, work experience reports, and teacher/~~counselor~~ comments.
2. Reports of student services or exceptional student staffing committees including all information required by F.S. 1001.42.
3. Correspondence from community agencies or private professionals.
4. **Discipline records.**
5. **School Environmental Safety Incident Reports (SESIR) collected under F.S. 1006.07.**
6. **Threat assessments are done by the threat assessment team pursuant to F.S. 1006.07, subject to the following:**
 - a. Transient or Substantive Threats

Threat assessments determined to be transient or substantive, as defined in F.A.C. 6A-1.0018, are Category B records and shall be maintained in a student's file as long as determined useful by a threat assessment team, pursuant to F.S. 1006.07 and F.A.C. 6A-1.0018.

b. Non-Threats

In order to protect students from stigma and unintended consequences, reported threats which are determined by a threat assessment team not to be a threat at all, meaning the threat does not rise to the level of transient or substantive, may be maintained by the threat assessment team, but must not be maintained in a student's file, unless one of the following conditions are met:

1. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or
2. The threat assessment team has made a determination that the non-threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student.

Such determination and reasoning for maintaining the record must be documented with the non-threat finding.

Where such a determination is made, the threat assessment team must re-evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

7. ~~Driver education certificate.~~
8. A list of schools attended.
9. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.
10. Academic and behavioral intervention services.
11. Psychological evaluations.
12. Therapeutic treatment plans and therapy progress notes.
13. ~~Written requests to waive access to confidential records.~~
14. ~~Written requests to restrict the release of directory information.~~
15. ~~Court orders of relevance.~~
16. ~~Records of major student disciplinary actions, suspension, and/or expulsion records.~~
17. ~~Home language survey.~~
18. ~~Student Limited English Proficiency (LEP) Plans.~~
19. Such other records of educational importance as the school shall deem necessary.

20. Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K - 12, Adult and Vocational/Technical*.

Category A and B records shall be maintained in compliance with the approved District records retention schedule.

Individual exceptional student records shall be kept separate from regular cumulative records. These records shall be sent to each succeeding school the student attends in the District and shall be maintained in accordance with the approved District records retention plan.

Periodic review for the elimination of outdated information in student records by the custodian or designees shall be made in accordance with F.S. 1001.52, and the approved District records retention plan. The custodian of the student records shall be responsible for maintaining the accuracy of information by purging student records in accordance with the General Records Schedule for Public Schools (GS-7). Explanations placed in the education record and the record of access shall be maintained for as long as the education record to which it pertains is maintained. This procedure must be implemented before records are released to any vocational-technical centers, community colleges, or institutions of higher learning in which the student seeks or intends to enroll.

Type Record	Location	Custodian	Address
Active and inactive student records as specified in the current Student Records Manual for the District	Last school attended	Principal of last school attended	As shown in local directory
Inactive student cumulative records (Category A) as specified in the current Student Records Manual for the District	Central District office	Superintendent	Records Management Educational Services Facility
Individual exceptional student education records as specified in the current Student Records Manual for the District	Last school attended	Principal of last school attended	As shown in local directory

Individual student
psychological records
as
specified in the Last school Principal of last As shown in
current attended school attended local directory
Student Records
Manual
for the District

Limitations on Collection and Retention of Certain Information

The District shall not collect, obtain, or retain information on the political affiliation, voting history, religious affiliation, or biometric information of a student or a parent or sibling of a student. For purposes of this paragraph, the term "biometric information" means information collected from the electronic measurement or evaluation of any physical or behavioral characteristics that are attributable to a single person, including fingerprint characteristics, hand characteristics, eye characteristics, vocal characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty. Examples of biometric information include, but are not limited to, a fingerprint or hand scan, a retina or iris scan, a voice print, or a facial geometry scan.

The District shall not maintain any report or record relative to a student that includes a copy of a student's fingerprints.

The Superintendent or designee will be responsible for the privacy and security of records that are not under the supervision of the school principal.

Access to Student Records

The rights of students and their parents with respect to education records created, maintained, or used by the District must be protected in accordance with FERPA, State law, and the implementing regulations and rules issued pursuant thereto. Students and their parents have the right to access their education records, including the right to inspect and review those records, have the right to waive their access to their education records in certain circumstances, have the right to challenge the content of education records, have the right of privacy with respect to such records and reports, and receive annual notice of their rights with respect to education records.

In addition to students and their parents and eligible students, student records shall be available only to designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted by law. ~~The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.~~

Schools may, without consent of parents, guardians, or eligible students, provide access to school officials to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family, and psychologists within the School District providing they have a legitimate educational interest. Support employees may be designated by the principal for the purpose of doing clerical work and maintaining student records. However, such persons shall receive in-service training concerning the confidentiality of student records and work under the supervision and control of an administrative staff member.

Whenever a student has attained eighteen (18) years of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the District, shall thereafter be required of and accorded to the eligible student only, unless the eligible student is a dependent of his/her parents as defined in Title 26 U.S.C. Section 152 of the Internal Revenue Code of 1954. The School District may, in this instance, disclose personally identifiable information from the education records to the parents without the prior consent of the eligible student.

Whenever a student has enrolled in a postsecondary institution, regardless of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the postsecondary institution shall thereafter be required of and accorded to the eligible student only. However, if the student is not eighteen (18) years of age, then the permission and consent required of and rights as to the student records maintained by the District shall be retained by the parents.

The custodian of the student record shall permit the eligible student or the parents or guardians of the student who is or has been in attendance in the School District to inspect and review the education records of the eligible student or student. Provisions for such inspection and review shall be made within a reasonable period of time of the request, but in no case shall be more than thirty (30) days after the request has been made.

The District presumes that the eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary.

In instances where records are opened to parents, guardians, or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies, upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119.

The copy rate will include actual reproduction costs and will not include the labor costs for retrieval.

School officials shall provide requesting parents, guardians, or eligible students an opportunity for a hearing to challenge the content of their child's or the eligible student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Parents, guardians, and eligible students may waive their right of access to confidential letters or statements of recommendations or evaluation. Such waiver shall be made in writing to the custodian of the records and shall be signed by the parent, guardian, or eligible student. Such waiver shall apply to recommendations or evaluation only if:

- A. the parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and
- B. such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

The waiver of right of access may be revoked in writing with respect to actions occurring after the revocation.

Court Request of Records

- A. Student records may be disclosed to a court of competent jurisdiction provided that reasonable notification is given in advance to the parents and student. If the **Principal** ~~principal or his/her designee~~ is unable to notify prior to time for compliance set forth in the court order, she/he shall bring to the court's attention the provision of the Family Educational Rights and Privacy Act of 1974 and comply with the court's instruction.
- B. Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending an institution of postsecondary education or a dependent of such parent as defined in 26 U.S.C. 152 (s. 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

The Superintendent may, in writing, authorize access to student records to representatives of the Federal, State, or local educational authorities.

Transcripts of a student's records may be released without written consent from the students' parents, guardians, or eligible student, to any vocational-technical center, community college, or any postsecondary institutions of higher learning in which the student seeks or intends to enroll. A copy of the records may be released to the student's parents, guardians, or eligible student upon request. This policy is also applicable in instances where such a request is in connection with a student's application for, or receipt of, financial aid.

Hearing Procedure to Correct Student Records

Whenever a parent, guardian, or eligible student believes the content of the student record is inaccurate, misleading, or in violation of their privacy, they may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If agreement is not reached, denial of the request and notification of the right to a formal hearing shall be made in writing to the parent, guardian, or eligible student with a copy to the Superintendent or designee.

Upon the request of a parent, guardian, or eligible student, a formal hearing shall be held. Such hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer who shall be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

The parents, guardian, eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.

If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent, guardian, or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

Disclosure of ~~Personally Identifiable Student Record~~ Information

Notwithstanding any other provision in this policy, student education records shall not be disclosed to any person, public body, body politic, political subdivision, or agency of the Federal government except when authorized by State or Federal law or in response to a lawfully issued subpoena or court order. In accordance with State law, student education records are exempt from the provisions of F.S. Chapter 119.

A. Prior Written Consent

1. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information other than directory information. The written consent shall include: signature of the parent, guardian, or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.
2. Disclosures of personally identifiable student information will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent, guardian, or eligible student, as appropriate. Personally identifiable student information which is disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The District presumes the parent, guardian, or eligible student has

the authority to grant permission for disclosure of personally identifiable student information unless the District has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

Personally identifiable information or records of a student may be released to the following persons or organizations without the prior written consent of the student or the student's parent or guardian:

1. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.
2. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.
3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (see Form 8330 F16)

This written agreement must include:

- a. designation of the receiving individual or entity as an authorized representative;
- b. specification of the information to be disclosed;
- c. specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements;
- d. a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity;
- e. a statement requiring the organization to destroy all personally identifiable information when it is no longer needed to carry out the audit or evaluation, along with a specific time period in which the information must be destroyed; and
- f. a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

4. Appropriate parties in connection with a student's application for or receipt of financial aid, if necessary to determine the eligibility for the aid; determine the amount of the aid; determine the conditions of the aid; and/or enforce the terms and conditions of the aid.
5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if the studies are conducted in a manner that does not permit the personal identification of students and their parents by persons other than representatives of such organizations and if the information will be destroyed when no longer needed for the purpose of conducting such studies.

In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (see Form 8330 F14)

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

6. Accrediting organizations, in order to carry out their accrediting functions.
7. School Readiness programs as provided in State law in order to carry out their assigned duties.
8. For use as evidence in student expulsion hearings conducted by a district school board under F.S. Chapter 120; however, public records of expulsion hearings shall not contain any personally identifiable information.
9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals.
10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from F.S. 119.07 (1) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis and Government Accountability's official use.
11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

Student records may be disclosed record pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. 152 (section 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.
13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.
14. Consistent with the Family Educational Rights and Privacy Act, the Department of Children and Families or a community-based care lead agency acting on behalf of the Department of Children and Families, as appropriate.
15. Parents of a dependent student as defined by the Internal Revenue Service Tax Code of 1986 and in this policy.
16. "Directory information" as specified in this policy.
17. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.
18. If the release is to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specific in Sections 2331 and 2332 of Title 18, U.S. Code.

Under this exception, school officials are not required to record (i.e., on an access log) the disclosure of information from a student's education record when the school makes pursuant to an ex parte order.

Further, an educational institution that, in good faith, produces information from education records in compliance with an ex parte order shall not be liable to any person for that disclosure.

19. If the release is otherwise permitted under Federal law.

C. Record of Disclosures

Record of any requests or disclosures of personally identifiable student information shall be maintained except for disclosures to the parent, guardian, or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

With regard to such disclosures, a "school official" is determined to be any employee of the Board with direct responsibility for providing services to students. A "legitimate educational interest" is determined to mean responsibility for providing direct educational services to students which will include teaching, counseling, psychological services, or other services to students

which require access to personally identifiable information and/or those specified in the law.

D. Disclosures - Health or Safety Emergencies

Disclosure of personally identifiable student information may be made by school officials in the event of a health or safety emergency. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

DIRECTORY INFORMATION

The District shall make available, upon request, certain information known as "directory information" without prior permission of the parents or the eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student "directory information": a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended. Designation of directory information shall occur at a regularly scheduled Board meeting. At the meeting, the Board shall consider whether designation of such information would put students at risk of becoming targets of marketing campaigns, the media, or criminal acts.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.

In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without parental consent.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose "directory information" on former students without student or parental consent.

Transfer of Student Records

When a student, previously enrolled in the District transfers out of the District to another school, public or private, within this State or out of State, the principal, upon written request of the principal of the receiving school, the parent, guardian, or eligible student, shall, within three (3) school days, transfer a copy of the student's cumulative record containing Category A and B information to the requesting school. Pursuant to Federal law, disciplinary records with respect to suspension and expulsion shall be considered "other records of educational importance" and, as a Category B record, shall be transferred to the requesting school. The Board authorizes the administration to forward all Category A and B student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full time or part time basis, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. The school shall retain a copy of the Category A information in its files. A copy of the Category B (Exceptional Student Education Audit File) records will also be retained. Category B health and testing information shall be retained if it is related to a weighted or categorical program placement which is subject to audit. The files which are retained will be held by the principal who is custodian of the records for the period of time specified in the Student Records Manual. Category A student records and Category B (Exceptional Student Education Audit File) beyond the specified time after the student leaves the District will be forwarded to Records Management. When a request comes to the school for student records after the files have been sent to Records Management, the written request should be forwarded to Records Management. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. Records Management will make copies of the student's files at the current the District's copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119.

- A. **The transfer of records must be made immediately upon written request of an eligible student, a parent, or a receiving school. The Principal must transfer a copy of all Category A and Category B information and must retain a copy of Category A information; however, student records which are required for audit purposes for programs listed in F.S. 1010.305, must be maintained in the District for the time period indicated in F.A.C. 6A-1.0453.**

The transfer of education records must not be delayed for nonpayment of a fee or fine assessed by the school.

- B. **The transfer of records of students who transfer from school to school must occur within three (3) school days of receipt of the request for records from the new school or district, or receipt of the identity of the new school and district of enrollment, whichever occurs first. Student records must contain verified reports of serious or recurrent behavior patterns, including substantive and transient threat assessments and intervention services, and psychological evaluations, including therapeutic treatment plans and therapy progress notes created or maintained by District staff.**

Non-threats as described in F.A.C. 6A-1.0955 must not be transferred with a student's educational record unless one of the conditions set forth in F.A.C. 6A-1.0955(6)(b)1. and 2. are met.

If applicable, the records to be transferred shall also include:

- A. verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and
- B. psychological evaluations, including therapeutic treatment plans and therapy or progress notes, created or maintained by School District or charter school staff, as appropriate.

The records shall be transferred within three (3) school days of receipt of a written request from the principal of the receiving school, the parent, guardian, or eligible student.

While all reasonable efforts shall be made to collect for damaged or lost library books or textbooks, under no conditions shall the transfer of a student's cumulative record be delayed or denied for failure to pay any fine or fee assessed by the school. Progress reports to parents (report cards) may not be withheld for failure to pay any fine, fee, or assessment for lost or damaged books.

Procedures

The Superintendent shall prepare administrative procedures to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;

- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent's **or eligible student's** request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the District's policy and administrative procedures on student records.

The Superintendent shall also develop, and update as needed, procedures for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing District employees of the Federal and State laws concerning student records.

The District is authorized to use the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and procedures.

Additional Safeguards for Student Education Records

- A. Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

- B. Required use of online educational services by students and parents

In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:

1. **The Superintendent or designee, is responsible for reviewing the online educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;**
2. **The Superintendent or designee is responsible for the review and approval of online educational services that will be required for students to use;**
3. **Parents and eligible students will be notified via email any time they are required to use an online educational service that collects student PII;**
4. **If student PII will be collected by the online educational service, parents and eligible students will be provided notice regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any, in the following manner:**
 - a. Email through the SIS System
 - b. Posted on the District Website

5. **The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes.**
6. **If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.**

C. Contracts or agreements with third-party vendors

1. **All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:**
 - a. **require compliance with FERPA, its implementing regulations, and F.S. 1002.22;**
 - b. **Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:**
 - a. **the disclosure is authorized by FERPA and 34 CFR §99.31;**
 - b. **the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or**
 - c. **the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. Rule 6A-1.0955(11)(b) and this policy.**

Request for Student Social Security Numbers at Enrollment

When a student enrolls in a District school, the District shall request that the student provide his/her social security number and shall indicate whether the student identification number assigned to the student is his/her social security number. A student satisfies this requirement by presenting his/her social security card or a copy of the card to a school enrollment official. However, a student is not required to provide his/her social security number as a condition for enrollment or graduation.

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Legal	F.S. Chapter 119
	F.S. 1001.41
	F.S. 1001.52
	F.S. 1002.22
	F.S. 1002.221
	F.S. 1002.222
	F.S. 1003.25
	F.A.C. 6A-1.0955
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)
	20 U.S.C. Section 1232h (FERPA)
	20 U.S.C. Section 1232i (FERPA)
	20 U.S.C. 7908
	26 U.S.C. 152
	20 U.S.C. 1400 et seq., Individuals with Disabilities Act
	Privacy Rights of Parents and Students - P.L. 90-247

No Child Left Behind Act of 2001 - P.L. 107-110

2021 Solomon Amendment: Subtitle C- General Service Authorities and Correction of Military
Records SEC. 521

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Book	Policy Manual
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8405 - **SCHOOL SAFETY AND SECURITY**

The School Board is committed to maintaining a safe, secure, and drug-free environment in all the District's schools.

School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of District personnel, law enforcement agencies, first responders, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school.

The Superintendent, in conjunction with the District Safety Specialist, shall develop a *School Safety and Security Plan* with input from representatives of the local law enforcement agency; the local fire official(s) or his/her designee(s); representative(s) from emergency medical services; members of the Board; building administrators; representative(s) from the local emergency management agency; School Resource Officer(s); school guardians; security guards; local mental health provider(s); teachers and/or staff; and/or designated Support Operations staff.

Included within the District's School Safety and Security Plan shall be a District Active Assailant Response Plan (DAARP). The DAARP shall include, at a minimum, procedures addressing the following:

- A. security assessments;
- B. roles and responsibilities of District personnel;
- C. roles and responsibilities of Safe-School Officers (Policy 8407 - *Safe-School Officers*);
- D. information sharing;
- E. training of District personnel and exercises/drills, including training standards;
- F. identification of Safe Spaces and Command Posts;
- G. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;

- H. response to the presence of an active assailant on school grounds;
- I. communication with law enforcement prior to and after law Enforcement arrives on school grounds;
- J. responsibilities prior to law enforcement arrival;
- K. responsibilities when law enforcement arrives on school grounds;
- L. communication with the public; and
- M. post-incident recovery.

The District will adopt its DAARP by October 1.

Further, by October 1st of each year, the Superintendent shall certify to the Office of Safe Schools and document in the Florida Safe Schools Assessment Tool that all school personnel has received annual training on the procedures contained in the District's DAARP.

School Safety Specialist

The Superintendent is responsible for designating the District's School Safety Specialist. The School Safety Specialist must be a school administrator employed by the District or a law enforcement officer employed by the Hernando County Sheriff's Office. Prior to appointing a law enforcement officer to serve as the School Safety Specialist, the Superintendent must verify that the law enforcement officer has met all statutory requirements and has been authorized and approved by the Hernando County Sheriff's Office to serve as the School Safety Specialist.

By August 1 of each year, the District will submit the School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at SafeSchools@fldoe.org. The District will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist.

A. Training

Within thirty (30) calendar days of appointment, the District's School Safety Specialist must complete and thereafter maintain certificates of completion of the following online Federal Emergency Management Agency Independent Study courses: Multi-Hazard Planning for Childcare; Introduction to the Incident Command System, ICS 100; Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship; Multi-Hazard Emergency Planning for Schools; and Planning for the Needs of Children in Disasters.

Within one (1) year of appointment, and annually thereafter, the District School Safety Specialist must earn a certificate of completion of school safety specialist training provided by the Office of Safe Schools.

The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.

B. Responsibilities

The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District, including at charter schools.. The School Safety Specialist's responsibilities include, but are not limited to, the following:

1. reviewing at least annually District and charter schools' policies and procedures for compliance with Florida law and applicable rules, as provided by F.S. 1006.07 (6)(a)1., including the District's timely and accurate submission of school environmental safety incident reports to the Department pursuant to F.S. 1001.212;

2. ~~The School Safety Specialist is responsible for submitting all Board and District charter school policies and procedures pertaining to the health, safety, or welfare of students to the Office of Safe Schools by July 1 of each year.~~
3. The School Safety Specialist is responsible for submitting all Board and District charter school policies and procedures pertaining to the health, safety, or welfare of students to the Office of Safe Schools by July 1 of each year.
4. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security;
5. serving as the District liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;
6. conduct annually on or before October 1, in collaboration with the appropriate public safety agencies, a school security risk assessment at each District school using the Florida Safe Schools Assessment Tool developed by the Office of Safe Schools;

The District will report to FLDOE by October 15th of each year that all public schools within the District have completed the assessment using the Florida Safe Schools Assessment Tool. For purposes of this section, "public safety agencies" means a functional division of a public agency which provides firefighting, law enforcement, medical, or other emergency services.

7. coordinating with appropriate public safety agencies, as defined in F.S. 365.161, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;
- Any changes related to school safety, emergency issues, and recommendations provided by the public safety agencies will be considered as part of the recommendations by the School Safety Specialist to the Board.
8. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel within the District as set forth in F.S. 1012.584, F.A.C. 6A-1.094120 and F.A.C. 6A-1.0018;

By July 1st of each year, the Superintendent shall certify to the FLDOE, in a format determined by the FLDOE, that at least eighty percent (80%) of school personnel in elementary, middle, and high schools have received the training required under this paragraph.
~~as set forth in F.S. 1012.584;~~

The training program shall include, but is not limited to, the following:

- a. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;
 - b. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and
 - c. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.
9. coordinating with charter schools to address charter school safety requirements as set forth under Florida law and F.A.C. 6A-1.0018;

The School Safety Specialist must coordinate with charter school personnel to allow input access to the Florida Safe Schools Assessment Tool. Where input access is restricted to District personnel, the School Safety Specialist is responsible for gathering information from charter schools so that Florida Safe Schools Assessment Tool reporting requirements, including those for FortifyFL, threat assessment teams and active assailant response plans, include data from charter schools.

10. completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment;

11. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.

C. Identification of and Corrections to Instances of Noncompliance with Florida Laws and Rules Relating to Safety

The School Safety Specialist is responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any District school. Such actions may include, but are not limited to, the following:

1. resolving deficiencies relating to Safe-School officer coverage by no later than the next school day;
2. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to Safe-School officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rules or Florida Statutes that explain the imminent threat;
3. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days;

D. Response to Notice of Suspected Deficiency from the Office of Safe Schools

The School Safety Specialist is responsible for notifying the Superintendent immediately and no later than the same day of receipt of any notice of suspected deficiency the School Safety Specialist receives from the Office of Safe Schools.

When the notice of suspected deficiency concerns a failure to have a Safe-School officer established or assigned at each school facility, as required by F.S. 1006.12, the School Safety Specialist must respond in writing and verify to the Office of Safe Schools that the school(s) identified in the notice have a Safe-School officer on site by the next school day. In all other cases, the School Safety Specialist must respond in writing to the Office of Safe Schools within five (5) school days and verify that the District or school has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the District will bring the identified school(s) into compliance. The plan must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment.

Recommendations of the School Safety Specialist

Based on the findings of the school security risk assessment, the School Safety Specialist must provide recommendations to the Superintendent and Board which identify strategies and activities that the Board should implement in order to address the findings and improve school safety and security. The School Safety Specialist's report to the Board shall also include school safety recommendations made by public safety agencies. The Board will review the school security risk assessment findings and the recommendations of the School Safety Specialist at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.

The School Safety Specialist shall report the school security risk assessment findings and recommendations and the Board's action(s) to the Office of Safe Schools no later than thirty (30) days after the Board meeting and prior to November 1 of each year. The School Safety Specialist shall also submit a best-practices assessment in the Florida Safe Schools Assessment Tool.

As a part of the Florida Safe School Assessment, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include:

- A. safety and security best practices;
- B. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- C. security procedures at school and while students are on the way to and from school;
- D. prevention activities that are designed to maintain safe, disciplined, and drug-free environments;
- E. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - 1. allows a teacher to communicate effectively to all students in the class;
 - 2. allows all students in the class the opportunity to learn;
 - 3. has consequences that are fair, and developmentally appropriate;
 - 4. considers the student and the circumstances of the situation; and
 - 5. is enforced accordingly.

Safety and Security Best Practices

The Superintendent shall develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community.

Persistently Dangerous Schools

The Board has set forth the rules with regard to expected behavior in Policy 5500 - Student Conduct and has established the consequences for violating the policy on student conduct in Policy 5600 - Student Discipline. The Board recognizes that not only Federal, but also State law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity, as well as those incidents that would be a Gun-Free Schools Act violation. It is further understood that the Florida Department of Education will then use the data for the offenses identified in the Department's Unsafe School Choice Option Policy to determine whether or not a school is considered "persistently dangerous".

Pursuant to the Board's stated intent to provide a safe school environment, school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State law, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agency, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, the Superintendent shall offer parents and eligible students the opportunity to transfer to another school within the District that serves the same grades. If there is another school within the

District serving the same grades, the transfer shall be completed in a timely manner. If there is not another school within the District that serves the same grades, then parents and eligible students will be advised that, although Federal and State law provides for an opportunity to transfer, they will be unable to do so.

In addition, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the School Safety and Security Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State laws the parents or the eligible student shall be offered the opportunity to transfer to another school within the District that serves the same grades. If there is another school serving the same grades, the transfer shall be completed in a timely manner. If there is not another school serving the same grades, the parents or eligible student will be advised that, although they have the right to transfer, they will be unable to do so.

Threat Assessment Teams

The purpose of the threat assessment team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. Threat assessment teams are responsible for the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies and procedures developed by the Office of Safe Schools which addresses early identification, evaluation, early intervention, and student support.

Each school-based threat assessment team must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. Threat assessment teams shall maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.

A. Location and Membership

1. Threat assessment teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement.
 - a. The counseling team member must be a school-based mental health services provider who is able to access student mental health records.
 - b. The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Officer, school-safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat assessment team must have access to local Records Management System information, the Criminal Justice Information System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat assessment teams must also have clearance to review Criminal Justice Information and Criminal History Record Information. *While school guardians and school security guards may be members of a school's or District threat assessment not serve as the law enforcement member of a threat assessment team.
2. The Board authorizes the Superintendent to create procedures for the purpose of:
 - a. identifying team participants by position and role;
 - b. designating the individuals (by position) who are responsible for gathering and investigating information; and

- C. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

B. Responsibilities and Activities of Threat Assessment Teams

The responsibilities and activities of threat assessment teams include, but are not limited to, the following:

1. identification of individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;
2. utilizing the Department's behavior threat assessment instrument developed pursuant to F.S. 1001.212;
3. consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;
4. consult with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement;
5. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence or physical harm to himself/herself or others, the threat assessment team will report its determination to the Superintendent;

The Superintendent shall immediately attempt to notify the student's parent or legal guardian. However, nothing in this paragraph shall preclude District personnel from acting immediately to address an imminent threat.

6. if a preliminary determination is made by the threat assessment team that a student poses a threat of violence to himself/herself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the threat assessment team may obtain criminal history record information pursuant to F.S. 985.041(1);

Members of the threat assessment team may not disclose any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

7. create procedures related to engaging behavioral health crisis resources.

C. Sharing of Information

The District and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

D. Immediate Mental Health or Substance Abuse Crisis

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow policies established by the threat assessment team to engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the threat assessment team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions. Upon the student's transfer to a different school, the threat assessment team shall verify that any

intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.

E. Behavior Threat Assessment Instrument Training

All threat assessment team members must be trained on the Comprehensive School Threat Assessment Guidelines (CSTAG) model in accordance with Florida law. Any team members appointed to threat assessment teams after the start of the school year must complete CSTAG training within ninety (90) days of appointment.

F. Office of Safe Schools Reporting

Each threat assessment team shall report quantitative data on its activities to the Office of Safe Schools, including all activities during the previous school year, and shall utilize the threat assessment database developed pursuant to F.S. 1001.212. The School Safety Specialist will report this information to the Office of Safe Schools. Additionally, the School Safety Specialist must report the following information utilizing the Florida Safe Schools Assessment Tool by October 1 of each year:

1. Beginning in the 2022-2023 school year, the total number of threat assessments conducted, disaggregated by the total number of non-threats, the total number of transient threats, the number of substantive threats, and the sex, race, and grade level of all students assessed by the threat assessment team. ~~For the 2021-2022 school year, the total number of threat assessments conducted, the number of transient threats, and the number of substantive threats, and,~~
2. ~~Beginning in the 2022-2023 school year, the number of threat assessments conducted, the number of transient threats, and the number of substantive threats as well as the gender, race, and grade level of all students assessed by the threat assessment team.~~

Each threat assessment team shall report quantitative data on its activities to the Office of Safe Schools and shall utilize the threat assessment database developed pursuant to F.S. 1001.212.

Threat Assessment Records

Threat assessment records shall be maintained in accordance with Policy 8330 - *Student Records* and Florida law.

Referral to Mental Health Services

All school personnel who receive training pursuant to F.S. 1012.584 shall be notified of the mental health services that are available in the District.

School Environmental Safety Incident Reporting

The superintendent is responsible for ensuring the accurate and timely reporting of incidents related to school safety and discipline in accordance with Florida law and rules promulgated by FLDOE. Parents of District students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9) and will be timely notified of threats, unlawful acts, and significant emergencies pursuant to F.S. 1006.07 (4) and (7).

Student Crime Watch Program

The Board shall implement a Student Crime Watch Program to promote responsibility among students and improve school safety. Through a Board resolution, the Board will require each school principal to distribute information (including a reference to Policy 8406) at their respective schools notifying students and the community as to how they can anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

Promotion of School Safety Awareness

In furtherance of Policy 8406 (*Reports of Suspicious Activity and Potential Threats to Schools*), the Board shall promote the use of the Florida Department of Education's mobile suspicious reporting tool ("FortifyFL") and the consequences of knowingly submitting false information on the District's website, in newsletters, on school campuses, and in school publications. FortifyFL shall also be installed on all mobile devices issued to students and bookmarked on all computer devices issued to students.

Records Related to Compliance with F.A.C. 6A-1.0018

The District and all school staff will retain records demonstrating that the requirements of F.A.C. 6A-1.008 are met and provide such records to the Office of Safe Schools upon request.

Revised 8/28/18
Revised 8/27/19
Revised 11/16/21

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- Legal
 - F.S. 1006.07
 - F.S. 1006.13
 - F.S. 1006.1493
 - Florida Safe Schools Assessment Tool
 - Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Department of Education)
 - F.A.C. 6A-1.0018

Last Modified by Maria Cain on April 3, 2023

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 5. 23-1335

4/11/2023

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2023-03-02 for the Remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expels one student from Endeavor Academy for the remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

My Contact

Jill Kolasa, Director
(352) 797-7008

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

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

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

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 6. 23-1336

4/11/2023

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2023-03-03 for the Remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expels one student from Endeavor Academy for the remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

My Contact

Jill Kolasa, Director
(352) 797-7008

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

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

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

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 7. 23-1337

4/11/2023

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2023-03-04 for the Remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

Executive Summary

The Director of Student Services on behalf of the Superintendent of Schools, hereby requests the Board expels one student from Endeavor Academy for the remainder of the 2022-23 School Year and first semester of the 2023-24 School Year.

My Contact

Jill Kolasa, Director
(352) 797-7008

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

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.

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: \$ _____

95



Hernando School District

School Board Regular Meeting

Agenda Item # 8. 23-1352

4/11/2023

Title and Board Action Requested

Citizen Input on agenda items for this meeting (Green Form)

Executive Summary

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

My Contact

Kelly A. Pogue
Secretary to the School Board and General Counsel
(352) 797-7253

2018-23 Strategic Focus Area

Pillar 4: Communication & Community Engagement

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

Agenda Item # 9. 23-1342

4/11/2023

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

Ray Pinder
Director of Human Resources
352-797-7070 Ext. 445
pinder_r@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 2: People

Financial Impact

See Attachments.

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

Heather Bass – Teacher, SHES – From 3/20/2023 through 4/3/2023
Jared Benyola – Teacher, WWHS – From 2/27/2023 through 6/2/2023
Steve Howland – Teacher, WHMS – From 3/20/2023 through 5/14/2023 (Intermittent)
Tiffany Howland – Teacher, WHMS – From 3/20/2023 through 5/12/2023
Ruth Markham – Science Specialist, Academic Services – From 3/6/2023 through 6/2/2023 (Intermittent)
Steven Marmol – Teacher, WWHS – From 2/27/2023 through 6/2/2023 (Intermittent)
Bibiana Prosper – Teacher, PGES – From 3/22/2023 through 4/17/2023
Julianne Robledo – Teacher, SES – From 3/20/2023 through 6/2/2023

2. Instructional Appointments and Approval of Probationary Contract (2)

Javier Chenard – Teacher, HHS – 3/8/2023
Grant Gellermann – Teacher, WWK8 – 3/7/2023

3. Instructional Transfers (1)

Amanda Bozarth – From Teacher, EK8 – To Teacher, PGES – 3/6/2023

4. Instructional Separations (5)

Julie Allen – Teacher, SHES – 3/21/2023 (Resignation)
Kevin Brancato – Teacher, HHS – 3/20/2023 (Resignation)
Tracy Cox – Occupational Therapist, ESE – 3/10/2023 (Resignation)
Carmen Fontanez – Teacher, DES – 3/6/2023 (Deceased)
Theresa Kaylor – Teacher, NCTHS – 4/3/2023 (Resignation)

5. Administrative Resignation (1)

Jillian Minichino – Assistant Principal, CK8 – 4/4/2023 (Resignation)

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

Jason Earle – Paraprofessional, CHS – From 3/1/2023 through 4/28/2023 (Personal Illness Extension)
Nancy Freland – FNS Assistant II, DES – From 3/20/2023 through 4/28/2023 (Personal Illness)
Frances Kennedy – Bus Operator, Transportation – From 3/20/2023 through 5/31/2023 (Personal Illness)
Daniela Pruitt – Environmental Services Technician III, WWK8 – From 3/20/2023 through 5/31/2023
Jenna Sanders – Position Control Specialist, Human Resources – From 3/27/2023 through 4/21/2023 (Personal Childcare)
Richard Thomas – Environmental Services Technician I, DSPMS – From 2/13/2023 through 4/19/2023
Alexandra Trayer – Pre-Kindergarten Assistant, BES – From 3/10/2023 through 4/14/2023

Return From Leave Early

Richard Thomas – Environmental Services Technician I, DSPMS – 3/23/2023

7. Non-instructional and Professional/Technical/Supervisory Appointments (8)

James Crawford – Environmental Services Technician I, MES – 3/6/2023
Yuleth Davi – Paraprofessional, HHS – 3/9/2023
Destinee Drury – Paraprofessional, MES – 3/20/2023
Roger Eaton – Environmental Services Technician I, HHS – 3/6/2023
Rebecca Kasman – Paraprofessional, WES – 3/7/2023
John Klepeis – Paraprofessional, WWHS – 3/6/2023
Dillon Pasqualichio – Vehicle Technician Assistant, Transportation – 3/6/2023
Liset Romero – Environmental Services Technician, CK8 – 3/7/2023

8. Non-instructional and Professional/Technical/Supervisory Transfers (6)
George Bessette – From Sub Bus Attendant, Transportation – To Bus Attendant, Transportation – 3/6/2023
Anthony Cavaliere – From Bus Operator, Transportation – To Transportation Operations Manager, Transportation – 3/6/2023
Keyla Gonzalez-Perez – From FNS Assistant Rover, FNS – To FNS Assistant, FNS – 3/6/2023
Glendalie Kennedy – From Sub Bus Attendant, Transportation – To Bus Attendant, Transportation – 3/6/2023
Joemy Nolasco – From Paraprofessional, DES – To Secretary II, WWHS – 3/6/2023
Jennifer Tirado – From FNS Assistant, SHES – To FNS Assistant, WWHS – 3/6/2023
9. Non-instructional and Professional/Technical/Supervisory Separations (7)
Alina Chouman – Bus Attendant, Transportation – 3/9/2023 (Resignation)
Elizabeth Greer – Employee Relations Specialist, Professional Standards – 3/31/2023 (Resignation)
David Krause – Environmental Services Technician I, SES – 3/3/2023 (Resignation)
Robert LaRoche – Bus Operator, Transportation – 3/8/2023 (Resignation)
Kathleen Novas – Paraprofessional, HHS – 3/29/2023 (Resignation)
Sandra Santos – Bus Operator, Transportation – 3/9/2023 (Resignation)
Dianna Somers – Paraprofessional, DSPMS – 3/9/2023 (Resignation)
10. Other
Additional Duty, and/or Additional Days/Hours
Shannon Amick – Teacher, MES (Facilitated Lesson Planning) – 2/13/2023 – 7.50 total hrs. (Title I)
Tanya Cattouse – ISS Monitor, WHMS (Preventing Challenging Behaviors through De-escalation) – 9/13/2022 – 2 total hrs. (FDLRS)
Carrie DeNote – Teacher, EES (Facilitated Lesson Planning) – 2/28/2023 – 44 total hrs. (UniSig)
Amy Hall – Teacher, SHES (Title I Engagement) – 1/22/2023 – 30 total hrs. (Title I)
Ruth Kessner – Paraprofessional, DES (Title I Engagement) – 2/1/2023 – 30 total hrs. (Title I)
Amy Macchio – Teacher, WES (Title I Engagement) – 2/28/2023 – 30 total hrs. (Title I)
Denise Manning – Teacher, EK8 (Title I Engagement) – 1/4/2023 – 30 total hrs. (Title I)
Cheanelly Montalvo – Paraprofessional, EK8 (Title I Engagement) – 2/1/2023 – 30 total hrs. (Title I)
Elizabeth Rosado – Teacher, FES (Title I Engagement) – 2/1/2023 – 30 total hrs. (Title I)

Approve Teacher(s), DES (Title I Engagement) – 3/7/2023 – 30 total hrs. (Title I)
Tanya Cotner
Erin Pintye

Approve Teacher(s), FES (Facilitated Lesson Planning) – 2/27/2023 – 4 total hrs. (Title I)
Sarah Freeman
Diana Hamlin

Approve Teacher(s), MES (Facilitated Lesson Planning) – 2/13/2023 – 7.5 total hrs. (Title I)
Douglas Boyd
Kimberly Bugner
Margaret Carlson
Roxann Chapdelaine
Krista Farmer
Audra Freeman
April Gainer
Rachel Hardy
Jennifer Hansel
Rachel Kiley
Rebecca Kuykendall
Kailee Morito

John Pacifico
Hilary Pellar
Tisha Sermons
Patricia Spatz
Marie Thomasulo
Jaycee Welker
Shawna Wright

Approve Teacher(s), PGES (Title I Engagement) – 2/21/2023 – 30 total hrs. (Title I)

Samantha Cascio
Cyndee Cason
Nicole Phillips

Approve Teacher(s), CK8 (Extended Learning) – 2/28/2023 – 30 total hrs. (SAC)

Jonathan Kryk
Joanna Williams

Approve Teacher(s), DSPMS (Title I Engagement) – 2/21/2023 – 30 total hrs. (Title I)

Brenda Allen
Jessica Bates
Marva Berry
Patrick Brandhuber
Brittany Burkhart
Kasey Cavanaugh
Valerie Curren
Robyn Danchise
Karen Derf
Natalie Durrum
Nicole Evans
Dena Frye
Althea Hudson
Jesse Leasure
Shacory Lindo
Milton Martin
Christie Miller
Lori Howie
Ricardo Hudson
Nicholas Manco
Kristin Ratliff
Carolina Saitta
Kelly Smith
Lauren Swiatek
Susan Whealton
Tiffany Willis
Victoria Wilson

Approve Paraprofessional(s), DSPMS (Title I Engagement) – 2/21/2023 – 30 total hrs. (Title I)

Idalidia Echemendia
Tyjuan Lee
Bridle Jones
Teresa Revennaugh

Approve Teacher(s), WHMS (Title I Engagement) – 3/6/2023 – 30 total hrs. (Title I)

Jessica Brendlinger-Buse
Jurette Carr
Trevison Clark
Melanie Fielder
Steve Howland
Tiffany Howland
Susan Jackson
Daniel Marcinowski
Leoneisha Morris
Ryan Morris
Shannon Pilato
Karen Reiter
Debra Rollo
Laura Scott
Megan Woods

11. Drop Program Participant(s)
Mercedes Alicea – Paraprofessional, SHES – 7/1/2023

12. Supplements - see attached list(s)

Running Total (Per Attached List) 2022-2023 School Year

\$	2,239,999.31	Instructional
\$	99,862.68	Noninstructional
\$	2,339,861.99	Sub-Total
\$	99,862.89	Benefits (20.76%)
\$	2,439,724.88	Total

INSTRUCTIONAL SUPPLEMENTS/DIFFERENTIATED PAY FOR ADDITIONAL DUTIES 2022/2023			
		Board Action 4/11/2023	
Palka, Dana	BES	Advanced Degree Instructional eff. 02/13/2023	\$ 328.68
D'Angelo, Jeffrey	CHS	Basketball, Head J.V. Boys Coach	\$ 1,590.75
Sedlack, John	CHS	Basketball, Asst. Boys Coach (True Flex)	\$ 1,590.75
Stafki, Allison	CHS	Softball, Asst. Varsity Coach eff. 02/23/2023	\$ 1,166.55
Toler, William	CK8	Head Track Coach MS- Gender Equity	\$ 1,515.15
Neal, Lamon	DSPMS	Basketball, Boys Coach	\$ 1,515.15
Thomas, Dustin	DSPMS	Asst. Track Coach- Gender Equity	\$ 514.29
DeNote, Carrie	EES	Team Leader Grade 4 eff. 02/21/2023	\$ 451.13
Adams, Jessica	EK8	Asst. Track Coach- Gender Equity	\$ 900.00
Manning, Denise	EK8	Advanced Degree Instructional eff. 02/21/2023	\$ 862.94
Stephens, Samantha	EK8	Lunch Duty 30 Min. eff. 02/22/2023	\$ 377.78
Malcolm, Suzette	FCMS	Advanced Degree Instructional	\$ 2,500.00
Panton, Casandra	FCMS	Advanced Degree Instructional	\$ 2,500.00
Cummings, Kathleen	FWSHS	Advanced Degree Instructional eff. 02/21/2023	\$ 862.94
Laing, Jeffrey	HHS	Track, Asst. Varsity Boys Coach	\$ 1,590.75
Torres-Velazquez, Christina	HHS	Advanced Degree Instructional eff 03/09/2023	\$ 1,279.18
Arshi, Asiya	PMS	Advanced Degree Instructional eff 08/04/2022	\$ 2,487.30
Redgrave, Kim	PMS	Lunch Duty 30 Min. eff. 03/22/2023	\$ 255.56
Marr, Dorothy	SHEs	Advanced Degree Instructional eff. 03/06/2023	\$ 748.73
Cabarse, Cristina	WHMS	Advanced Degree Instructional eff. 08/29/2022	\$ 2,271.57
Langworthy, Kristi	WHMS	Asst. Track Coach- Gender Equity 50%	\$ 450.00
Gaustad, Virginia	WHMS	Asst. Track Coach- Gender Equity 50%	\$ 450.00
Buckey, Adam	WWHS	DCT Sponsor eff. 01/14/2023 (50%)	\$ 540.00
Cavallino, Tina	WWHS	Extra Class - VOC- Dig Video	\$ 3,548.00
Keiper, Corinne	WWHS	Weightlifting, Asst. Gender Equity	\$ 945.00
Johnson, Ryan	WWHS	Basketball, Asst. Boys Coach (True Flex)	\$ 1,590.75
Martinez, Michael	WWHS	Basketball, Head JV Boys Coach	\$ 1,590.75
McHugh, Patrick	WWHS	Baseball, JV Coach	\$ 1,590.75
Scire, Stephen	WWHS	Flag Football, Asst. Coach	\$ 945.00
Slater, James	WWHS	Softball, JV Coach	\$ 1,590.75
Murdza, Michelle	EES	Cancel- Team Leader Grade 4 end 02/17/2023	\$ (451.13)
Toler, Kaitlin	EK8	Cancel- Lunch Duty 30 Min. end 02/21/2023	\$ (377.78)
Brancato, Kevin	HHS	Cancel- Extra Class eff. 8/22/22 end 03/20/2023	\$ (954.54)
Hart, Grace	PMS	Cancel- Lunch Duty 30 Min. end 03/09/2023	\$ (255.56)
		Total From Previous Agenda 03/28/2023	\$ 2,203,488.12
		Total Instructional Supplement/Differentiated Pay	\$2,239,999.31



Hernando School District

School Board Regular Meeting

Agenda Item # 10. 23-1298

4/11/2023

Title and Board Action Requested

Approval of out of state travel for Automotive Teacher, Barry Beyerl to attend the 2023 ASE Instructor Training Conference from July 17, 2023 to July 20, 2023 in North Carolina.

Executive Summary

The Principal of Nature Coast Technical High School, Toni-Ann Noyes on behalf of the Superintendent of Schools, hereby requests the Board approve the of out of state travel for Automotive Teacher, Barry Beyerl to attend the 2023 ASE Instructor Training Conference from July 17, 2023 to July 20, 2023 in North Carolina.

My Contact

Toni-Ann Noyes
352.797.7088, ext. 405

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

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.

Invoice



2023 ASE Instructor Training Conference

Feb 27, 2023 10:26 AM EDT

CONFIRMATION NUMBER: 828217

HOST'S EIN/TAX ID: 36-2957357

ATTENDEE

BARRY BEYERL
Nature Coast Technical High School
4057 California St
Spring Hill, FL 34604
USA

beyerl_b@hcsb.k12.fl.us

PAYMENT INFO















Check Payable To:
ASE Education Foundation
C/O Attn: Instructor Training Conference
1503 Edwards Ferry Rd NE Ste 401
Leesburg, Virginia 20176
USA

Wiring Instructions:
Using a purchase order? Send it with a
copy of your registration to
finance@ase.com or mail to the address
below.

Guest List:

- Kimberly Beyerl

ACTIVITY/ITEM	MISC	QUAN	TOTAL
MEALS & NETWORKING			
WELCOME RECEPTION (included free with item ID: 182968)	Monday Jul 17, 2023 06:00 PM — 06:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Concord E	1	\$0.00
MORNING BREAK (included free with item ID: 182968)	Tuesday Jul 18, 2023 10:00 AM — 10:30 AM EDT Embassy Suites by Hilton Charlotte Concord - Concord Hallway	1	\$0.00
TUESDAY LUNCH (included free with item ID: 182968)	Tuesday Jul 18, 2023 12:00 PM — 01:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Concord F	1	\$0.00
AFTERNOON BREAK (included free with item ID: 182968)	Tuesday Jul 18, 2023 02:30 PM — 03:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Concord Hallway	1	\$0.00
NETWORKING EVENT - CHARLOTTE MOTOR SPEEDWAY (included free with item ID: 182968)	Tuesday Jul 18, 2023 06:00 PM — 10:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Entry Rotunda	1	\$0.00
MORNING BREAK (included free with item ID: 182968)	Wednesday Jul 19, 2023 10:00 AM — 10:30 AM EDT Embassy Suites by Hilton Charlotte Concord - Concord Hallway	1	\$0.00
WEDNESDAY LUNCH (included free with item ID: 182968)	Wednesday Jul 19, 2023 12:00 PM — 01:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Concord F	1	\$0.00

AFTERNOON BREAK (included free with item ID: 182968)	 Wednesday Jul 19, 2023 02:30 PM — 03:00 PM EDT  Embassy Suites by Hilton Charlotte Concord - Concord Hallway	1	\$0.00
SPONSOR EXPO (included free with item ID: 182968)	 Wednesday Jul 19, 2023 05:00 PM — 07:30 PM EDT  Embassy Suites by Hilton Charlotte Concord - Concord E	1	\$0.00
MORNING BREAK (included free with item ID: 182968)	 Thursday Jul 20, 2023 10:00 AM — 10:30 AM EDT  Embassy Suites by Hilton Charlotte Concord - Concord Hallway	1	\$0.00
THURSDAY LUNCH (included free with item ID: 182968)	 Thursday Jul 20, 2023 12:00 PM — 01:00 PM EDT  Embassy Suites by Hilton Charlotte Concord - Concord F	1	\$0.00
AFTERNOON BREAK (included free with item ID: 182968)	 Thursday Jul 20, 2023 02:30 PM — 03:00 PM EDT  Embassy Suites by Hilton Charlotte Concord - Concord Hallway	1	\$0.00
ASE CERTIFICATION TESTING			
NO ASE CERTIFICATION TESTING		1	\$0.00
REGISTRATION			
INSTRUCTOR CONFERENCE PASS		1	\$700.00
PLUS ONE FAMILY GUEST PASS		1	\$200.00
GENERAL SESSIONS			
CONFERENCE OPENING SESSION	 Tuesday Jul 18, 2023 08:00 AM — 10:00 AM EDT  Embassy Suites by Hilton Charlotte Concord - Concord E	1	\$0.00
CONFERENCE OPENING SESSION (included free with item ID: 182968)	 Tuesday Jul 18, 2023 08:00 AM — 10:00 AM EDT  Embassy Suites by Hilton Charlotte Concord - Concord E	1	\$0.00
Sub-Total			\$900.00
Discount Awarded			(\$100.00)
Adjusted Sub-Total			\$800.00
Processing Fee	0.00% per transaction		\$0.00
Total Due			<u>\$800.00</u>
TRANSACTION DATE	TRANS ID/CHARGING PARTY	METHOD	AMOUNT
	No payments made		
Refunds			<u>\$0.00</u>
REFUND DATE	TRANS ID	NOTES	AMOUNT
	No Refunds made		
Amount Due		Pay Now by Credit Card	\$800.00

If you registered for ASE testing, we will follow up with you regarding the day and time you will test at the Conference. If you need to make changes, please contact us at (703) 669-6650 prior to the start of the conference.

Embassy Suites by Hilton Charlotte Concord Golf Resort & Spa

[Edit stay](#)

Sun, Jul 16 – Fri, Jul 21, 2023

1 room for 1 adult

Payment and Guest Details

Step 3 of 3

Total for stay

\$920.95

[Hide price details](#)

Price in \$USD

2 Room Suite - 2 Queen Beds - Non Smoking

Ase Education Foundation

16 Jul 2023

\$163.00

17 Jul 2023

\$163.00

18 Jul 2023

\$163.00

19 Jul 2023

\$163.00

20 Jul 2023

\$163.00

Total room charge

\$815.00


13.00 % per room, per night


Total taxes


\$105.95


Total for stay: \$920.95

All fields are required unless marked optional.

 Overview

 Agenda

 Documents

 Hotels

 Attendees

 Sponsors

Register ▶



2023 ASE Instructor Training Conference

ASE Education Foundation

Mon, July 17, 2023 @ 08:00 AM — Thu, July 20, 2023 @ 06:00 PM (EDT)



CONFERENCE FEE (this includes access to all training sessions).

- \$600 for instructors from ASE-accredited programs
- \$700 for instructors from non-accredited programs
- No virtual options are planned

Meals: Most meals during the conference are included. Breakfast is included if you stay at the Embassy Suites.

Payment: You can pay now or later by credit card, purchase order, or check.

Funds not available until July? No problem - register now and select Pay Later at checkout.

When you get your purchase order, please send it to finance@ase.com or mail to: ASE Education Foundation, Attn: Instructor Conference, 1503 Edwards Ferry Rd NE Ste 401, Leesburg, VA 20176. But you can register today with providing a credit card number.

ASE Certification Testing will be available at the ASE Instructor Training Conference Monday - Wednesday. You select and pay for tests when you register for the conference. We will follow up with scheduling information. **The deadline to register for ASE testing at the Conference is June 2, 2023.**

Evaluation Team Leader (ETL) Training is available for no extra cost from 8 am - 4 pm on Monday. You can see session when you register for the Conference. Seats are limited and are only available to instructors attending the Conference. View our ETL Training flier for other training sessions being held throughout the country.

- Resources



- Overview
- Agenda
- Documents
- Hotels
- Attendees
- Sponsors



2023 ASE Instructor Training Conference

ASE Education Foundation

Mon, July 17, 2023 @ 08:00 AM — Thu, July 20, 2023 @ 06:00 PM (EDT)

Register ▶

GRID VIEW

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
July	July	July	July
17	18	19	20

Search

2023 AGENDA

8:00 AM to 4:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Fairway	ASE Testing ASE Certification Testing will be available at the Instructor Training Conference on Monday July 17 from 8 am to 4 pm, Tuesday July 18 from 10 am to 4 pm, and on Wednesday July 19 from 8 am to 4 pm. Advanced registration is required. Seats are limited.
8:00 AM to 4:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Carolina	ETL Training This one-day training will be held July 17 at the Embassy Suites hotel (site of the Instructor Conference). If this training is full, there are other training events around the U.S. during April, May and June. See the Training Flier in the Documents section of the Conference website for more details.
6:00 PM to 8:00 PM EDT Embassy Suites by Hilton Charlotte Concord - Concord E	Welcome Reception Catch up with old friends, make some new ones, and get ready for a great week of training!

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) Bayerl	FIRST Barry	INITIAL L	EMPLOYEE I.D. NUMBER 05624
POSITION Teacher			SCHOOL/COST CENTER NCT

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- | | |
|---|---|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Worker's Comp |
| <input type="checkbox"/> Personal Leave (charged to Sick Lv.) | <input type="checkbox"/> Military Leave |
| <input type="checkbox"/> Personal Leave (Without Pay) | <input type="checkbox"/> Vacation Leave |
| <input type="checkbox"/> Professional Leave | <input checked="" type="checkbox"/> Temporary Duty (Attach documentation) |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> 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.

- | | | |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Per Diem | <input type="checkbox"/> Mileage | <input type="checkbox"/> Meals |
| <input type="checkbox"/> Registration | <input type="checkbox"/> Hotel Expense (Single Room Rate) | |

Number of Hours Requested **38.75**

Purpose/Benefit (DO NOT use acronyms) _____

Destination **Charlotte North Carolina**

BEGINNING		ENDING	
Time 7 AM 3 PM	Time 7 AM 3 PM	Day of Week Sunday	Day of Week Thursday
Date 7/16/23	Date 7/20/23	Date 7/20/23	Date 7/20/23

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

FUND	FUNCTION	OBJECT	CENTER	PROJECT

X Signature of Applicant **Barry Bayerl** Date **3/1/23**

FOR OFFICE USE ONLY:

☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor **William Noy** Date **3/2/23**

Project Director (if applicable) _____ Date _____

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

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

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

Amount of Time substituting:

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

A. Item Currently Budgeted -												
Vocational Automobile Program Out of State Travel - NCTHS												
Account Name	1100E		5300		3340		0351		13300		87000	
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		\$ 1,720.95		\$ 0.00		\$ 1,720.95		\$ 1,720.95		\$ 0.00		

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:	<input type="radio"/>
New for Current Year:	<input checked="" type="radio"/>
Prior Year Approved Budget:	\$
Prior Year Actual Spent:	\$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 11. 23-1324

4/11/2023

Title and Board Action Requested

Approve out of state field trip for Master Gunnery Sergeant Michael Arnett and an NJROTC Cadet to Camp Perry, Port Clinton, Ohio, for All-Services Nationals event on March 22 - 26, 2023.

Executive Summary

The Principal, on behalf of the Superintendent of Schools, hereby requests the Board approve out of state field trip for Master Gunnery Sergeant Michael Arnett and an NJROTC Cadet to Camp Perry, Port Clinton, Ohio, for All-Services Nationals event on March 22 - 26, 2023.

My Contact

Brandon DeRespiris, Assistant Principal
Central High School
352-797-7020 xtn 403

Master Gunnery Sergeant Michael Arnett
Central High School
352-797-7020

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

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.

**MASTER GUNN ARNETT
CENTRAL HIGH SCHOOL**

14075 KEN AUSTIN PARKWAY

BROOKSVILLE FL 34613

1-760-819-3167

arnett_m@hcsb.k12.fl.us

FIELD TRIP: NJROTC ALL SERVICES NATIONALS

- DATE – MARCH 22-26, 2023
- PERSON IN CHARGE OF TRIP: MASTER GUNN ARNETT
- NUMBER OF STUDENTS GOING ON TRIP: 1

- LEAVING FROM: CENTRAL HIGH SCHOOL
- DESTINATION: CAMP PERRY, OHIO
- 1000 N LAWRENCE RD
- PORT CLINTON OHIO 43452

- TRANSPORTATION: FRONTIER AIRLINES- COST \$595.92
- RENTAL VAN BOOKED THROUGH TRANSPORTATION (WHEN THERE ON SITE) PAID THROUGH INTERNAL FUNDS
- ACCOMMODATIONS: 4 NIGHTS HOLIDAY INN EXPRESS-APPROX. \$1400.00
- BAGGAGE COSTS APPROX 200.00 /AIR RIFLE SUPPLIES PLUS REG BAGGAGES \$250.00
- INCIDENTALS: \$600.00
- APPROX COST OF TRIP: \$2845.92

- NUMBER OF STUDENTS ATTENDING: 1

- COST TO STUDENT: NO CHARGE

A. Item Currently Budgeted -

Account Name		ROTC BOOSTER CLUB								
Account Number		8010	9800	3310	0251	90800	2281			
		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
\$	\$	\$	\$	38,329.79	\$	3,000.00	\$	35,329.79		

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: \$ 0.00

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



Hernando School District

School Board Regular Meeting

Agenda Item # 12. 23-1280

4/11/2023

Title and Board Action Requested

Approval to Accept the Internal Accounts Audit Report for Fiscal Year Ending June 30, 2022

Executive Summary

The Director of Finance, on behalf of the Superintendent of Schools, hereby requests the Board accept the 2021-2022 Audit Report for Internal Accounts.

In accordance with State Board of Education Rule 6A-1.087(2), attached is the audit of the Hernando County District School Board Internal Funds for fiscal year ending June 30, 2022. The audit was performed by Purvis Gray & Company, Certified Public Accountants.

My Contact

Joyce McIntyre
Director of Finance
352-797-7004 Ext.438

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact

The cost for this agenda item is \$ 25,000 see attached budget sheet. The cost for the previous fiscal year was \$ 24,000.

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.

2022

Hernando County District School
Internal Accounts

Financial Statements and
Independent Auditor's Report

June 30, 2022

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR’S REPORT
HERNANDO COUNTY DISTRICT SCHOOL BOARD
SPECIAL REVENUE FUND (INTERNAL ACCOUNTS)**

HERNANDO COUNTY, FLORIDA

JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT

Hernando County District School Board
Hernando County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the Special Revenue Fund (Internal Accounts), a major fund for the school activity within the Hernando County District School Board (the District), as of and for the year ended June 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Internal Accounts as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Internal Accounts and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1, the financial statements of the Internal Accounts of the District are intended to present the financial position and the changes in financial position of only that portion of the governmental activities of the District. They do not purport to, and do not, present fairly the financial position of the District as of June 30, 2022, or the changes in its financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa
purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants
An Independent Member of the BDO Alliance USA

INDEPENDENT AUDITOR'S REPORT

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Internal Accounts' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

INDEPENDENT AUDITOR'S REPORT

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Internal Accounts' basic financial statements. The combining financial statements, as listed in the table of contents and are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 21, 2023, on our consideration of the Internal Accounts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Internal Accounts' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Internal Accounts' internal control over financial reporting and compliance.



March 21, 2023
Ocala, Florida

**BALANCE SHEET
SPECIAL REVENUE FUND
JUNE 30, 2022
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA**

ASSETS

	Special Revenue Fund
Assets	
Cash and Cash Equivalents	\$ 2,111,732
Accounts Receivable	<u>4,632</u>
Total Assets	<u><u>2,116,364</u></u>
Fund Balance	
Restricted	<u>2,116,364</u>
Total Fund Balance	<u><u>\$ 2,116,364</u></u>

See accompanying notes.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUND - INTERNAL ACCOUNTS
FOR THE YEAR ENDED JUNE 30, 2022
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA

	Special Revenue
	Fund
Revenues	
Gifts, Grants, and Bequests	\$ 171,581
Interest Income	826
Misc. Local Sources	4,806,286
Total Revenues	<u>4,978,693</u>
Expenditures	
Purchased Services	(242,034)
Materials and Supplies	(1,972,036)
Other	(2,447,061)
Total Expenditures	<u>(4,661,131)</u>
Excess of Revenues Over Expenditures	317,562
Fund Balance, July 1, 2021	<u>1,798,802</u>
Fund Balance, June 30, 2022	<u><u>\$ 2,116,364</u></u>

See accompanying notes.

**NOTES TO FINANCIAL STATEMENTS
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA**

Note 1 - Summary of Significant Accounting Policies

The financial statements of the Special Revenue Fund (Internal Accounts) of Hernando County District School Board (the District) have been prepared to conform to generally accepted accounting principles, as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to Florida Statutes, Section 1001.51(11)(f), the Superintendent of schools is responsible for keeping records and accounts of all financial transactions in the manner prescribed by the State Board of Education. The following is a summary of the more significant of these policies:

Reporting Entity

The accompanying financial statements include the effects of activity relating exclusively to the Internal Accounts of the schools within the District. The financial statements do not include other financial activities of the District. Therefore, the accompanying financial statements do not purport to, and do not, present the net position, or changes therein, of the District in accordance with accounting principles generally accepted in the United States of America.

- **Special Revenue Fund**—To account for resources of the Internal Accounts, which are used to administer monies collected at the District's schools in connection with school, student athletic, class and club activities, and financial aid fee collections and expenditures. The fund is made up of all of the Internal Account activity of the District's elementary, junior or middle, and high schools, under the supervision of the District, with individual school principals having day-to-day responsibility over their respective schools.

The collection and disbursement of Internal Accounts is performed in accordance with Florida Statutes, the school board rules, and the financial and program cost accounting and reporting for Florida Schools Manual, published by the Florida Department of Education.

Measurement Focus and Basis of Accounting

The accompanying financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they become both measurable and available. Revenues are considered to be available when they are collectible within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Special Revenue Fund considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures are generally recognized when the related fund liability is incurred, as under accrual accounting.

Cash and Cash Equivalents

Cash deposits are held by banks qualified as public depositories under Florida law. All deposits are insured by federal depository insurance and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes; thus, all bank balances of the Internal Accounts of the District are fully insured or collateralized.

**NOTES TO FINANCIAL STATEMENTS
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA**

Accounts Receivable

The majority of the accounts receivables are recorded for insufficient funds checks as of year-end.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Actual results could differ from those estimates.

Fund Balance

The Internal Accounts follow the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise a hierarchy based primarily on the extent to which the Internal Accounts is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

Fund balances are described below:

Non-Spendable Fund Balances—Non-Spendable Fund Balances are amounts that cannot be spent because they are either: (a) not in spendable form; or (b) legally or contractually required to be maintained intact.

Restricted Fund Balances—Restricted Fund Balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balances—Committed Fund Balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the Internal Accounts' highest level of decision-making authority. The District is the highest level of decision-making authority for the Internal Accounts that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balances. Committed amounts cannot be used for any other purpose unless the District removes those constraints by taking the same type of action.

Assigned Fund Balances—Amounts in the assigned fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as committed. The District has authorized the finance director to assign fund balance. Unlike commitments, assignments generally only exist temporarily.

The District's policy is to expend resources in the following order: restricted, committed, assigned, and unassigned, as applicable.

A single fund level statement is presented for the Internal Accounts. No entity-wide statements are presented as there are no reconciling items between fund level and entity-wide.

**NOTES TO FINANCIAL STATEMENTS
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA**

Note 2 - Cash Deposits With Financial Institutions

Custodial Credit Risk

In the case of deposits, this is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The District does not have a policy for custodial credit. All bank balances of the Internal Accounts are fully insured or collateralized as required by Chapter 280, Florida Statutes.

REQUIRED SUPPLEMENTARY INFORMATION

**REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
SPECIAL REVENUE FUND - INTERNAL ACCOUNTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA**

Special Revenue Fund - Internal Accounts			
	Original Budget	Final Budget	Variance with Final Budget - Positive (Negative)
Revenues			
Intergovernmental:			
Gifts, Grants, and Bequests	\$ -	\$ 171,581	\$ 171,581
Interest Income	-	826	826
Misc. Local Sources	-	4,806,286	4,806,286
Total Revenues	-	4,978,693	4,978,693
Expenditures			
Fiscal Services:			
Purchased Services	-	242,034	242,034
Materials and Supplies	-	1,972,036	1,972,036
Other	-	2,447,061	2,447,061
Total Expenditures	-	4,661,131	4,661,131
Net Change in Fund Balances	-	317,562	317,562
Fund Balances, July 1, 2021	-	(317,562)	1,798,802
Fund Balances, June 30, 2022	\$ -	\$ -	\$ 2,116,364

SUPPLEMENTARY INFORMATION

**COMBINING BALANCE SHEET
SPECIAL REVENUE FUND - INTERNAL ACCOUNTS
JUNE 30, 2022
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA**

ASSETS

	<u>Central High School</u>	<u>Hernando High School</u>	<u>Springstead High School</u>
Assets			
Cash and Cash Equivalents	\$ 190,469	\$ 199,038	\$ 397,339
Accounts Receivable	<u>-</u>	<u>1,154</u>	<u>510</u>
Total Assets	<u>190,469</u>	<u>200,192</u>	<u>397,849</u>

FUND BALANCE

Fund Balance			
Restricted	<u>190,469</u>	<u>200,192</u>	<u>397,849</u>
Total Fund Balance	<u>\$ 190,469</u>	<u>\$ 200,192</u>	<u>\$ 397,849</u>

<u>Weeki Wachee High School</u>	<u>Nature Coast Technical High School</u>	<u>D S Parrott Middle School</u>	<u>Fox Chapel Middle School</u>	<u>Powell Middle School</u>	<u>West Hernando Middle School</u>
\$ 226,292	\$ 250,018	\$ 24,857	\$ 53,171	\$ 64,706	\$ 27,395
1,910	375	-	25	-	-
<u>228,202</u>	<u>250,393</u>	<u>24,857</u>	<u>53,196</u>	<u>64,706</u>	<u>27,395</u>
228,202	250,393	24,857	53,196	64,706	27,395
<u>\$ 228,202</u>	<u>\$ 250,393</u>	<u>\$ 24,857</u>	<u>\$ 53,196</u>	<u>\$ 64,706</u>	<u>\$ 27,395</u>

Challenger K8 School of Science	Explorer K8 School of Science	J D Floyd K8 School	Winding Waters K8 School	Brooksville Elementary School	Chocochatti Elementary School
\$ 140,113	\$ 70,153	\$ 21,384	\$ 74,433	\$ 28,993	\$ 170,052
-	-	-	286	-	-
140,113	70,153	21,384	74,719	28,993	170,052
140,113	70,153	21,384	74,719	28,993	170,052
\$ 140,113	\$ 70,153	\$ 21,384	\$ 74,719	\$ 28,993	\$ 170,052

Deltona Elementary School	Eastside Elementary School	Moton Elementary School	Pine Grove Elementary School	Spring Hill Elementary School	Suncoast Elementary School
\$ 13,942	\$ 15,092	\$ 20,943	\$ 38,425	\$ 27,525	\$ 25,290
-	-	292	-	-	-
13,942	15,092	21,235	38,425	27,525	25,290
13,942	15,092	21,235	38,425	27,525	25,290
\$ 13,942	\$ 15,092	\$ 21,235	\$ 38,425	\$ 27,525	\$ 25,290

Westside Elementary School	Endeavor Academy	Total
\$ 24,194	\$ 7,908	\$ 2,111,732
80	-	4,632
24,274	7,908	2,116,364
24,274	7,908	2,116,364
\$ 24,274	\$ 7,908	\$ 2,116,364

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUND - INTERNAL ACCOUNTS
FOR THE YEAR ENDED JUNE 30, 2022
HERNANDO COUNTY DISTRICT SCHOOL BOARD
HERNANDO COUNTY, FLORIDA

	Central High School	Hernando High School	Springstead High School
Revenues			
Gifts, Grants, and Bequests	\$ 6,894	\$ 73,311	\$ 38,535
Interest Income	24	12	43
Misc. Local Sources	300,678	358,530	744,752
Total Revenues	<u>307,596</u>	<u>431,853</u>	<u>783,330</u>
Expenditures			
Purchased Services	(52,089)	(33,099)	(108,595)
Materials and Supplies	(101,992)	(261,549)	(91,902)
Other	(146,395)	(106,880)	(534,139)
Total Expenditures	<u>(300,476)</u>	<u>(401,528)</u>	<u>(734,636)</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	7,120	30,325	48,694
Fund Balance, July 1, 2021	<u>183,349</u>	<u>169,867</u>	<u>349,155</u>
Fund Balance, June 30, 2022	<u><u>\$ 190,469</u></u>	<u><u>\$ 200,192</u></u>	<u><u>\$ 397,849</u></u>

Weeki Wachee High School	Nature Coast Technical High School	D S Parrott Middle School	Fox Chapel Middle School	Powell Middle School	West Hernando Middle School
\$ 260	\$ 5,850	\$ -	\$ 1,160	\$ -	\$ -
22	190	2	7	11	5
547,732	833,091	88,062	93,860	221,285	69,878
548,014	839,131	88,064	95,027	221,296	69,883
(59)	(11,717)	-	(2,554)	(1,905)	-
(238,872)	(507,325)	(63,607)	(40,489)	(76,766)	(53,150)
(286,854)	(252,521)	(17,023)	(40,679)	(154,290)	(23,050)
(525,785)	(771,563)	(80,630)	(83,722)	(232,961)	(76,200)
22,229	67,568	7,434	11,305	(11,665)	(6,317)
205,973	182,825	17,423	41,891	76,371	33,712
\$ 228,202	\$ 250,393	\$ 24,857	\$ 53,196	\$ 64,706	\$ 27,395

Challenger K8 School of Science	Explorer K8 School of Science	J D Floyd K8 School	Winding Waters K8 School	Brooksville Elementary School	Chocochatti Elementary School
\$ 250	\$ -	\$ 1,206	\$ 6,680	\$ 1,000	\$ 7,400
18	9	3	346	4	17
342,787	116,272	52,364	253,435	51,601	284,765
343,055	116,281	53,573	260,461	52,605	292,182
(14,798)	(4,806)	-	(9,950)	-	(2,462)
(128,824)	(65,298)	(33,415)	(54,879)	(17,873)	(67,896)
(183,263)	(51,909)	(15,454)	(186,056)	(33,525)	(162,843)
(326,885)	(122,013)	(48,869)	(250,885)	(51,398)	(233,201)
16,170	(5,732)	4,704	9,576	1,207	58,981
123,943	75,885	16,680	65,143	27,786	111,071
\$ 140,113	\$ 70,153	\$ 21,384	\$ 74,719	\$ 28,993	\$ 170,052

Deltona Elementary School	Eastside Elementary School	Moton Elementary School	Pine Grove Elementary School	Spring Hill Elementary School	Suncoast Elementary School
\$ 972	\$ 1,463	\$ 9,385	\$ 9,160	\$ 2,903	\$ 770
96	2	-	5	3	3
62,045	22,228	51,861	96,215	109,447	45,823
63,113	23,693	61,246	105,380	112,353	46,596
-	-	-	-	-	-
(49,159)	(11,173)	(22,290)	(284)	(43,781)	(28,718)
(13,457)	(13,438)	(28,692)	(86,465)	(51,050)	(17,549)
(62,616)	(24,611)	(50,982)	(86,749)	(94,831)	(46,267)
497	(918)	10,264	18,631	17,522	329
13,445	16,010	10,971	19,794	10,003	24,961
\$ 13,942	\$ 15,092	\$ 21,235	\$ 38,425	\$ 27,525	\$ 25,290

Westside Elementary School	Endeavor Academy	Total
\$ 3,360	\$ 1,022	\$ 171,581
3	1	826
46,355	13,220	4,806,286
49,718	14,243	4,978,693
-	-	(242,034)
(5,781)	(7,013)	(1,972,036)
(38,391)	(3,138)	(2,447,061)
(44,172)	(10,151)	(4,661,131)
5,546	4,092	317,562
18,728	3,816	1,798,802
\$ 24,274	\$ 7,908	\$ 2,116,364

OTHER REPORTS

**INDEPENDENT REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Hernando County District School Board
Hernando County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Special Revenue Fund (Internal Accounts) of the Hernando County District School Board (the District) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Internal Accounts of the District, and have issued our report thereon dated March 21, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Internal Accounts' internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Internal Accounts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Internal Accounts' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and other matters that we consider to be significant deficiencies as 2022-001, 2021-001, and 2021-002.

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Hernando County District School Board
Hernando County, Florida

**INDEPENDENT REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Internal Accounts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

District's Response to Finding

The District's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Internal Accounts' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Internal Accounts' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



March 21, 2023
Ocala, Florida

**SCHEDULE OF FINDINGS AND OTHER MATTERS
HERNANDO COUNTY DISTRICT SCHOOL BOARD
FOR THE YEAR ENDED JUNE 30, 2022**

Current Year Comments

Significant Deficiency

2022-001

Finding – Internal Control Deficiencies (Current Year Matter)

In addition to the significant deficiencies described below, our audit procedures disclosed the following instances of internal control deviations at various schools, which were presented to management for consideration.

The Hernando County District School Board (the District) has internal control requirements for the receipting and disbursement of internal account funds. Our audit procedures included the review of cash receipts and disbursements to ensure that the control procedures are followed. We noted several deviations of internal control procedures with these standards, practices, and procedures as they related to the transactions of cash receipts and disbursements.

Recommendation

We recommend that the District's management continue to monitor and train accounting staff at the schools to ensure that the internal control procedures are documented as required by district policy.

Prior Year Comments

2021-001

Finding – Lack of Segregation of Duties

Because of a limited number of personnel, school employees who maintain accounting records also handle cash collections, cosign checks, and reconcile bank statement balances to the accounting records. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected.

Recommendation

Internal control over cash transactions would be strengthened if these duties were separated among employees. While we acknowledge that personnel may not always be available to permit such a separation of employee duties and responsibilities, we think it is important that you are made aware of this condition. We noted that some principals are reviewing bank reconciliations in order to help compensate for the lack of segregation of duties. We continue to encourage all principals to perform this review process. We also encourage the District to implement a District-level employee to complete bank statement reviews for each school and related accounts.

2021-003

Finding – Non-Compliance with Red Book Standards

In addition to the significant deficiencies described above, our audit procedures disclosed immaterial instances of non-compliance at various schools, which were presented to management for consideration. For schools that are not specifically identified, our audit procedures did not disclose other conditions that we feel should be brought to your attention.

**SCHEDULE OF FINDINGS AND OTHER MATTERS
HERNANDO COUNTY DISTRICT SCHOOL BOARD
FOR THE YEAR ENDED JUNE 30, 2022**

Chapter 8, Section III of the Florida Department of Education's "Red Book" provides standards, practices, and procedures for districts to govern internal accounts. Our audit procedures included the review of cash receipts and disbursements. We noted several instances of non-compliance with these standards, practices, and procedures as they related to the transactions of cash receipts and disbursements.

Recommendation

We recommend that the District's management continue to monitor and train accounting staff at the schools to ensure compliance with the Red Book's standards.

MANAGEMENT LETTER

Hernando County District School Board
Hernando County, Florida

Report on the Financial Statements

We have audited the financial statements of the Special Revenue Fund (Internal Accounts) of Hernando County District School Board (the District) as of and for the fiscal year ended June 30, 2022, and have issued our report thereon dated March 21, 2023. Our report on the financial statements includes a paragraph explaining that the financial statements include only the Internal Accounts and does not include other funds of the District.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.800, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Schedule of Findings and Other Matters. Disclosures in those reports, dated March 21, 2023, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.804(1)(f)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. See Schedule of Findings and Other Matters.

Financial Condition and Management

Section 10.804(1)(f)2., *Rules of the Auditor General*, requires us to communicate whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the Internal Accounts did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.804(1)(f)5.a. and 10.805(7), *Rules of the Auditor General*, we applied financial condition assessment procedures for the Internal Accounts. It is management's responsibility to monitor the Internal Accounts' financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

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Hernando County, Florida

MANAGEMENT LETTER

Section 10.804(1)(f)3., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. See Schedule of Findings and Other Matters.

Transparency

Section 10.804(1)(f)6., *Rules of the Auditor General*, requires that we communicate the results of our determination as to whether the District maintains on its website the information specified in Section 1011.035, Florida Statutes (Section 1011.035, Florida Statutes, provides that district school boards shall prominently post on their website a plain language version of each proposed, tentative, and official budget that describes each budget item in terms that are easily understandable to the public). This does not apply to the Internal Accounts.

Additional Matters

Section 10.804(1)(f)4., *Rules of the Auditor General*, requires us to communicate non-compliance with provisions of contracts or grant agreements, or abuse, that has occurred, or is likely to have occurred, that has an effect on the financial statements that is less than material but warrants the attention of those charged with governance. See Schedule of Findings and Other Matters.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, District School Board members, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.



March 21, 2023
Ocala, Florida



March 21, 2023

Purvis, Gray & Company, LLP
Attn: Helen Y. Painter
2347 SE 17th Street
Ocala, Florida 34471

Re: Hernando County District School Board Tentative Audit Findings for the Fiscal Year Ended
June 30, 2022 Internal Accounts Audit Report

Dear Ms. Painter:

Please accept the following written response concerning the tentative audit findings for the Hernando County District School Board's 2021-22 fiscal year Internal Accounts audit

2022-001 – Internal Control Deficiencies

District's Response – The District will continue to work with school bookkeepers to ensure internal control procedures are properly followed.

2021-001 – Lack of Segregation of Duties (Prior Year Audit Comment)

District's Response – The District will continue to work with school sites to emphasize the need for the segregation of duties, and to correct this issue.

2021-003 - Other Matters (Prior Year Audit Comment)

District's Response – The District will continue to monitor and train school bookkeepers to ensure compliance with Red Book standards and Internal Accounts procedures.

Respectfully,

Joyce McIntyre
Director of Finance

cc: Lisa Becker, Executive Director of Business Services

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Honorable John Stratton
Superintendent of Schools and
Honorable School Board Members
c/o Ms. Joyce McIntyre
Hernando County District School Board
919 N. Broad St.
Brooksville, Florida 34601

We have audited the financial statements of the Hernando County District School Board's (the District) Special Revenue Fund (Internal Accounts) for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 11, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Internal Accounts are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2022. We noted no transactions entered into by the Internal Accounts during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. No significant accounting estimates were noted during our audit.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Honorable John Stratton
Superintendent of Schools and
Honorable School Board Members
c/o Ms. Joyce McIntyre
Hernando County District School Board
Brooksville, Florida

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 21, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Internal Accounts' financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Internal Accounts' auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. ***Please see Attachment A for the list of exceptions noted when we performed visits to the individual schools.***

Other Matters

We were engaged to report on the combining statements, which accompany the financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Honorable John Stratton
Superintendent of Schools and
Honorable School Board Members
c/o Ms. Joyce McIntyre
Hernando County District School Board
Brooksville, Florida

Restriction on Use

This information is intended solely for the information and use of the Hernando County District School Board and management of the Internal accounts and is not intended to be, and should not be, used by anyone other than these specified parties.

Purvis Gray

March 21, 2023
Ocala, Florida

ATTACHMENT A

	Cash Receipt Related Findings					Cash Disbursement Related Findings				Miscellaneous Findings				
	Timely Transfer of Collections - The collected funds were not remitted to the bookkeeper or receipted by the bookkeeper within 24 hours.	Collection Procedures - Monies collected forms were not properly filled out, missing date, or signature. Portions incorrectly completed by BK.	Timely Deposit of Receipts - Deposits not made within 48 hours - as required by District.	Filled Out Completely - Deposit slip was not complete.	Supporting Documentation - Missing support for deposit.	Supporting Documentation - Check issued without PO, invoice, or payment approval.	PO Authorization - PO amount wasn't approved.	PO Incomplete Documentation - PO was not completed for purchase.	Dual Signatures - Requirement to have two authorized check signers.	Bank Reconciliation - Reconciliation was not completed timely (outside 15 days after month-end); not reviewed, signed, and/or dated.	Gift Cards - Gift cards were given to staff or non-staff as appreciation or compensation.	Negative Trial Balance Accounts - Internal Accounts accounts should not be allowed to expend more monies than available.	2022	2021
Brooksville Elementary	3												3 Instances	11 Instances
Central High													0 Instances	16 Instances
Challenger K8		2	6		1		1					1	11 Instances	0 Instances
Chocachatti Elementary												3	3 Instances	8 Instances
D S Parrott Middle	2		7			4							13 Instances	8 Instances
Deltona Elementary						5							5 Instances	7 Instances
Eastside Elementary	5											1	6 Instances	2 Instances
Endeavor Academy													0 Instances	6 Instances
Explorer K8												2	2 Instances	3 Instances
Fox Chapel Middle			2									1	3 Instances	6 Instances
Hernando High													0 Instances	5 Instances
John D Floyd K8			2	1				3					6 Instances	7 Instances
Moton Elementary			1									1	2 Instances	4 Instances
Nature Coast Tech	4												4 Instances	20 Instances
Pine Grove Elementary		2	2			4				1		1	10 Instances	21 Instances
Powell Middle			10									1	11 Instances	0 Instances
Spring Hill Elementary		5										2	7 Instances	2 Instances
Springstead High	5	13	3									1	22 Instances	7 Instances
Suncoast Elementary		3						1			3	1	8 Instances	12 Instances
Weekie Wachee High	4	1											5 Instances	26 Instances
West Hernando Middle			10									2	12 Instances	19 Instances
Westside Elementary		1	2			5							8 Instances	7 Instances
Winding Waters K8						5			2				7 Instances	1 Instance
<div>Noted that there were 97 related findings for Cash Receipting.</div> <div>Noted that there were 30 related finding for Cash Disbursements.</div> <div>Noted that there were 41 findings for other procedures.</div>														

A. Item Currently Budgeted -

Account Name		General Fund - Professional Services					
Account Number		1100	7500	3100	9210	49500	00000
		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	
\$ 157,766.00		\$	\$ 119,124.00	\$ 38,642.00	\$ 25,000.00	\$ 13,642.00	

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: \$24,000.00

Prior Year Actual Spent: \$24,000.00

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



Hernando School District

School Board Regular Meeting

Agenda Item # 13. 23-1347

4/11/2023

Title and Board Action Requested

Approve Job Description for Coordinator of Career and Technical Education - Wilton Simpson Technical College

Executive Summary

The Director of Adult and Technical Program, on behalf of the Superintendent of Schools, hereby requests the Board approve the job description for Coordinator of Career and Technical Education- Wilton Simpson Technical College. This item failed due to lack of motion at the March 28, 2023 board meeting, and is being brought back for approval.

My Contact

Sophia Watson
Director of Adult and Technical Education
352-797-7018

2018-23 Strategic Focus Area

Pillar 2: People

Financial Impact

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

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

Hernando County School Board Florida

FLSA: Exempt, Non-Union

MANAGER OF CAREER ENHANCEMENT (SUNTECH) COORDINATOR OF CAREER AND TECHNICAL EDUCATION

Required Qualifications:

- Master's degree from an accredited college/university
- Effective oral and written communication skills, planning and organization

Desired Qualifications:

- Florida Educator's Certificate in Educational Leadership
- Three (3) years of professional experience in adult education, workforce or management programs
- Grant administration experience
- Knowledge of post secondary adult vocational programs

Performance Responsibilities:

- ~~Responsible for Assistance in~~ the development, marketing, implementation and coordination of the programs ~~as defined by the Appropriation Fund H7A (career enhancement)~~
- ~~Work for the Suncoast Technical Education Center and collaborate~~ Collaborate with the local workforce board, CareerSource, PHSC and other community agencies for the purpose of expanding, enhancing or developing specified programs
- Design and produce outreach materials to promote ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College
- Develop partnerships with local businesses and CareerSource to participate in program development, proposed course offerings, guest speaker opportunities and recruitment
- Coordinate the recruiting of participants through recruitment, program tours and referral partners
- ~~Collaborate with the Local Work Force Development Board and attend all appropriate meetings~~
- Coordinate placement efforts between colleges, businesses, the local workforce board and business liaisons to determine internship and job placement opportunities and help coordinate preparation activities for placement
- Coordinate placement efforts between local high schools, students and parents to determine placement in dual enrollment programs
- Coordinate follow-up activities to document program outcomes including, but not limited to, number of participants enrolled in the program, program completion, placement and retention
- Recommend to and coordinate with the ~~Supervisor~~ Director of Adult/~~Community & Technical Education and Volunteer Programs~~ in the development and scheduling of program classes
- Maintain technical program related student forms, applications and data collection, and produce reports as needed
- Supervise and evaluate instructors

- Perform other duties as assigned by the ~~Supervisor~~ Director of Adult and Technical Education and/or designee

Physical Demands:

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

Reports to:

Reports directly to the ~~Supervisor~~ Director of Adult and Technical Education and/or designee

Evaluation:

Annual evaluation done by the ~~Supervisor~~ Director of Adult and Technical Education and/or designee

Terms of Employment:

- 12-month employment
- ~~Based on allocation of Workforce Development and Student Enrollment~~

Salary:

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

Job Code:

91010

Board Approved: 11/19/13

Revised: ~~3/3/15~~ 1/23/23

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

COORDINATOR OF CAREER AND TECHNICAL EDUCATION
--

Required Qualifications:

- Master's degree from an accredited college/university
- Effective oral and written communication skills, planning and organization

Desired Qualifications:

- Florida Educator's Certificate in Educational Leadership
- Three (3) years of professional experience in adult education, workforce or management programs
- Grant administration experience
- Knowledge of post secondary adult vocational programs

Performance Responsibilities:

- Assistance in the development, marketing, implementation and coordination of the programs
- Collaborate with the local workforce board, CareerSource, PHSC and other community agencies for the purpose of expanding, enhancing or developing specified programs
- Design and produce outreach materials to promote Wilton Simpson Technical College
- Develop partnerships with local businesses and CareerSource to participate in program development, proposed course offerings, guest speaker opportunities and recruitment
- Coordinate the recruiting of participants through recruitment, program tours and referral partners
- Coordinate placement efforts between colleges, businesses, the local workforce board and business liaisons to determine internship and job placement opportunities and help coordinate preparation activities for placement
- Coordinate placement efforts between local high schools, students and parents to determine placement in dual enrollment programs
- Coordinate follow-up activities to document program outcomes including, but not limited to, number of participants enrolled in the program, program completion, placement and retention
- Recommend to and coordinate with the Director of Adult & Technical Education in the development and scheduling of program classes
- Maintain technical program related student forms, applications and data collection, and produce reports as needed
- Supervise and evaluate instructors
- Perform other duties as assigned by the Director of Adult and Technical Education and/or designee

Physical Demands:

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

Reports to:

Reports directly to the Director of Adult-and Technical Education and/or designee

Evaluation:

Annual evaluation done by the Director of Adult and Technical Education and/or designee

Terms of Employment:

- 12-month employment

Salary:

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

Job Code:

91010

Board Approved: 11/19/13
Revised: 1/23/23

**PLACEMENT SALARY STRUCTURE FOR
PROFESSIONAL/TECHNICAL/SUPERVISORY EMPLOYEES 2022-2023**

	PTB	PTC	PTD	PTE	PTF	PTG
	Category B	Category C	Category D	Category E	Category F	Category G
1	\$ 17.30	\$ 20.00	\$ 26.25	\$ 30.50	\$ 33.55	\$ 36.60
2	\$ 17.60	\$ 20.30	\$ 26.55	\$ 30.80	\$ 33.85	\$ 37.00
3	\$ 17.90	\$ 20.60	\$ 26.85	\$ 31.10	\$ 34.15	\$ 37.40
4	\$ 18.20	\$ 20.90	\$ 27.15	\$ 31.40	\$ 34.45	\$ 37.80
5	\$ 18.50	\$ 21.20	\$ 27.45	\$ 31.70	\$ 34.75	\$ 38.20
6	\$ 18.80	\$ 21.50	\$ 27.75	\$ 32.00	\$ 35.25	\$ 38.60
7	\$ 19.10	\$ 21.80	\$ 28.05	\$ 32.30	\$ 35.55	\$ 39.00
8	\$ 19.40	\$ 22.10	\$ 28.35	\$ 32.60	\$ 36.10	\$ 39.40
9	\$ 19.70	\$ 22.40	\$ 28.65	\$ 32.90	\$ 36.40	\$ 39.80
10	\$ 20.00	\$ 22.70	\$ 28.95	\$ 33.20	\$ 36.70	\$ 40.50
11	\$ 20.30	\$ 23.00	\$ 29.25	\$ 33.50	\$ 37.00	\$ 40.90

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

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

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

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

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

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

Board Approved: 8/30/2022

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 14. 23-1295

4/11/2023

Title and Board Action Requested

Approve the Purchase of Soday System Curriculum from Winsor Learning, Inc. and Authorize the Issuance of a Purchase Order for an Estimated Amount of \$105,847.50

Executive Summary

The Director of Elementary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of Soday Curriculum from Winsor Learning, Inc. Winsor Learning, LLC is the supplier and publisher of this proprietary and copyrighted material.

The Florida Department of Education has recently received allocations under the Federal Government's American Rescue Plan. School districts throughout the state have the opportunity to apply for and receive funds for High-Impact Reading Interventions and Targeted Supports. Statute mandates that interventions are provided to students who have reading deficits. Soday System is an intervention on our state approved K-12 Reading Plan. This grant can only be used for closing the reading achievement gap.

The Soday System is an Orton-Gillingham based curriculum that helps struggling readers catch up to their peers, regardless of their age or current reading level, whether or not they've been diagnosed with dyslexia or specific reading disabilities. Each lesson is structured, systematic and multisensory reading intervention for students at all stages of reading acquisition. Each lesson plan uses proven Orton-Gillingham methods to provide effective intervention in small-group settings.

The curriculum has easy-to-follow learning plans and contains all the elements of Multi-Sensory Structured Language Education (MSLE) instruction. The National Center for Learning Disabilities (NCLD), the International Dyslexia Association (IDA), and several Reading First offices have independently evaluated the Soday System and found that the program contained the required elements for successful reading identified by the National Reading Panel (2000).

Each complete Soday System Intervention Set, includes the Instructor Kit and Classroom Station, provides all necessary instructor and student materials for multiple small-group multisensory intervention lessons which can be used for those students demonstrating the need for intensive reading interventions.

The Soday System curriculum also meets all requirements of Florida Statute 1008.25 to include: Scientifically researched and evidence-based reading instructional strategies that improve reading performance for all students, including explicit, systematic, and sequential approaches to teaching phonemic awareness, phonics, vocabulary, fluency, and text comprehension and multisensory intervention strategies.

These kits are being purchased to provide to schools to account for growth in student population and teacher growth.

Additionally, we are purchasing four days of “Train-the-Trainer” professional development. Four of our site-based coordinators will be trained as trainers and will then be able to provide on-going support for all teachers in the county.

My Contact

Tiffany Howard
Director of Elementary Programs
352-797-7000 ext. 433
howard_t@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

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.

Sonday System®



Proposal For: (Good until April 30, 2022)

Submit Purchase Orders to:

District/School: Hernando County Schools, FL
 Contact: Tiffany Howard
 Date Submitted: 20-Feb-23
 Submitted By: Diane Huettig

Winsor Learning, Inc.
 3001 Metro Dr, Suite 480
 Bloomington MN 55425
 Email: orders@winsorlearning.com
 Fax: 651.222.3969

Professional Services	Training Description			
Sonday System: Coach Development	<p>Train the Coach Model (4 Days for up to five (5) participants)</p> <p>The Train the Coach model supports the district's need to use district personnel to support and coach teachers who are implementing Sonday System 1 and Sonday System 2. This service is customized to meet the needs of the customer and their coaching candidates and can include assistance in coaching candidate selection, initial intensive coach development sessions, and ongoing shadowing/mentoring/coaching of district Sonday Coaches.</p>			
Professional Services		# Days	Fee	Total
	Professional Services Subtotal	4	\$ 3,500.00	\$ 14,000.00
<i>Train the Coach</i>				



Proposal For: (Good until April 30, 2023)

Submit Purchase Orders to:

District/School: Hernando County Schools, FL
 Contact: Tiffany Howard
 Date Submitted: 20-Feb-2023
 Submitted By: Diane Huettig

Winsor Learning, Inc.
 3001 Metro Dr, Suite 480
 Bloomington, MN 55425
 Email: orders@winsorlearning.com
 Fax: 651.222.3969

Item #	Item Description - Sonday Dual Delivery	Qty.	Price	Total
260-1600	Sonday System 1 Intervention Set - Dual Delivery**	45	\$ 1,595.00	\$ 71,775.00
	Sonday Dual Delivery Materials Subtotal			\$ 71,775.00
	Shipping and Handling			\$ 5,827.50
	Subtotal			\$ 77,602.50
	State Sales Tax if Applicable	N/A	-	-
	Sonday Dual Delivery Materials Total			\$ 77,602.50
Item #	Item Description - Print Only	Qty.	Price	Total
110-1600	Let's Play Learn Classroom Set	10	\$ 1,295.00	\$ 12,950.00
	Print Only Materials Subtotal			\$ 12,950.00
	Shipping and Handling	10%		\$ 1,295.00
	Subtotal			\$ 14,245.00
	State Sales Tax if Applicable	N/A	-	-
	Print Only Materials Total			\$ 14,245.00
	MATERIALS TOTAL			\$ 91,847.50

**Includes Annual eLearning online subscription.

Terms and Conditions

The following terms and conditions apply to materials provided by Winsor Learning, Inc. ("Winsor") to your school/district (your "School"):

1. Payment is due within thirty (30) days of receipt of invoice
2. This agreement constitutes the entire agreement of the parties, superseding any prior oral or written agreements regarding this matter

Acknowledgement and Agreement: I have read and agree to this Proposal and the attached terms and conditions. I understand that training dates are secured ONLY with the return of this signed proposal.

Signature

Print Name, Title and District/School

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Terms and Conditions

The following terms and conditions apply to materials and professional services provided by Winsor Learning, Inc. ("Winsor") to your school/district (your "School"):

1. The details and scope of Winsor's services and materials provided will be as specified in the attached Proposal.
2. Each participant in any Sondag System® training must have their own Sondag System® kit to use for the training.
3. Maximum number of participants for a training day is thirty (30).
4. Payment is due within thirty (30) days of receipt of invoice.
5. Payment in full must be made for any training day cancelled less than thirty (30) days prior to the scheduled date.
6. Fees paid to Winsor Learning, Inc. include all related training preparation, travel costs, administrative costs and insurance.
7. This Agreement, along with the Proposal attached hereto, constitutes the entire agreement of the parties, superseding any prior oral or written agreements regarding this matter.

PROGRAM EVALUATION/EVALUATION OF SERVICES

Form Completed by: Tiffany Howard_____ Date: 4/3/2023__

Sonday System Curriculum from Winsor Learning, Inc.

1. Why is this program being purchased? What need is the program designed to meet?
Provide a description of the program and include any relevant data.
This program was originally purchase in 2020 to provide explicit, systematic, multisensory foundational skills instruction for students in K-2. The curriculum is easy-to-follow learning plans that include reading instructional strategies to improve reading performance in phonemic awareness, phonics, vocabulary, fluency, and text comprehension.
2. Who is the target population?
Students in K-2 demonstrating below level foundational reading skills.
3. Is the program in the planning or implementation stage? If it has been implemented, how long has it been in place?
Sonday system has been utilized since 2020 during small group instruction.
4. What resources are needed to support the program (e.g., staff, funding, space, time, technology, etc.)?
We are purchasing additional kits to account for growth. We are also purchasing 4 days of "Train-the-Trainer" professional development, in order to provide on-going support for our teachers.
5. What are the program's intended outcomes?
Through the systematic, explicit and multisensory instruction, students' foundational reading skills will improve, in turn, strengthening their comprehension.
6. How do you plan to progress monitor fidelity and effectiveness of the program?
We utilize iReady domain specific data to monitor the program. Additionally, through walkthroughs both formal and informal, fidelity of program use can be monitored.
7. What criteria will be used to judge the program performance?
We will continue to monitor student level data, as well as fidelity of use.
8. Describe what the program must accomplish to be considered successful (Return on Investment).
The program will be considered successful, when students demonstrate on-grade level performance in foundational skills domain. (see data attached)

i-Ready Foundational Domain Data

Phonological Awareness			
	2020 AP1	2021 AP3	Growth
K	59	88	29
1	51	78	27
2	82	94	12
	2021 AP1	2022 AP3	Growth
K	43	87	44
1	43	78	35
2	77	91	14
	2022 AP1	2023 AP2	Growth
K	49	74	25
1	46	67	21
2	80	89	9

Phonics			
	2020 AP1	2021 AP3	Growth
K	38	83	45
1	30	70	40
2	32	62	30
	2021 AP1	2022 AP3	Growth
K	29	80	51
1	25	64	39
2	31	58	27
	2022 AP1	2023 AP2	Growth
K	37	67	30
1	22	61	39
2	38	52	14

**Data reported as percentage of students on-grade level

**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 third-party 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 §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. **INTENTIONALLY DELETED.**

6. Any conflict between the terms of this Addendum and the parties original

Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

- a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
- b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
- d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this

provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

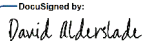
provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

DocuSigned by:

 ED6A12DC7EDD41C
 Printed Name: David Alderslade
 Title: Executive Vice President, CFO
 Date: 3/22/2023

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Approved as to Form
Nancy McClain Alfonso
 General Counsel, HCSB



Federal Terms & Conditions

Provisions for Non-Federal Entity Contracts Under Federal Awards (Appendix II to 2 CFR Part 200)

All purchases made by a non-Federal entity under a Federal award must contain provisions covering the following, as applicable. These provisions are required and apply under certain conditions when federal funds are expended to make purchases by the Hernando County School District.

1. EQUAL EMPLOYMENT OPPORTUNITY:

Except as otherwise provided under 41 CFR, Part 60, this section applies to federally assisted construction contracts. If applicable, the Contractor agrees to comply with the provisions of 41 CFR, Part 60-1.4(b) during the performance of this contract. The provisions may be found in Attachment A to these Federal Terms and Conditions.

2. DAVIS-BACON ACT:

(34 CFR 80.36(i)(5)): All vendors, contractors and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation). (Applies to construction contracts in excess of \$2,000 awarded by the district and subgrantees when required by Federal grant program legislation).

3. COPELAND "ANTI-KICKBACK" ACT:

(34 CFR 80.36(i)(4)): All vendors, contractors and subcontractors must comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to all contracts and subgrants for construction or repair).

4. CONTRACT WORK HOURS & SAFETY STANDARDS ACT:

(34 CFR 80.36(i)(6)): All vendors, contractors and subcontractors must comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Applies to all construction contracts awarded by the district and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts, which involve the employment of mechanics or laborers).

5. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:

If the Federal award meets the definition of "funding agreement", the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401 "Right to Inventions Made by Nonprofit Organization and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by awarding agency.

6. CLEAN AIR ACT

(34 CFR 80.36(i)(12)): All vendors, contractors and subcontractors must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 7401-7671q.), section 508 of the Clean Water Act (33 U.S.C. 1251-1387), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Applies to contracts, subcontracts, and subgrants of amounts in excess of \$100,000).

7. BYRD ANTI-LOBBYING AMENDMENT:

Contractors that apply or solicitation for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.



8. RECOVERED MATERIALS:

Section 6002 (EPA) 40 CFR Part 247: For contracts using Federal funding, Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR, Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to procure items containing the highest percentage of recovered materials as designated by the Environmental Protection Agency (EPA) under 40 CFR, Part 247 whenever the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

9. FEDERAL DEBARMENT CERTIFICATION:

Certification regarding debarment, suspension, ineligibility and voluntary exclusion, as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, 85, defined at 34 CFR Part 85, Section 85.105 and 85.110-(ED80-0013).

A. *The prospective lower tier (\$25,000) participant certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.*

B. *Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall provide an explanation.*

10. ADMINISTRATIVE, CONTRACTURAL OR LEGAL REMEDIES:

If the vendor/contractor fails to perform to the district's satisfaction any material requirement of the contract or is in violation of a material provision of the contract, the district shall provide written notice to the contractor requesting that the breach or noncompliance be remedied within a set time frame outlined. Nonperformance by a vendor /contractor is any failure to follow the terms, conditions, and/or specifications as outlined in the contract.

11. HATCH ACT:

(5U.S.C. 1501-1508 AND 7324-7328: The vendor/contractor will comply with the provisions of the Hatch Act, which limits the political activities of employees whose principle employment activities are funded in whole or in part with federal funds.

12. CONTRACT TERMINATION FOR CONVENIENCE:

The Superintendent (or designee) reserves the right to terminate a vendor's contract in whole or in part when it is determined in its sole discretion that it is in the district's best interest to do so. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor shall not be entitled to recover any cancellation charges or lost profits.

13. CONTRACT TERMINATION FOR CAUSE:

The Superintendent (or designee) reserves the right to terminate a vendor's contract for just cause, without penalty. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor may request reconsideration of this decision in writing at any time during the 30 day grace period. The request must be addressed to the Director of Finance & Purchasing who will initiate an internal review of the matter. If the vendor's input is required as part of the reconsideration process, the vendor will be notified when and where to appear. Requests for reconsideration received after the (30) day grace period will be denied. Upon termination of a contract, the Board reserves the right to rescind and re-award a contract to the next low bidder, if determined to be in the best interest of the district to do so.



Provisions for Non-Federal Entity Contracts Under Federal Awards (Federal Program Requirements - USDA)

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the United States Department of Agriculture ("USDA"), as applicable, when federal funds are expended to make purchases by the Hernando County School District.

14. RECORDS RETENTION:

(34 CFR 80.36(i)(11)): All vendors, contractors and subcontractors must retain all records pertaining to this contract for three years after the District makes final payments and all other pending matters are closed.

15. CIVIL RIGHTS:

The Vendor shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; 7 C.F.R. Parts 15, 15a, and 15b; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement—Nutrition Programs and Activities, and any additions or amendments.

16. BUY AMERICAN:

(7 CFR PART 210.21 (D)) - Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), the District is required to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards the District must comply with when purchasing commercial food products served in the school meals programs.

17. ENERGY POLICY AND CONSERVATION ACT:

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

18. DISCOUNTS, REBATES, AND CREDITS:

The vendor shall disclose all discounts, rebates, allowances, and incentives received by the company from its suppliers. All goods, services, or monies received as the result of any equipment or USDA Food rebates shall be credited to the District's nonprofit food service account.



**Provisions for Non-Federal Entity Contracts Under Federal Awards
(Federal Program Requirements - FEMA)**

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the Federal Emergency Management Agency ("FEMA"), as applicable, when federal funds are expended to make purchases by the Hernando County School District.

19. ACCESS TO RECORDS:

The following access to records requirements apply to this contract:

- a. The Contractor agrees to provide the District, the State of Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

20. DHS SEAL, LOGO, AND FLAGS:

The Contractor shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA preapproval.

21. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:

This is an acknowledgment that FEMA financial assistance will be used to fund the contract only. The Contractor will comply with all applicable federal laws, regulations, executive orders, FEMA policies, procedures, and directives.

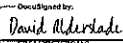
22. NO OBLIGATION BY FEDERAL GOVERNMENT:

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

23. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS:

The Contractor acknowledges the 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

By signing of this document, the vendor/contractor understands and certifies that they are in compliance with and/or will comply with, all the terms and conditions as specifically stated, where applicable. The vendor/contractor understands that Federal Funding Provisions apply to all contracts where Federal funds are used as a source for the purchase of goods and services. The contract/vendor awarded must not take exception to any part of these regulations.

Company Name (Print):	<u>Winsor Learning, LLC</u>	Date:	<u>2/21/2023</u>
Authorized Signature:	<u></u>		
Printed Name:	<u>David Aiderslade</u>	Approved as to Form	
Title:	<u>Executive Vice President, CFO</u>	<i>Nancy McClain Alfonso</i>	
		General Counsel, HCSB	

A. Item Currently Budgeted -

Account Name	Other ARP Relief (Inc GEER)		Basic Education	Textbooks	Academic Services	High Impact Reading Int & Supp	
Account Number	4460E	5100	5200	9410	99960	00000	
	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	
\$ 158,030.00	\$ 0.00	\$ 0.00	\$ 158,030.00	\$ 91,847.50	\$ 66,182.50		

Account Name	Other ARP Relief (Inc GEER III)		Instructional Staff Training	Professional & Technical Svc	Academic Svcs	High Impact Reading Int & Supp	
Account Number	4460E	6400	3100	9410	99960	00000	
	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	
\$ 29,000.00	\$ 0.00	\$ 0.00	\$ 29,000.00	\$ 14,000.00	\$ 15,000.00		

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

Agenda Item # 15. 23-1333

4/11/2023

Title and Board Action Requested

Approve the purchase of the annual license, maintenance and hosting renewal(s) to Skyward and authorize the issuance of purchase orders for an estimated annual amount of \$450,000.00.

Executive Summary

The Director of Technology and Information Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the annual license, maintenance and hosting renewal(s) to Skyward, and authorize the issuance of purchase orders for an estimated annual amount of \$450,000.00. These purchases are for the licensing, maintenance renewals, ISCORP hosting fees for the Skyward Student Management and School Business Suite. The licensing, maintenance and hosting will run from July 1, 2023 thru June 30, 2024. This software hosting and licensing is necessary to use Skyward for our Enterprise Resource system. The original purchase of the Skyward Suite was on February 27, 2018, and Board approved on Agenda # 2830.

My Contact

Joseph Amato
Director of Technology and Information Services
(352) 797-7006 ext. 102

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact

See attached budget sheet.

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



HERNANDO COUNTY SCHOOL DISTRICT
ATTN: ACCOUNTS PAYABLE
919 NORTH BROAD STREET
BROOKSVILLE, FL 34601

Invoice Detail

Invoice # 0000222630
Invoice Date 07/01/2023
Due Date 07/15/2023
Invoice Total 357,806.00

* Invoice was emailed.

<u>Qty.</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Extension</u>
1.00	FINANCIAL MANAGEMENT ANNUAL LICENSE FEE	77,383.0000	77,383.00
1.00	TRUE TIME ANNUAL LICENSE FEE	12,091.0000	12,091.00
1.00	ACCOUNTS RECEIVABLE ANNUAL LICENSE FEE	8,061.0000	8,061.00
1.00	SCHOOL BASED ACTIVITY ACCOUNTING ANNUAL LICENSE FEE	8,061.0000	8,061.00
1.00	FIXED ASSETS ANNUAL LICENSE FEE	8,061.0000	8,061.00
1.00	INVENTORY ANNUAL LICENSE FEE	8,061.0000	8,061.00
1.00	PAYROLL IMPORT/EXPORT INTERFACE ANNUAL LICENSE FEE	8,061.0000	8,061.00
1.00	BUSINESS PROFESSIONAL DEVELOPMENT CENTER LICENSE	4,031.0000	4,031.00
1.00	STUDENT MANAGEMENT ANNUAL LICENSE FEE	77,383.0000	77,383.00
1.00	COURSE LEARNING CENTER ANNUAL LICENSE FEE	14,778.0000	14,778.00
1.00	NEW STUDENT ONLINE ENROLLMENT ANNUAL LICENSE FEE	14,778.0000	14,778.00
1.00	SPECIAL EDUCATION ANNUAL LICENSE FEE	14,778.0000	14,778.00
1.00	FEE TRACKING ANNUAL LICENSE FEE	11,084.0000	11,084.00
1.00	STUDENT PROFESSIONAL DEVELOPMENT CENTER LICENSE	8,061.0000	8,061.00
1.00	SCHOOL INTEROPERABILITY FRAMEWORK (SIF) LICENSE FEE	7,390.0000	7,390.00
1.00	LMS/ONE ROSTER API ANNUAL LICENSE FEE	6,718.0000	6,718.00

Annual License Fees: 07/01/2023 - 06/30/2024

1.00	ISCORP - SCC SERVICES HOSTING FEE: Student Management Secure Cloud Computing Services (SCC)	34,215.0000	34,215.00
1.00	ISCORP - SCC SERVICES HOSTING FEE: School	34,215.0000	34,215.00

REMIT TO:

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482

Invoice # 0000222630
Invoice Date 07/01/2023
Payor HERNANDO COUNTY SCHOOL DISTRICT
Due Date 07/15/2023 (HERNANFL000)

Invoice Amount: 357,806.00
Remit Amount:

PLEASE RETURN STUB WITH PAYMENT. Questions can be directed to account@skyward.com



HERNANDO COUNTY SCHOOL DISTRICT
ATTN: ACCOUNTS PAYABLE
919 NORTH BROAD STREET
BROOKSVILLE, FL 34601

Invoice Detail

Invoice #	0000222630
Invoice Date	07/01/2023
Due Date	07/15/2023
Invoice Total	357,806.00

* Invoice was emailed.

<u>Qty.</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Extension</u>
	Business/Finance Secure Cloud Computing Services (SCC) Hosting Fees: 07/01/2023 - 06/30/2024		
1.00	CRYSTAL REPORTS MAINTENANCE RENEWAL Maintenance for the period: 06/01/2023 - 05/31/2024	149.0000	149.00
1.00	CRYSTAL REPORTS MAINTENANCE RENEWAL Maintenance for the period: 10/01/2023 - 09/31/2024	149.0000	149.00
2.00	CRYSTAL REPORTS MAINTENANCE RENEWAL Maintenance for the period: 02/01/2024 - 01/31/2025	149.0000	298.00

Total Extension **357,806.00**

REMIT TO:

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482

Invoice #	0000222630
Invoice Date	07/01/2023
Payor	HERNANDO COUNTY SCHOOL DISTRICT
Due Date	07/15/2023 (HERNANFL000)

Invoice Amount: 357,806.00
Remit Amount:

PLEASE RETURN STUB WITH PAYMENT. Questions can be directed to account@skyward.com

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

February 27, 2018

June 23, 2020 (License Renewal)

May 25, 2021 (License Renewal)

June 28, 2022 (License Renewal)

April 11, 2023 (License Renewal)

RFP No. 17-920-44 RN

Bid Title: Software & Implementation Services for Student Information System/Enterprise Resource Planning (SIS/ERP) System

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 Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Piggyback Cooperative | | <input checked="" type="checkbox"/> License Renewal | |

Bid Contract Period (initial): 02/27/2018 through 02/26/2023 ☐ N/A – One Time Purchase

Yearly License Renewal: 07/01/2020 through 06/30/2021
07/01/2021 through 06/30/2022
07/01/2022 through 06/30/2023
07/01/2023 through 06/30/2024

Contract Type: ☐ Estimated Dollar Amount ☒ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Hourly Rates, Fees and/or Percentages

Renewal Options: ☐ No. of Terms Remaining ☐ Length of Each Term (month) ☐ Length of Each Term (year) ☒ None

Rationale/Reason:

Bidders Electronically Downloaded From Public Purchase Website: n/a	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	N/A – Bids Not Required:
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Submitted By: Neil D. McDonald
Director of Purchasing & Warehousing

School(s): District Wide

Requested By: Joseph Amato
Director of Technology & Information Systems

Department(s): TIS

Recommended award to vendor: Skyward – Yearly software license renewal

T/C CODE: 1744

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

Funding Source	<u>Capital Millage Funds (included in the 2023-2024 budget request)</u>					
Account Name	<u>2023-2024 Capital Outlay Milage Acct. New Enterprise Resource System</u>					
Account Number	<u>3740E</u>	<u>7400</u>	<u>6920</u>	<u>9220</u>	<u>45500</u>	<u>00000</u>
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ <u>450,000.00</u>					

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☒Prior Year Approved Budget: \$ 450,000.00Prior Year Actual Spent: \$ 340,183.00

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



Hernando School District

School Board Regular Meeting

Agenda Item # 16. 23-1338

4/11/2023

Title and Board Action Requested

Approve the amendment to the piggyback of US Communities and National IPA (OMNIA Partners Cooperative), Contract No. 4400003732 for Multi-Function Devices and Related Services, awarded to Ricoh USA, Inc. to remove one device from the contract award.

Executive Summary

The Manager of Warehouse, Property Control, Printing & Records, on behalf of the Superintendent of Schools, hereby requests the Board approval to amend for the District's contract with Ricoh USA, which is a piggyback of US Communities and National IPA (OMNIA Partners Cooperative), Contract No. 4400003732 for Multi-Function Devices and Related Services. This amendment removes one (1) unit from our Print Shop lease, Xante X-16. The removal of this unit from our contract will reflect a cost savings of \$4,765.92 annually. HCSB Bid No. 21-015-09 PB has been assigned for internal tracking purposes.

My Contact

Genele Firlik

Manager of Warehouse, Property Control, Printing & Records

Phone: (352) 797-7061 ext. 436

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

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:

April 11, 2023

Bid No. 21-015-09 PB

**Bid Title: Multi-Function Devices and
Related 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 Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input checked="" type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input checked="" type="checkbox"/> Piggyback Cooperative | | | |

Bid Contract Period: 12/01/2020 through 11/30/2025

☐ N/A – One Time Purchase

Amended: 10/11/2022 through 11/30/2025

Amended: 04/11/2023 through 11/30/2025

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☒ Firm, Fixed
Unit Prices

☐ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining

☐ Length of
Each Term (month)

☐ Length of
Each Term (year)

☒ None

Rationale/Reason: Piggyback of US Communities and National IPA, Contract No 4400003732, both wholly owned subsidiaries of OMNIA Partners, on behalf of the County of Fairfax, Virginia, RFP No. 2000000264 for Multi-Function Devices and Related Services, awarded to *Ricoh USA, Inc.* HCSB Bid #21-015-09 PB has been assigned for internal tracking purposes.

10/11/2022: Requested approval to amend the contract to allow the additional copier lease for remainder of contract for the Purchasing/Warehouse Department. Initial/Original contract board approved on 7/28/2020.

04/11/2023: Amended to remove one unit from Print Shop equipment inventory. Original contract approved on 7/28/2020.

**Bidders Electronically
Downloaded From Public
Purchase Website:** n/a

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

**N/A – Bids Not
Required:** Piggyback

Submitted/Requested By:

Neil McDonald
Director of Purchasing & Warehousing

Site: Purchasing/Warehouse

Recommended award to Ricoh USA, Inc.

T/C CODE: 2124

Lease Breakdown

District-Wide Fleet	\$18,709.00
Print Shop Fleet	\$10,085.00 <i>less \$397.16 = \$9,687.84</i>
Food & Nutrition Fleet	\$1,008.00
Additional Copier (added 10/2022)	\$235.51

Total Lease Cost:	\$29,640.35 per month
-------------------	-----------------------

CPC (cost per copy)

District Fleet:	Black & White - \$.0034 Color - \$.040
Print Shop:	Black & White - \$.0032 Color - \$.040

**EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION**

Customer Name:	School Board of Hernando County				
Contact Name:	Julie Cirrincione			Phone:	352-797-7060
Address:	8050 Mobley Road			City:	Brooksville
State:	FL	Zip:	34601	Fax/Email:	cirrincione_j@hcsb.k12.fl.us
Make	Model		Serial Number		Machine Status
Xante'	X-16		X1610119		


This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option

This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("RicoH") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, (2) the request shall be governed by this Authorization, and (3) Ricoh may accept this Authorization by either its signature or by commencing performance (e.g., equipment removal, initiating Services, etc.). Each party agrees that electronic signatures of the parties on this Authorization will have the same force and effect as manual signature. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer's business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) (collectively, "Losses") arising therefrom or related thereto.

CUSTOMER

Signature: _____
Name: _____
Title: _____
Date: _____

RICOH USA, INC.

Signature: 
Name: Dan Osgood
Title: Regional Director
Date: 3/10/23

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

A. Item Currently Budgeted -

Account Name		Capital								
Account Number		3730	7400	6410	9215	M2070	73010			
		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
\$ 347,647.59		\$ (1191.48)		\$ 260,559.06		\$ 88,280.01		\$		\$ 88,280.01

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: \$ 347,647.59

Prior Year Actual Spent: \$ 347,647.59

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



Hernando School District

School Board Regular Meeting

Agenda Item # 17. 23-1340

4/11/2023

Title and Board Action Requested

Approve piggybacking the Sourcewell Cooperative RFP #091521, Contract #091521-NAF for Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles, awarded to National Auto Fleet Group (NAFG) and authorize the purchase of vehicles for an estimated spending of \$80,799.00.

Executive Summary

The Director of Purchasing and Warehousing, Neil McDonald and the Director of Food and Nutrition Services, Lori Drenth on behalf of the Superintendent of Schools, hereby requests the Board to approve piggybacking the Sourcewell Cooperative RFP #091521, Contract #091521-NAF for Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles, awarded to National Auto Fleet Group (NAFG) and authorize the purchase of vehicles for an estimated spending of \$80,799.00. Alan Jay Automotive Network serves as a qualified partner to the NAFG Contract, serving the state of Florida.

The Warehouse Department is requesting the purchase of one (1) vehicle for \$26,933.00 for deliveries to cost centers districtwide.

The Food & Nutrition Department is requesting to purchase two (2) vehicles for \$53,866.00 using Food Service Funds for FNS staff to visit schools, transfer/distribute product, and summer mobile feeding.

These vehicles are unavailable from the vendors awarded under the State of Florida contract.

Funding for these purchases will be made utilizing already approved budgets.

HCSB Bid #23-070-37 PB has been assigned for internal tracking purposes.

My Contact

Neil McDonald
Director of Purchasing and Warehousing
352-797-7060 x323

Lori Drenth
Director of Food and Nutrition Services
352-797-7028 x406

2018-23 Strategic Focus Area

Pillar 3: Facility Operations

Financial Impact

See attached budget sheets.

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:

March 28, 2023

Bid No. 23-070-37 PB

**Bid Title: Cars, Trucks, Vans, SUVs, Cab
Chassis & Other Vehicles**

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 Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input checked="" type="checkbox"/> Piggyback Cooperative | | |

Bid Contract Period:

03/28/2023 through 11/08/2025

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
1

☐ Length of
Each Term (month)

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason: Piggyback Sourcewell Solicitation RFP #091521, Contract #091521-NAF for *Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles*, awarded to National Auto Fleet Group (NAFG). Alan Jay Automotive Network serves as a qualified partner to the NAFG Contract, serving the state of Florida. HCSB Bid #23-070-37 PB has been assigned for internal tracking purposes.

Bidders Electronically
Downloaded From Public
Purchase Website:

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

☒ N/A – Bids Not
Required: Piggyback

Submitted By:

Neilson D. McDonald
Director of Purchasing & Warehousing

School(s): District Wide

Requested By:

Brian Still
Director of Maintenance

Department(s): Support Operations

Recommended award, description of items and prices: (See attached)

T/C CODE: 2337



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 Office • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

National Auto Fleet Group contract #091521-NAF pricing utilizes a percentage off MSRP/List. National Auto Fleet Group offers pricing discounts ranging from 24.45% down to -5.19% across 15 manufacturers depending on the model. All vehicles can come with or without up-fitting from our national supplier or your local up fitter. Inquire within.

Pricing can be obtained using two methods:

1. Online ordering process using www.NationalAutoFleetGroup.com. Once the Sourcwell member registers on the NAFG website, they then can build the desired vehicle to their specifications. The member then builds the vehicle and obtains an online quote for that specific vehicle.
**Sourcwell pricing is built right into the NAFG site.*
2. The Sourcwell member can also reach out to National Auto Fleet Group directly (1-855-289-6572) to have an associate help guide your agency with the appropriate vehicles to fit your need.

Jesse Cooper

National Auto Fleet Group



ALAN JAY FLEET SALES

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Sourcewell
Formerly NJPA

Awarded Contract

Quote

PHONE (800) ALANJAY (252-6529)	DIRECT 863-385-9610	WWW.ALANJAY.COM	43959-1
Corporate Office 2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999 FAX 863-402-4221	Mailing Address P.O. BOX 9200 Sebring, FL 33871-9200	

ORIGINAL QUOTE DATE
3/1/2023

QUICK QUOTE SHEET

REVISED QUOTE DATE
3/1/2023

REQUESTING AGENCY	HERNANDO COUNTY SCHOOL BOARD
CONTACT PERSON	RON RALPH
PHONE	217-898-7791
MOBILE	
FAX	
EMAIL	RON_RALPH@HCSB.K12.FL.US

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL TXL26 3SA MSRP \$29,900.00

2023 GMC TERRAIN SLE 2WD

CUSTOMER ID Incremental Allocation (Late Summer ETA) BASE VEHICLE PRICE \$26,688.00

BED LENGTH SUV

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS

DESCRIPTION

GAZ HEW	EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK CLOTH SEAT TRIM.	\$0.00
LSD M3U	1.5L I4 TURBO WITH 9-SPEED AUTOMATIC TRANSMISSION.	\$0.00
PW PL	PWR WINDOWS AND LOCKS (INCL)	\$0.00
BT	BLUE TOOTH (STD)	\$0.00
RKE	Proximity Key For Doors And Push Button Start Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button Remote Releases -Inc: Mechanical Fuel	\$0.00
BUC	FACTORY BACK UP CAMERA(STD).	\$0.00

FACTORY OPTIONS \$0.00

CONTRACT OPTIONS

DESCRIPTION

3BLS	3rd brake light safety pulse (Pulses 3rd brake light (4) times upon application of brake pedal to increase driver awareness behind you when stopping)	\$200.00
TEMP-TAG	Temporary tag	\$45.00

CONTRACT OPTIONS \$245.00

TRADE IN

VEHICLE TOTAL \$26,688.00
MSRP DISCOUNT 14.7%
ACCESSORY TOTAL \$245.00
CUSTOMER PRICE \$26,933.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~ \$0.00

TOTAL COST LESS TRADE IN(S) QTY 2 \$53,866.00

Estimated Annual payments for 60 months paid in advance: \$6,031.88 Extended: \$12,063.77
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

ORDERED UNIT VIN: [VIN NA]

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.

ALAN JAY FLEET SALES

Sourcewell
Formerly NJPA

Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	43960-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
3/1/2023

QUICK QUOTE SHEET

REVISED QUOTE DATE
3/1/2023

REQUESTING AGENCY **HERNANDO COUNTY SCHOOL BOARD**
CONTACT PERSON **RON RALPH** EMAIL **RON_RALPH@HCSB.K12.FL.US**
PHONE **217-898-7791** MOBILE FAX

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2023 091521-NAF & 060920-NAF **www.NationalAutoFleetGroup.com**

MODEL **TXL26 3SA** MSRP **\$29,900.00**
2023 GMC TERRAIN SLE 2WD
CUSTOMER ID **Incremental Allocation (Late Summer ETA)** BASE VEHICLE PRICE **\$26,688.00**
BED LENGTH SUV

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS

DESCRIPTION

GAZ HEW	EXTERIOR COLOR SUMMIT WHITE WITH JET BLACK CLOTH SEAT TRIM.	\$0.00
LSD M3U	1.5L I4 TURBO WITH 9-SPEED AUTOMATIC TRANSMISSION.	\$0.00
PW PL	PWR WINDOWS AND LOCKS (INCL)	\$0.00
BT	BLUE TOOTH (STD)	\$0.00
RKE	Proximity Key For Doors And Push Button Start Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button Remote Releases -Inc: Mechanical Fuel	\$0.00
BUC	FACTORY BACK UP CAMERA(STD).	\$0.00

FACTORY OPTIONS **\$0.00**

CONTRACT OPTIONS

DESCRIPTION

3BLS	3rd brake light safety pulse (Pulses 3rd brake light (4) times upon application of brake pedal to increase driver awareness behind you when stopping)	\$200.00
TEMP-TAG	Temporary tag	\$45.00

CONTRACT OPTIONS **\$245.00**

TRADE IN

VEHICLE TOTAL **\$26,688.00**
MSRP DISCOUNT **14.7%**
ACCESSORY TOTAL **\$245.00**
CUSTOMER PRICE **\$26,933.00**

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

TOTAL COST LESS TRADE IN(S) QTY 1 **\$26,933.00**

Estimated Annual payments for 60 months paid in advance: \$6,031.88

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

ORDERED UNIT VIN: [VIN NA]

VEHICLE QUOTED BY

CHRISTY SELF

GOVERNMENT ACCOUNT MANAGER christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.

A. Item Currently Budgeted -

Account Name		School Food & Nutrition Federal Funding								
Account Number		4XX	7600	65xx	9002	00100				
		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		\$ 53,866.00		\$ 0		\$ 53,866.00		\$ 53,866.00		\$ 0

Account Name		General Operating Funds								
Account Number		1100	7400	65xx	9215	00100				
		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		\$ 26,933.00		\$ 0		\$ 26,933.00		\$ 26,933.00		\$ 0

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☒

Prior Year Approved Budget: \$ _____

Prior Year Actual Spent: \$ _____

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



Hernando School District

School Board Regular Meeting

Agenda Item # 18. 23-1341

4/11/2023

Title and Board Action Requested

Approve the renewal of the piggyback of OMNIA Partners, Region 4 Education Service Center (ESC), R192006, Maintenance, Repair and Operations (MRO) Supplies and Related Services, awarded to Lowe's Home Center, LLC and authorize the purchases of goods for an estimated annual spending of \$150,000.

Executive Summary

The Director of Purchasing, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of the piggyback of OMNIA Partners, Region 4 Education Service Center (ESC), Contract #R192006, Maintenance, Repair and Operations (MRO) Supplies and Related Services, awarded to Lowe's Home Center, LLC. This contract is utilized district-wide across all sites and schools for the purchase of various type items that may include general maintenance supplies, landscaping supplies, tools, appliances, and hardware. Purchases are made utilizing the departments and schools already approved budgets.

My Contact

Neilson D. McDonald
Director of Purchasing & Warehousing
(352) 797-7060

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

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:

April 11, 2023

Bid No. 21-968-12 PB RN

Bid Title: Maintenance, Repair and Operations (MRO) Supplies and Related Services

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input checked="" type="checkbox"/> Piggyback Cooperative | | | |

Bid Contract Period: 04/01/2023 through 03/31/2024

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Hourly Rates, Fees
and/or Percentages

Renewal Options:

No. of Terms
Remaining
1

☐ Length of
Each Term (month)
1

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason: Renewal of the Piggyback the National Intergovernmental Purchasing Alliance, OMNIA Partners through Regions 4 Education Service Center (ESC), Maintenance, Repair and Operations (MRO) Supplies and Related Services #R192006, awarded to Lowe's Home Centers, LLC. Bid #21-968-12 PB has been assigned for internal tracking purposes.

**Bidders Electronically
Downloaded From Public
Purchase Website:** n/a

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

**N/A – Bids Not
Required: Piggyback**

Submitted By: Neilson D. McDonald
Director of Purchasing & Warehousing

School(s): District Wide

For use by schools and departments district-wide.

Recommended award to Lowe's Home Center, LLC.

T/C CODE: 2112

Piggyback the National Intergovernmental Purchasing Alliance through Regions 4, Maintenance, Repair and Operations (MRO) Supplies and Related Services.

Lowe's Home Centers, LLC. (V40733 & V44525)

Product Categories Included:

- Appliances
- Building Materials
- General Maintenance Supplies
- Irrigation Equipment & Supplies
- Landscaping Supplies
- Tools
- Window Treatments
- Miscellaneous MRO Supplies
- Hardware
- Ice Machines
- Motors/Pumps

Contact:

Darrell Brown

(813) 790-8637

darrell.s.brown@lowes.com

A. Item Currently Budgeted -										
Account Name		General/Capital/Federal								
Account Number		1xx/3xx/4xx	various	various	various	237/401/xxx	Sub Project			
		Fund	Function	Object	Cost Center	Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$		\$		\$		\$	150,000.00	\$		

Purchases will be charged to various schools and departments district-wide using already approved budgets.

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:	<input checked="" type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ 154,072.55
Prior Year Actual Spent:	\$ 154,072.55

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



Hernando School District

School Board Regular Meeting

Agenda Item # 19. 23-1353

4/11/2023

Title and Board Action Requested

Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Executive Summary

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

My Contact

Kelly A. Pogue
Secretary to the School Board and General Counsel
(352) 797-7253

2018-23 Strategic Focus Area

Pillar 4: Communication & Community Engagement

Financial Impact

There is no financial impact.

Hernando County School Board

CITIZEN INPUT

PINK 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 other Hernando County School issues on which the School Board customarily takes action: *Citizen Input for topics not included on the agenda will be reserved for time at the end of the School Board meeting agenda.*

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: _____