

Hernando School District School Board Regular Meeting Agenda - Final

Tuesday, October 22, 2024	6:00 PM	District Office-Board Room
		919 N. Broad Street
		Brooksville, FL

CALL TO ORDER

REFLECTION

by Gus Guadagnino, Board Member

PLEDGE OF ALLEGIANCE by West Hernando Middle School

ADOPTION OF AGENDA

1. 25-2613 Approval to adopt the agenda dated 10/22/2024.

ELECTED OFFICIALS

PRESENTATIONS

2. <u>25-2628</u> Recognition of the Weeki Wachee Varsity Football Team.

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

3. <u>25-2112</u> Recognition of the October HCSD Veteran

Attachments: Budget Sheet - NO Financial Impact

4. <u>25-2606</u> Recognition of Suzanne Miranda for being a Recipient of the 2024 Yale Educator Award

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

5. <u>25-2629</u> Recognition of Springstead High School for Achieving Silver Status and Nature Coast Technical High School for Achieving Bronze Status with Access from the College Board's National AP Honor Roll

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

6. <u>25-2607</u> Recognition of School Board Members, Gus Guadagnino and Linda Prescott for their dedicated service to Hernando Schools.

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

PROCLAMATIONS/RESOLUTIONS

7. <u>25-2608</u> Approve Proclamation No. P25-002 Hernando County Schools' Hispanic Heritage Month September 15 - October 15, 2024.

<u>Attachments</u>: <u>Proclamation Hispanic Heritage HCSD</u> Budget Sheet Sept 2021 Revised NO Financial Impact ACC

APPROVAL OF THE MINUTES

8. <u>25-2614</u> Approval of the Minutes from the Workshop and Regular School Board Meeting of 9/24/2024.

Attachments: 09-24-24 Workshop Minutes DRAFT with links 09-24-24 Meeting Minutes DRAFT with links

PUBLIC HEARING ITEMS (WHITE FORMS)

9. <u>25-2580</u> Public Hearing and final approval of the amended 2024-25 Wilton Simpson Technical College Handbook. This item received tentative approval at the September 10, 2024 Workshop.

Attachments: STC Program Catalog 2024_25 strike-through REVISED KP 090924 STC Program Catalog 2024_25 clean REVISED KP 090924 Budget Sheet Sept 2021 Revised NO Financial Impact ACC

EXPULSION RECOMMENDATIONS

10. <u>25-2600</u> Enter a Final Order Expelling the Student in Case No. E2025-09-01 for one (1) Year.

Attachments: Budget Sheet No Impact

11. <u>25-2601</u> Enter a Final Order Expelling the Student in Case No. E2025-09-02 for the remainder of the 2024-25 School Year.

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

- 12. <u>25-2624</u> Enter a Final Order Expelling the Student in Case No. E2025-10-01 from the school bus for the remainder of the 2024-25 School Year.
- **13.** <u>25-2625</u> Enter a Final Order Expelling the Student in Case No. E2025-10-02 from the school bus for the remainder of the 2024-25 School Year.
- 14. <u>25-2626</u> Enter a Final Order Expelling the Student in Case No. E2025-10-03 from the school bus for the remainder of the 2024-25 School Year.

15. <u>25-2627</u> Enter a Final Order Expelling the Student in Case No. E2025-10-04 from the school bus for the remainder of the 2024-25 School Year.

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

16. <u>25-2615</u> Citizen Input on agenda items (Green Form)

Attachments: Citizen Input Speaker Green Form 031424 ACC

ADOPTION OF CONSENT AGENDA (#17-42)

Personnel Recommendations

17. <u>25-2604</u> Approval of the Personnel Recommendations (10/08/24)

Attachments: 24-25 BOARD AGENDA OCTOBER 8 2024 10-8-24 Core OOF for Agenda 2025 Inst. Supplements & Differentiated Pay for 10-8-24 2025 Noninst., PTS & Adm. Supplements for 10-8-24

18. <u>25-2631</u> Approval of the Personnel Recommendations (10/22/24)

Attachments: 24-25 BOARD AGENDA OCTOBER 22 2024 10.22.2024 ESOL for Agenda 2025 Inst. Supplements & Differentiated Pay for 10-22-24 2025 Noninst., PTS & Adm. Supplements for 10-22-24

All Other Teaching & Learning Agenda Items

19. <u>25-2598</u> Approve out of state travel for teachers from Reach Academy to the Ron Clark Academy in Atlanta, Georgia - December 11th through December 13th.

Attachments: 25-2598 Two-Day-RCA-Experience-Agenda 25-2598 Ron Clark Budget Sheet

20. <u>25-2602</u> Approve the Memorandum of Understanding between Pasco Hernando Workforce Board, Inc. dba Career Source Pasco Hernando and its Mandatory Partners

Attachments: Umbrella MOU Addendum - Hernando County School Board (01030849xA281E) - JW6.20.24 - stamped (1) Budget Sheet Sept 2021 Revised NO Financial Impact ACC

21. <u>25-2623</u> Approve the School Health Services Plan Between the Hernando County School District and the Hernando County Health Department for 2024-2026.

Attachments: 2024 - 2026 School Health Services Plan_stamped_ Budget Sheet Sept 2021 Revised NO Financial Impact ACC

All Other Business Services Agenda Items

22. <u>25-2618</u> Ratify changes to the contract between Hernando Classroom Teachers Association and Hernando School District and approve salary increase and performance pay.

Attachments: SIGNS TAs & MOUs Budget Sheet Raises HCTA 10.22.24

All Other Communications & Government Relations Agenda Items

23. <u>25-2622</u> Final Approval of the 2025 Legislative Platform

<u>Attachments</u>: <u>2025 Legislative Platform</u> Budget Sheet - NO Financial Impact

All Other Purchase Order/Bid Agenda Items

24. <u>25-2463</u> Approve the agreement and authorize the purchase of five tuition scholarships for Master's Degree from Grand Canyon University for \$155,875.00.

Attachments:Affidavit Human Trafficking.pdf
Tuition Contract for School Counseling GCU_stamped.pdf
Agreement_Hernando_SchoolCounseling stamped.pdf
Tuition Contract for School Counseling GCU_stamped.pdf
Affidavit PUR 1355 Personal Identifying Information Foreign Country
of Concern.pdf
Standard Addendum to Agreements - HCSB- 2024.pdf
Budget Sheet Sept 2021 Revised WITH Financial Impact.pdf

- 25. <u>25-2549</u> Approve the Preferred Partner Agreement and authorize the purchase of ten tuition scholarships for Master's Degree from St. Leo University for \$150,760.00.
 - Attachments:
 Hernando PPA St Leo August 2024 stamped (1)

 Tuition Contract for Ed LEadership St. Leo_stamped

 Affidavit St Leo

 Budget Sheet St. Leo Mater's Program
- 26. <u>25-2569</u> Approve the Closeout/Final Acceptance to the contract/agreement with TeamCraft Roofing, Inc. for Roof Replacement and Designated Repairs at John D Floyd Elementary School Buildings 12 & 13 and authorize the final payment in the amount of \$69,725.00.

Attachments:25-2569 Certificate of Completion and Final Inspection.pdf25-2569 JD Floyd Final Reconciling Change Order.pdf25-2569 JD Floyd Final Pay Application and Release of Lein -
Signed.pdf25-2569 Budget Sheet JD Floyd Roof Replacement Close Out.pdf

27. <u>25-2581</u> Approve the Closeout/Final Acceptance to the contract/agreement with Air Mechanical and Service Corporation for Soffit Replacement Phase 2 at JD Floyd Elementary School and authorize the final payment in the amount of \$16,015.12.

Attachments:25-2581 HCSD Certificate of Completion.pdf25-2581 FLDOE Certificate of Final Inspection.pdf25-2581 Final Reconciling Change Order.pdf25-2581 Final Application for Payment.pdf25-2581 Final Waiver and Release of Lien.pdfBudget Sheet- JD Floyd Soffit Replacment Phase II Close-out.pdf

28. <u>25-2585</u> Approve the renewal of the Piggyback with OMNIA Partners, Region 4 Education Service Center (ESC), RFP #21-05, Contract #210501 and #21053: Modular Buildings, Portable Storage and Relocatable Walkways, awarded to Hunter Knepshield Company, Inc. and Williams Scotsman, Inc., and authorize the purchase for an estimated annual amount of \$1,000,000.00.

Attachments: 25-2585 Modular Buildings 22-155-50 PB RN.pdf 25-2585 Budget Sheet- Modular Buildings.pdf

29. <u>25-2586</u> Approve the renewal of bid #23-961-21, Real Estate Attorney Services, to C.J. Wilson Law, P.A. and Gray Robinson, P.A., for Legal services related to real estate transactions and other land use matters and authorize the purchase for an estimated annual amount of \$55,000.00.

Attachments: 25-2586 Real Estate Attorney 23-961-21 RN.pdf 25-2586 Budget Sheet Legal Fees - Facilities.pdf

30. <u>25-2587</u> Approve the cancellation of the contract with Globix LLC. from Bid No. 23-962-46: Recycling & Disposal Services: Electronic Equipment.

<u>Attachments</u>: 23-962-46 Recycling - Cancellation (10-08-24) Budget Sheet Sept 2021 Revised NO Financial Impact ACC

31. <u>25-2592</u> Approve the piggyback of Choice Partners, Contract No. 22/053KN-03: Custodial Supplies & Services, awarded to Buckeye International Center for the purchases of all varieties of custodial/janitorial supplies and authorize the purchase of various custodial & related products for an estimated annual spending of \$304,259.06.

<u>Attachments</u>: 25-485-16 PB Custodial Supplies & Services (10-08-24) Budget Sheet Buckeye **32.** <u>25-2593</u> Approve renewing of the Piggyback of OMNIA Partners, Region 4 Education Service Center, Contract R200401 (RFP #20-04): HVAC Equipment, Installation, Service & Related Products, awarded to Daikin Applied Americas, Inc., for HVAC Equipment, Installation, Service & Related Products and authorize the purchase for an estimated annual spending of \$150,000.00.

<u>Attachments:</u> 21-910-63 PB RN Daiken Applied America (10-08-24) Daikin Budget Sheet 2024

33. <u>25-2595</u> Award Bid No. 25-675-08: Groundskeeping & Athletic Turf Materials (Herbicides, Pesticides, Fertilizers, Seed), awarded to primary and secondary vendors, for the purchase of various herbicides, pesticides, fertilizers, and seed and authorize spending for an estimated annual spending of \$75,000.00

Attachments: 25-675-08 Groundskeeping (10-08-24) Groundskeeping budget sheet 2024

- **34.** <u>25-2596</u> Approve the renewal of the Piggyback of Omnia Partners through Region 4 Education Service Center #R200802, Cyber Security Solutions and Associated Products & Services, awarded to Iron Bow Technologies, LLC and approve expenditures for an annual amount not to exceed \$500,000.00 as funding becomes available.
 - <u>Attachments</u>: <u>21-257-56 PB Cyber Security 09-19-23 1</u> Budget Sheet Sept 2021 Revised WITH Financial Impact IRONBOW RENEWAL 2024-2025
- **35.** <u>25-2599</u> Approve the purchase of training materials from Franklin Covey for use by our district trained facilitators during "7-Habits" training sessions to take place throughout the school year, and authorize the issuance of a purchase order for an estimated amount of \$43,389.20.

Attachments: 25-2599 Franklin Covey Quote 25-2599 Franklin Covey Budget

36. <u>25-2605</u> Approve the Piggyback of OMNIA Partners, Region 4 Education Service Center, Contract #R230801, #R230802, #R230803 and #R230804, Performing Arts Apparel, Instruments, Equipment and Related Services, Awarded to Multiple Vendors and Authorize Purchase Orders in an Estimated Annual Amount of \$75,000.00

Attachments: 25 580 17 PB Performing Arts Apparel 10 08 24 Budget Sheet OMNIA PB **37.** <u>25-2617</u> Approve the piggyback of the Florida Department of Management Services, State Purchasing, Contract No. 15100000-19-1: Bulk Fuel, Gasoline and Diesel, awarded to Mansfield Oil Company, Petroleum Traders Corporation and Pro Energy Fleet Fueling, LLC. HCSB Bid No. 25-405-15 PB has been assigned for internal tracking purposes and authorize the purchase for \$1,026,760.68.

Attachments: Bulk Fuel, Gasoline and Diesel Tabulation Sheet 4500 4600 Budget Sheet FINAL Transportation #1 Maintenance Fuel Budget Sheet 2024 Maintenance #2

- **38.** <u>25-2619</u> Approve the renewal of the piggyback of Hillsborough County Public Schools RFP # 22012-MST-KJ, Elevator and Wheelchair Lift preventative Maintenance, Repair and Upgrades, for elevator and wheelchair lift preventative maintenance, repair and upgrades awarded to Oracle Elevator and authorize the purchase for an estimated annual amount of \$55,000.00.
 - Attachments: 25-2619 Elevator & Wheelchair Lift 23-295-16 PB RN(10-22-24).pdf 25-2619 Budget Sheet- Elevator and Wheelchair Lift Preventive Maintenance.pdf
- **39.** <u>25-2632</u> Approve the piggyback of Sourcewell Cooperative Contract, No. 121522-MNF: Supply and Delivery of Fuel and Fuel Related Services, awarded to Mansfield Oil Company of Gainesville, Inc. and authorize the purchase of Diesel Fuel and Unleaded Gasoline for an estimated annual spending of \$1,026,760.68
 - Attachments: 25-405-22 PB Supply and Delivery of Fuel and Fuel Related Services <u>Maintenance General Fund Gasoline 2024-2025 Budget Sheet</u> 4500 4600 Budget Sheet Final Transportation #1

All Other Safe Schools Agenda Items

40. <u>25-2509</u> Approve the Florida Safe Schools Assessment Tool (FSSAT) District Best Practices for 2024-2025

Attachments: District-Letterhead-July-2024 Budget Sheet Sept 2021 Revised NO Financial Impact ACC

41. <u>25-2609</u> Approve out of state travel for Brandon DeRespiris to attend the 17th National Student Safety and Security Conference scheduled for November 18-20 2024.

Attachments: Student Safety Conference 2024 Brochure temp duty forms BDeRespiris Nat Student Safety conference Budget Sheet BD Out of State Travel NOV 2024

All Other School Board Agenda Items

42. <u>25-2597</u> Approval Requested for out of county travel for School Board Member(s) to attend the 79th FSBA / FADSS Annual Joint Conference on December 3, 2024 through December 6, 2024 in Tampa, FL that may exceed \$500 per Board Member.

<u>Attachments</u>: <u>FSBA Conference Agenda - 091824</u> <u>FSBA 79th Annual Joint Conf- Cost Breakdown</u> Budget Sheet 79th Annual Conf

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

43. <u>25-2616</u> Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Attachments: Citizen Input Speaker Pink Form 031424 ACC

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

ADJOURNMENT

The next School Board Meetings are scheduled for November 19, 2024: 10:00 AM - Organizational and 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.



Agenda Item # 1. 25-2613

10/22/2024

Title and Board Action Requested

Approval to adopt the agenda dated 10/22/2024.

Executive Summary

The Superintendent of Schools, hereby requests the Board adopt the agenda dated 10/22/2024.

My Contact

Ray Pinder Superintendent of Schools

2023-28 Strategic Focus Area

Other

Financial Impact

No Financial Impact

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

9



Agenda Item # 2. 25-2628

10/22/2024

Title and Board Action Requested

Recognition of the Weeki Wachee Varsity Football Team.

Executive Summary

The District Athletic Director, Dustin Kupcik, on behalf of the Superintendent of Schools, hereby requests the Board to recognize and celebrate the Weeki Wachee Varsity Football team represented by their Head Coach Justin Bland and some of their team leaders for receiving a positive "write up" from our officials association as well as recognition from the FHSAA for showing exemplary sportsmanship in their game against Anclote on September 20th.

My Contact

Dustin Kupcik District Athletic Director (352) 797-7000 Ext. 314 Kupcick d@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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Complete Section A or B; and C

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

Account Name	_		N	o Financial I	mpac	t					
Account Number	_	Fund		Function		Object		Cost Center		Project	Sub Project
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B. Item Currently Not Budgeted - Funding Source	**					
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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**



Agenda Item # 3. 25-2112

10/22/2024

Title and Board Action Requested

Recognition of the October HCSD Veteran

Executive Summary

The Director of Communications, on behalf of the Superintendent of Schools, hereby wishes to recognize the October HCSD Veteran.

My Contact

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

2023-28 Strategic Focus Area

Priority 4: Community Connection

Financial Impact

See attached budget sheet.

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

Complete Section A or B; and C

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B. Item Currently Not Budgeted - Funding Source	**					
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C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	Year Approved Budget:	\$
Prior	Year Actual Spent:	\$

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Agenda Item # 4. 25-2606

10/22/2024

Title and Board Action Requested

Recognition of Suzanne Miranda for being a Recipient of the 2024 Yale Educator Award

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to recognize Suzanne Miranda of F.W. Springstead High School for being a recipient of the 2024 Yale Educator Award.

The Yale Educator Recognition Program recognizes outstanding educators from around the world who support and inspire their students to perform at high levels and to achieve excellence. Of this year's 320 nominees, who represent 39 states and 24 countries, 75 teachers and 20 counselors were selected to receive the award. Matriculating students are invited to nominate high school educators, and a committee of Yale admissions officers reviews each nomination individually and designates recipients. In September, the winners were sent their awards with congratulatory letters, and administrators of the high schools were notified of their achievement.

My Contact

John Morris Director of Secondary Programs 352-797-7000 ext. 443 morris_j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Other

Financial Impact

See attached budget sheet.

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

Complete Section A or B; and C

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

Account Name	_		N	o Financial I	mpac	t					
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B. Item Currently Not Budgeted - Funding Source	**					
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C. History		
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	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**



Agenda Item # 5. 25-2629

10/22/2024

Title and Board Action Requested

Recognition of Springstead High School for Achieving Silver Status and Nature Coast Technical High School for Achieving Bronze Status with Access from the College Board's National AP Honor Roll

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to recognize Springstead High School and Nature Coast Technical High School who received recognition from the College Board's National AP Honor Roll. Springstead High School achieved Silver status and Nature Coast Technical High School acheived Bronze status with Access, signifying certain criteria were met. The Silver and Bronze status is based on factors such as the percentage of students taking AP exams, the percentage scoring three or higher, and the percentage taking five or more exams with a spread across grades. Additionally, the Access award acknowledges schools demonstrating a commitment to equitable access to advanced coursework, ensuring underrepresented minority and/or low-income students' participation aligns with the overall student demographics.

My Contact

John Morris Director of Secondary Programs 352-797-7000 ext. 443 morris j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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Complete Section A or B; and C

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Prior Year Approved Budget:	\$
Prior Year Actual Spent:	\$

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Agenda Item # 6. 25-2607

10/22/2024

Title and Board Action Requested

Recognition of School Board Members, Gus Guadagnino and Linda Prescott for their dedicated service to Hernando Schools.

Executive Summary

Recognition of School Board Members, Gus Guadagnino and Linda Prescott for their dedicated service to Hernando Schools.

<u>My Contact</u> Ray Pinder Superintendent of Schools

2023-28 Strategic Focus Area

Other

Financial Impact

See attached budget sheet.

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Complete Section A or B; and C

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Agenda Item # 7. 25-2608

10/22/2024

Title and Board Action Requested

Approve Proclamation No. P25-002 Hernando County Schools' Hispanic Heritage Month September 15 - October 15, 2024.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board approve Proclamation No. P25-002 Hernando County Schools' Hispanic Heritage Month September 15 - October 15, 2024. Hispanic Heritage Month is celebrated annually honoring the rich cultural contributions, traditions, and histories of Hispanic and Latino Americans.

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

The cost for this agenda item is \$ 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.



Hernando County Schools Hispanic Heritage Month September 15 – October 15, 2024

WHEREAS, *Hispanic Heritage Month is celebrated annually from September 15 to October 15, honoring the rich cultural contributions, traditions, and histories of Hispanic and Latino Americans;*

WHEREAS, the diverse Hispanic and Latino communities in our nation and within Hernando County enrich our cultural landscape, fostering understanding, respect, and appreciation for various heritages and perspectives;

WHEREAS, the Hernando County Schools recognize the invaluable contributions of Hispanic Americans in shaping our society, from art and education to science, politics, and beyond, celebrating figures such as César Chávez, Sonia Sotomayor, and Frida Kahlo;

WHEREAS, *it is essential to educate our students about the history and achievements of Hispanic cultures, as well as to promote inclusivity, empathy, and respect for all backgrounds within our schools;*

WHEREAS, during Hispanic Heritage Month, we commit to engaging our students in activities, discussions, and projects that honor the heritage, language, and traditions of Hispanic and Latino communities, fostering a sense of belonging and pride;

NOW, THEREFORE, be it resolved, that the Hernando County School District proudly proclaim September 15 to October 15 as Hispanic Heritage Month, encouraging all students, staff, and community members to celebrate the contributions of Hispanic Americans, embrace diversity, and promote cultural understanding throughout our schools.

In Witness Whereof, I have here unto set my hand

And seal at _____

On _____

Ray Pinder, Superintendent of Schools

Linda K. Prescott, Board Chairperson

Complete Section A or B; and C

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

Account Name	_		No Financial I	mpac	t					
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 Contor		Droject	Sub Broiss
		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 <u></u> \$						
Funding Source						
Account Name						
Account Number						
_	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	Year Approved Budget:	\$
Prior	Year Actual Spent:	\$

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



Agenda Item # 8. 25-2614

10/22/2024

Title and Board Action Requested

Approval of the Minutes from the Workshop and Regular School Board Meeting of 9/24/2024.

Executive Summary

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

My Contact

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

2023-28 Strategic Focus Area Other

Financial Impact

No Financial Impact



Hernando School District School Board Workshop Minutes - Draft

Tuesday, September 24, 2024	2:00 PM	District Office-Board Room
		919 N. Broad Street
		Brooksville, FL
CALL TO ORDER		

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

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

PRESENTATIONS

1. <u>25-2493</u> Review of the 2023-2028 Strategic Plan Priority 1

Attachments: Strategic Plan 2023-2028 - District Report 2024 Priority 1 Budget Sheet - NO Financial Impact

Karen Jordan, Director of Communications; Gina Michalicka, Assistant Superintendent of Teaching and Learning; John Morris, Director of Secondary Curriculum; Anna Jensen, Director of ESE; Kerri Littlefield, Coordinator of MTSS; Beth Lastra, Supervisor of College & Career Programs; and Jill Kolasa, Director of Student Services came forward to present this item. After some discussion, Mr. Guadagnino requested the data on how we compare to the nation. Mr. Johnson would like to know how much Dual Enrollment is costing. He would also like a more precise graph regarding truancy; he would like the data to follow the student.

2. <u>25-2583</u> Development of the 2025 HCSD Legislative Platform

Attachments: 2025 Legislative Platform 9.24 Workshop Budget Sheet - NO Financial Impact 09-24-24 Handout by K. Jordan 25-2583

Karen Jordan, Director of Communications, presented this item.

The Board decided to make changes to priority needs #3 and #2. *Priority Need #3: increase funding - change "or" to "and" *Priority Need #2: delete "and increase"; add "by"; add "under the current formula"

Linda Prescott would like to increase funding for veteran teachers. Shannon Rodriguez would like to give the discretion of bell times back to the schools.

The Board recessed at 3:50 P.M. and reconvened at 4:06 P.M.

3. <u>25-2566</u> Review and tentative approval of the amended 2024-25 Wilton Simpson Technical College Handbook.

Attachments: STC Program Catalog 2024_25 strike-through REVISED KP 090924 STC Program Catalog 2024_25 clean REVISED KP 090924 Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Dr. Radiah Dent, Director of Wilton Simpson Technical College, came forward to present this item.

INFORMAL BOARD DISCUSSION

Topics of Discussion:

Mr. Johnson - 2 parcels of land for sale large enough to build a school.
Mrs. Rodriguez - in regard to dress codes, schools are doing a good job as of recently.
Mrs. Rodriguez - transportation for the little ones.
Mr. Johnson - if we are closing Wednesday and Thursday, we should consider closing Friday. Mr.
Pinder stated he will update everyone by the end of the day tomorrow.
Mrs. Rodriguez - Brooksville Elementary School AC issues. She would like an overall assessment.
Mrs. Rodriguez - Winding Waters K8 has elevator issues.
Mrs. Rodriguez - Update on the handicap swings and shade structures.
Mrs. Rodriguez - Instructional coaches to help until we can fill certified teacher vacancies.

GENERAL COUNSEL

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

ADJOURNMENT

The Workshop adjourned 4:39 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, September 24, 2024	6:00 PM	District Office-Board Room
		919 N. Broad Street
		Brooksville, FL

CALL TO ORDER

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

The Meeting was called to order at 6:00 P.M. Also present were David Delaney, School Board Attorney and Ray Pinder, Superintendent.

REFLECTION

by Gus Guadagnino, Board Member

PLEDGE OF ALLEGIANCE by Westside Elementary School

Dana Kublick, Principal of Westside Elementary School and Deana LaPlatney, Assistant Principal, came forward to present this item.

ADOPTION OF AGENDA

1. 25-2588 Approval to adopt the agenda dated 9/24/2024.

RESULT:	ADOPTED
MOVER:	Mark Johnson
SECONDER:	Gus Guadagnino
AYES:	Prescott, Duval, Guadagnino, Johnson, Rodriguez

21. <u>25-2539</u> Approve the Hernando County Utilities Department's Perpetual Utility Easement as presented in the Workshops on July 30, 2024, and August 27, 2024.

Attachments:	25-2539 Perpetual Utility Easement Final 060424 - stamped.pdf
	25-2539 Budget Sheet- No Financial Impact.pdf
RESULT:	ADOPTED
MOVER:	Gus Guadagnino
SECONDER:	Susan Duval
AYES:	Prescott, Duval, Guadagnino, Johnson, Rodriguez

Board Chair Prescott, asked for item #21. 25-2539: Approve the Hernando County Utilities Department's Perpetual Utility Easement as presented in the Workshops on July 30, 2024, and August 27, 2024, be brought up to the beginning of the meeting due to scheduling conflicts. Mr. Cliff Manual came forward to answer questions addressed by the board.

ELECTED OFFICIALS

No one came forward to speak on this item.

PRESENTATIONS

Debbye Warrell came forward to provide information on the Insignia Library Software Program

2. <u>25-2111</u> Recognition of the September HCSD Veteran

Attachments: Budget Sheet - NO Financial Impact

Karen Jordan, Director of Communications came forward to introduce this item. Rosemarie Maorini, Principal of Challenger K8 came forward to present Nicole Powell as September's Veteran of the Month.

3. <u>25-2594</u> Update on the Half Cent Sales Tax Accountability Committee

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC Minutes Package 082724

Lori Sowers, Half Cent Committee Member, came forward to present this item.

<u>25-2611</u> Handouts from the Meeting of September 24, 2024.

Attachments: 08-27-24 Workshop Handouts by M. Johnson

Debbye Warrell, District Media Specialist, came forward to present this item.

PROCLAMATIONS/RESOLUTIONS

- 4. <u>25-2563</u> Approve Proclamation No. P25-001, Proclaim the First Two (2) Weeks of October as Disability History and Awareness Weeks.
 - Attachments:Proclamation No P25-001 Disability History and Awareness Weeks
2024
2024 FL Statues Section 1003.4205 Disability History and Awareness
Budget Sheet Sept 2021 Revised NO Financial Impact ACCRESULT:ADOPTEDMOVER:Mark JohnsonSECONDER:Gus GuadagninoAYES:Prescott, Duval, Guadagnino, Johnson, Rodriguez

Anna Jensen, Director of ESE came forward to present this item.

APPROVAL OF THE MINUTES

5. <u>25-2589</u> Approval of the Minutes from the Workshop, Final Public Budget Hearing, and Regular School Board Meeting of 9/10/2024.

<u>Attachments</u> :	09-10-24 Workshop Minutes DRAFT 09-10-24 Final Budget Hearing Minutes with links DRAFT 09-10-24 Meeting Minutes with links DRAFT
RESULT:	ADOPTED
MOVER:	Mark Johnson
SECONDER:	Gus Guadagnino
AYES:	Prescott, Duval, Guadagnino, Johnson, Rodriguez

PUBLIC HEARING ITEMS

6. <u>25-2551</u> Public Hearing and Final Approval of the 2025-2026 Magnet Program Procedures. This item received tentative approval at the August 27, 2024, Board Workshop.

Attachments:2025-2026 Magnet Program Procedures Outline of Revisions
2025-2026 Magnet Program Procedures Strike Through Copy
2025-2026 Magnet Program Procedures Clean Copy
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

RESULT: ADOPTED

MOVER: Susan Duval

SECONDER: Mark Johnson

AYES: Prescott, Duval, Guadagnino

NAYS: Johnson, Rodriguez

The following citizens came forward to speak Diane Liptak and Kim Mulrooney. Mr. Johnson shared his issues on not having a presentation on sibling preference before voting on this manual.

Motion to table by Mark Johnson, second by Shannon Rodriguez. After discussion, Mr. Johnson withdrew his motion to table.

Mrs. Rodriguez shared her concerns with the word "Equity" in item 6, page 10. She would like to see it say "non-discrimination policy". Much discussion took place on the legislation and definition of the word Equity.

7. <u>25-2552</u> Public Hearing and Final Approval of the 2025-2026 Controlled Choice Plan. This item received tentative approval at the August 24, 2024, Board Workshop.

<u>Attachments</u> :	2025-2026 Controlled Choice Plan Outline of Revisions 2025-2026 Controlled Choice Plan - Strike Through Copy (2) 2025-2026 Controlled Choice Plan - Clean Copy (2) Budget Sheet Sept 2021 Revised NO Financial Impact ACC (2)
RESULT:	ADOPTED
MOVER:	Mark Johnson
SECONDER:	Gus Guadagnino
AYES:	Prescott, Duval, Guadagnino
NAYS:	Johnson, Rodriguez

Shannon Rodriguez offered an amendment to take out the word "Diversity". Motion to amend by Shannon Rodriguez and seconded by Mark Johnson. Rodriguez and Johnson vote yes; Duval, Guadagnino and Prescott vote no. Motion to amend fails.

EXPULSION RECOMMENDATIONS

8. <u>25-2573</u> Enter a Final Order Expelling the Student in Case No. E2024-08-02 for one (1) Year.

Attachments:	Budget Sheet NEW Nov-2021-ACC No Impact
RESULT:	ADOPTED
MOVER:	Susan Duval
SECONDER:	Gus Guadagnino
AYES:	Prescott, Duval, Guadagnino, Rodriguez
NAYS:	Johnson

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

9. <u>25-2590</u> Citizen Input on agenda items (Green Form)

Attachments: Citizen Input Speaker Green Form 031424 ACC

No one came forward to vote.

ADOPTION OF CONSENT AGENDA

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

18. 25-2540: Approve the Deletion of Surplus Property from District Inventory Records.

19. 25-2550: Approve addition of the title Substitute Gatekeeper to the Substitute-Noninstructional job description. Also, approve the updates to the Athletic Coaching Supplements to include the requirements outlined in the recent amendment to statute 1012.55.

20. 25-2575: Approve the Job Description Updates for the Supervisor of Assessment and Accountability

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Mark Johnson
SECONDER:	Gus Guadagnino
AYES:	Prescott, Duval, Guadagnino, Johnson, Rodriguez

Personnel Recommendations

10. <u>25-2579</u> Approval of the Personnel Recommendations

Attachments:	24-25 BOARD AGENDA SEPTEMBER 24 2024
	9-24-24 Core OOF for Agenda
	9.24.24 ESOL for Agenda
	24-25 ESOL reapproval
	9-24-24 Gifted OOF for Agenda
	9-24-24 ATS OOF for Agenda
	2025 Inst. Supplements & Differentiated Pay for 9-24-24
	2025 Noninst., PTS & Adm. Supplements for 9-24-24

All Other Teaching & Learning Agenda Items

- 11. <u>25-2532</u> Approve out of state travel for Christopher Clifford and Brandon Wright from D. S. Parrott Middle School to Nashville, Tennessee to attend the 2024 Annual Conference for Middle Level Education on November 6-9, 2024.
 - Attachments: AMLE Conference Schedule at a Glance - AMLE24 Clifford AMLE Wright AMLE approved leave Updated budget sheets
- 12. <u>25-2562</u> Approve the Cooperative Agreement with You Thrive Florida Children's Advocacy Center for the 2024-2025 School Year.

Attachments:Final signed - Coop Agreement 30 - stampedStandard Addendum to Agreements & PUR 1355-HCSBAffidavit Human Trafficking - ATTY STAMPED (1)Budget Sheet NO IMPACT

13. <u>25-2574</u> Approve overnight field trip for Weeki Wachee High School Volleyball to Venice, FL to attend the Battle of the Beach Tournament on September 26, 2024 to September 28, 2024.

<u>Attachments</u>: <u>SB Volleyball Letter</u> <u>Clark Miller TDL</u> Volleyball Budget Form 14. <u>25-2578</u> Approval and Permission to Post the 2024-2025 State Uniform Assessment Calendar

<u>Attachments</u>: <u>K12UniformAssessmentCalendar2425</u> <u>Uniform Calendar Testing Times 24 25</u> Budget Sheet Sept 2021 Revised NO Financial Impact ACC

All Other Business Services Agenda Items

15. 25-2534 Accept the Audit of BEST Academy for Fiscal Year Ending June 30, 2024

Attachments:2024 Brooksville Engineering Science and Technology academy
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

16. 25-2535 Accept the Audit of Gulf Coast Academy for Fiscal Year Ending June 30, 2024

Attachments: 2024 gulf coast academy Budget NO Financial Impact ACC

17. <u>25-2536</u> Accept the Audit of Gulf Coast Elementary School for Fiscal Year Ending June 30, 2024

Attachments: 2024 Gulf Coast Elementary School Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Job Descriptions

All Other Support Operations Agenda Items

All Other Purchase Order/Bid Agenda Items

22. <u>25-2422</u> Approve Addendum C of the Hernando County Sheriff's Office contract which will represent the addition of one (1) SRO K9 deputy to serve under the School Resource Unit (SRO) in a float / roaming capacity and approve the purchase of year one for \$91,416.00. This program was also discussed at the Board Workshop on 04/09/2024 item # 24-2139.

Attachments:Contract #22048 - Agreement for School Resource Officers 6.K9 Addendum (Edited for One Dog)SRO K9 Budget Sheet Sept 2021 Revised WITH Financial Impact

- **23.** <u>25-2470</u> Approve the Closeout/Final Acceptance to the contract with The AD Morgan Corporation for HVAC Replacement at Fox Chapel Middle School and authorize final payment in the amount of \$202,068.79.
 - Attachments:25-2470 HCSD_Certificate_of_Final_Inspection.pdf25-2470 Fox Chapel Final Reconciling Change Order.pdf25-2470 Fox Chapel Final Application for Payment and Release ofLien.pdf25-2470 Budget Sheet Fox Chapel HVAC Close Out.pdf

 24. 25-2554 Approve the piggyback of OMNIA Partners/US Communities, Contract No. R-LD-23013-014: Automotive Parts & Accessories for Light, Medium and Heavy-Duty Vehicles and Related Products & Services, awarded to Advance Auto Parts and authorize purchases for an estimated annual spending of \$55,000.00.

Attachments:25-060-12 PB Advance Auto Parts (09-24-24)Advanced Auto Parts Budget Sheet #2Advance Auto Parts Budget Sheet #1b

25. <u>25-2555</u> Approve the agreement and authorize the purchase of four hundred and fifty Imagine Learning Language & Literacy licenses and one on-site professional learning session, not to exceed \$55,195.00.

Learning End-of-Year Data (Handout 1)
IDA ACCESS Data (Handout 2)
Learning Program Evaluation
o County School District ESOL 450 ILL 24_25
o - Standard Addendum to Agreements - 08-2024
o -Federal Terms and Conditions for SS
ed) KP
o - PUR 1355 Personal Identifying Information
of Concern - ATTY STAMPED KP
o -Affidavit Human Trafficking - ATTY
udget Sheet_Imagine Learning

- 26. 25-2570 Award Bid #2024-EK8-001, Roof Replacement for Explorer K-8 to Springer-Peterson Roofing and Sheet Metal, Inc. and approve the contract and the purchase of construction goods and services for \$2,694,930.00 using half-cent funds.
 - Attachments:25-2570 Advertisement for Bids 24-EK8-001.pdf
25-2570 Award Recommendation Letter-Bid Tab-and Springer
Peterson Bid Submittal.pdf
25-2570 Complete GC Agreement and Exhibits.pdf
25-2570 EK8 Roof Budget Sheet.pdf
- 27. <u>25-2571</u> Approve the renewal of the piggyback of Florida Buy Cooperative State Purchasing RFP #21-14, Contract #22-141, Custodial Supplies & Related Products, awarded to Pro-Link, Inc. and authorize the purchase of various custodial & related products for an estimated annual spending of \$140,000.00.

Attachments: 23-485-28 PB RN Custodial Supplies (Lawton) (09-24-24) Lawton Budget Sheet 28. 25-2572 Approve the purchase of AICE Cambridge International Exams, Trainings, Textbooks, Technology, and Advertising Banners for the 2024 - 2025 School Year from Cambridge International and other vendors and approve the purchase for \$424,612.00

> Attachments: <u>CHS - AICE Board Package</u> CHS - AICE Budget Sheet

- **29.** <u>25-2576</u> Approve the Renewal and Purchase of Services from Renaissance Learning, Inc. and Issuance of a Purchase Order in an Estimated Annual Amount of \$166,584.00 for the 2024-2025 School Year
 - Attachments: Hernando Year 2 educlimber Invoice INV5327758 Affidavit Human Trafficking Atty Stamped Renaissance PUR 1355 Foreign Country of Concern Attestation Renaissance Federal Terms and Conditions for Contracts Budget Sheet Renaissance

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

18. <u>25-2540</u> Approve the Deletion of Surplus Property from District Inventory Records.

Attachments:	PUBLIC SALE FALL 2024
	Budget Sheet
RESULT:	ADOPTED
MOVER:	Shannon Rodriguez
SECONDER:	Mark Johnson
AYES:	Prescott, Duval, Guadagnino, Johnson, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Chris Reckner, Director of Purchasing and Warehousing came forward to explain this item.

19. <u>25-2550</u> Approve addition of the title Substitute Gatekeeper to the Substitute-Noninstructional job description. Also, approve the updates to the Athletic Coaching Supplements to include the requirements outlined in the recent amendment to statute 1012.55.

Attachments:	Substitute - Noninstructional STRIKE
	Substitute - Noninstructional CLEAN
	Supplement - Middle School Head Coach STRIKE
	Supplement - Middle School Head Coach CLEAN
	Supplement - Middle_School_Assistant_Coach STRIKE
	Supplement - Middle School Assistant Coach CLEAN
	Supplement - High School Head Coach STRIKE
	Supplement - High School Head Coach CLEAN
	Supplement - High School Assistant Coach STRIKE
	Supplement - High School Assistant Coach CLEAN
	Budget Sheet NO Financial Impact
DEGU	

RESULT: ADOPTED AS AMENDED

MOVER: Gus Guadagnino

SECONDER: Susan Duval

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

This item was pulled by Board Member Johnson for discussion. Matt Goldrick, Director of Human Resources came forward to explain this item. Mr. Johnson explained that there is no job description for Substitute Gatekeeper.

Mr. Johnson made a motion to amend this item. He would like to add performance responsibilities to the Substitute Gatekeeper item. He would like to add: Perform all responsibilities as required by state statutes [HB1473] and regulations to provide site security. Second by Mrs. Rodriguez. Motion to amend passes 5-0.

- **20.** <u>25-2575</u> Approve the Job Description Updates for the Supervisor of Assessment and Accountability
 - Attachments:Supervisor of Assessment and Accountability Strikethrough Copy
Supervisor of Assessment and Accountability Clean Copy
2023 2024 PTS Salary Schedule ACC
Budget Sheet Sept 2021 Revised NO Financial Impact ACC
 - **RESULT:** ADOPTED
 - MOVER: Shannon Rodriguez
 - SECONDER: Gus Guadagnino

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

This item was pulled by Board Member Rodriguez for discussion. Sonsee Sanders, Director of Research and Accountability came forward to explain this item.

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

30. <u>25-2591</u> Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Attachments: Citizen Input Speaker Pink Form 031424 ACC

Mr. Delaney read the instructions for this item. The following citizens were called to speak: Beverly Coe, Tina Vieira, Gracie Mulrooney, Kimberly Mulrooney, Lori Sowers, Diane Liptak, and Patricia Greenwood.

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

Board members and the Superintendent made comments on the upcoming storm, a WHMS student who passed away, bargaining, voting, book challenge committees,

ADJOURNMENT

The Meeting was adjourned at 8:33 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.



Agenda Item # 9. 25-2580

10/22/2024

Title and Board Action Requested

Public Hearing and final approval of the amended 2024-25 Wilton Simpson Technical College Handbook. This item received tentative approval at the September 10, 2024 Workshop.

Executive Summary

The Director of Adult and Technical Education, on behalf of the Superintendent of Schools, hereby requests the Board approve the 2024-25 WSTC Handbook.

My Contact

Radiah Dent Director of Adult and Technical Education Dent r@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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



All visitors must check in at the Administration Office

Main Campus

17050 Spring Hill Drive, Brooksville, Florida 34604 352-797-7018

Extension Campus 14075 Ken Austin Pkwy Brooksville, Florida, 34613

Sophia Watson TBD,

Director of Adult & Technical Education

BRIGHT. TECHNICAL. CAREERS.

Mission Statement

The mission of Wilton Simpson Technical College is to empower our community to grow and be successful by providing quality education through our innovative programs.

Vision Statement

To be leaders in adult and technical education.

Governance/Accreditation

Wilton Simpson Technical College (STC) is governed by five (5) elected officials who constitute the Hernando County School Board. The district superintendent is the chief administrative officer of all the schools in the district. STC's Director has the primary responsibility for the operation of the school.

STC, as part of Hernando County Public School System, is subject to certification standards for its faculty that are equivalent to those required in other public supported schools. Instructors are experienced in their respective fields and maintain high standards of instruction. STC's faculty members are certified by the Florida Department of Education and/or the Hernando County School Board on the basis of their technical qualification, actual work experience in the occupation they teach, and professional training as teachers. Thus, they must have technical competence as well as professional teacher training.

STC is served by an Institutional Advisory Committee whose function is to advise and make recommendations to the -Director concerning the curriculum, equipment, operation and goals of STC. Committee members are selected for their interest, experience, and other qualities which enable them to make worthwhile contributions to the community. In addition, each program is served by an occupational advisory committee which is composed of men and women who are employed in the field or trade represented by the program. These people are of invaluable service in evaluating programs, keeping instructors abreast of current industrial needs and technological needs as they pertain to job skills and job placement.

STC is a public institution of the Hernando County School Board, certified by the Florida Department of Education and accredited by the Commission of the Council on Occupational Education.

Contact Information:

Council on Occupational Education

7840 Roswell Road, Building 300

Suite 325

Atlanta, GA 30346



Dear Students,

Welcome to Wilton Simpson Technical College! I am honored to spend this year with you as you embark on your educational journey. I hope you find that the staff and faculty will do their best to help you be successful during your time with us.

Please take time to review this Program Handbook. There is information in the handbook that will be useful to you throughout this academic year.

Wilton Simpson Technical College offers many opportunities for you to gain valuable adult & technical training. Those who enroll in a technical training program will learn excellent training and employability skills each year. Whether you choose to go directly into the workforce or to go on to another postsecondary program, you will leave our school being empowered to compete with your peers.

On behalf of the faculty and staff at Wilton Simpson Technical College, we once again welcome you and look forward to working with you during this coming year.

Sincerely,

Sophia WatsonTBD

Director of Adult & Technical Education

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Clery Act	Name, Phone Number & Address Change
Cancelled Class Due To Inclement Weather	Net Price Calculator
Cell / Digital Phones & Pagers	Procedures for Handling Alleged School Related Crime
Certificate Requirements	Search of Person College Navigator Website
Complaint / Grievance Procedure	Statement of Non Discrimination
Copyright Infringement	Student Body Diversity
Crisis Response Plan	Student Code of Conduct
Disability Disclosure	Student Time Records
Dress Code / Uniforms	Tardy Policy
Driving / Parking	Tobacco Use
Drug Free Policy	Tuition & Fees
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Services to Students	Pg. <u>38</u> 40 - 4 <u>21</u>
Assistance with Enrollment	Drop / Add Period for Technical Programs
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ACCREDITATION

Wilton Simpson Technical College is fully accredited with the Council on Occupational Education. Initial accreditation was granted on February 19, 2017 and is approved until 20228. The agency contact details are:

Council on Occupational Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 (770)-396-3898 www.council.org

Program accreditation is also held for our Automotive and Air Conditioning, Refrigeration and Heating Technology programs. Automotive is approved through NATEF (National Automotive Technicians Education Foundation) The agency contact details are:

> NATEF (National Automotive Technicians Education Foundation, Inc.) 101 Blue Seal Drive S.E. Suite 101 Leesburg, VA 20175 Tel: 703-669-6650 Fax: 703- 669-6125 www.natef.org

Air Conditioning, Refrigeration & Heating Technology is approved through HVAC Excellence. The agency contact details are:

HVAC Excellence PO Box 491 Mount Prospect, IL 60056 Tel: 800-394-5268 Fax: 800-546-3726 www.hvacexcellence.org

Licensing information for our Cosmetology program is held through:

Florida Department of Education 325 W. Gaines St Tallahassee, FL 32399

Tel: 850-245-9020 www.fldoe.org

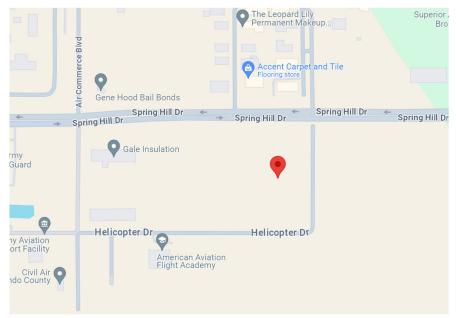
Accreditation documentation pertaining to the school and its accredited programs is available on request, and will be provided in paper format, through our administrative office.

General Information

Campus and Facilities

Main Campus

17050 Spring Hill Drive Brooksville, FL 34604



Extension Campus

Central High School 14075 Ken Austin Pkwy. Brooksville, FL 34613



ADMISSION REQUIREMENTS

Adult students and those over the age of 16 who have left formal secondary education may enroll in STC's adult and technical programs. Students entering 9th grade prior to the 2003-2004 school year or from an out of state school must take the CASAS test and meet the minimum standards for their selected program, unless they qualify for a basic skills exemption.

ADMISSION PROCEDURE

STC does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin. Students' age 16 years old and older with the goal of learning an adult and/or technical skill offered by STC are encouraged to apply. (Minor students should refer to the Administrative office for admission criteria). All programs are subject to space available.

- 1. Students interested in a technical program are encouraged to make an appointment for a tour of their program of interest with STC staff.
- 2. Students will need to submit all requested paperwork, including transcripts and/or diplomas, proof of Florida residency for in-state tuition rates (Two forms of identification are required) at orientation.
- 3. Submit the applicable tuition and fees and/or FASFA information.
- 4. Students needing financial assistance can contact the Administrative office who will direct students to agency funding sources.
- 5. Students must take the CASAS exam unless a basic skills exit requirement exemption exists. The exam is administered by STC Staff, and an appointment will be made for you within six weeks of class start date.

BASIC SKILLS EXIT REQUIREMENTS AND EXEMPTIONS

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A - 10.040 mandate that students who enroll in a program of 450 hours or more "may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program." STC provides the opportunity for students to demonstrate basic skill requirement through the CASAS exam. The Florida Department of education has placed basic skill levels on all programs in the curriculum frameworks. CASAS scores are valid for a period of one (1) year.

Based on Rule 6A - 10.040 and Rule 6A - 10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9th grade in Florida public school in the 2003-2004 school year or thereafter, and earned a Florida standard High School Diploma.
- The student who is serving as an active duty member of any branch of the United States Armed Services
- The student passes a state or national industry certification or licensure examination aligned to the career program in which the student is enrolled.
- A student is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen career program.

TRANSCRIPTS

At the completion of a program a certificate of completion along with a transcript will be issued to the student provided there are no outstanding fees. A \$2 charge will be required for each additional transcript request.

FINANCIAL AID COUNSELING

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial assistance. Prior to course start date all tuition and fees must be paid or accounted for.

Note: Financial Aid approval does not automatically result in admittance into Wilton Simpson Technical College.

PLACEMENT

Wilton Simpson Technical College and CareerSource Pasco Hernando has resources, both traditional and on-line, to provide placement assistance to students seeking employment upon completion of their occupational training. STC program instructors, administration and staff provide valuable information and resources to support job placement.

The CareerSource on-line link is https://www.careersourcepascohernando.com/ and provides much placement opportunities under the "Job Seekers" tab. The career center hosts local job vacancies under "Hot Jobs" that is updated frequently. CareerSource also utilizes the "Employ Florida Marketplace" to assist student to secure employment in their field of training.

TUITION AND FEES FOR ADULT GENERAL EDUCATION

Adult Education students are assessed \$30.00 per term for instruction in GED®, ESOL, Adult High School or Adult Basic Education classes. For short-term, fee-based classes, the full cost of instruction determines the cost of the class. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

Community Education course fees will vary. Please consult the website for the most up to date information.

Fees must be paid prior to the first day of classes. Payment can be made by cash, or check.

No fees shall be charged for co-enrolled classes.



EMPLOY FLORIDA

The Employ Florida Marketplace is your one-stop online resource for job listings, education and training opportunities, career building assistance and much more. By registering with Employ Florida and posting your resume you will be able to access many features and services to help you in your career search. A User Guide, accessed from the Employ Florida website, was developed to help students get started.

Listed below are a few of the services that are provided through Employ Florida:

• Help Finding Job Openings - You can review available jobs and apply online.

• Job Market Trends - Access current market trends based on available job orders. You can research regional labor market information, such as salaries.

• Resume Builder - This tool will provide you with a professional format to help you create, store, update and post your resume online.

• Letter Builder - This tool will help you create, store and update letters you will need during a job search.

- Employer Information You can find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.
- Employers Posting Jobs You will be able to view employers who have jobs available in the system.
- Virtual Recruiter Let Employ Florida's Virtual Recruiter schedule a recurring search for job openings that meet your qualifications.

STC encourages student to register with Employ Florida during the last few weeks of the student's chosen Program. This will give students an opportunity to look for a job while completing the program. STC staff are available to assist students with placement needs.

Employ Florida Link: https://www.careersourcepascohernando.com/



HOUSING

Wilton Simpson Technical College does not provide dormitory space or any type of housing facility.

TRANSFER POLICY

Official transcripts from other colleges, technical centers and accredited institutions will be evaluated by an academic advisor and the instructor and credit may be given for the appropriate units of instruction.

Students with previous technical training from other institutions may receive credit for that training. An official transcript from a Florida public institute documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institute for the same technical program. An official transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/ program. Official transcripts from non-accredited institutions will be evaluated on an individual basis by the Coordinator of Career and Technical Education and the program instructor to determine if advanced placement in a given program is applicable. All documentation, including transcripts, must be received by Wilton Simpson Technical College prior to the student starting their program.

Students wishing to transfer programs within STC must submit a letter to the Coordinator of Career and Technical Education requesting a transfer. Students must be in good standing in their current program to be considered for transfer. Students transferring between programs may not change programs in the middle of the term but must wait until the start of the next term to enroll in a different program. Students granted permission to transfer to a new program will not be issued transfer hours.

WITHDRAWAL PROCEDURES

Students wishing to withdraw from a program prior to program completion need to meet with the Coordinator of Career and Technical Education.-Education. The Coordinator will review with the student the options that are available should the student want to return at a future date. The student will be given a short exit survey, the result of which will be used for data reporting purposes. The student must settle any financial obligations prior to leaving.

Students wishing to withdraw from a program prior to program completion must meet with a Financial Aid Specialist to determine if the student has to pay back any of his/her Pell award. Students are asked to confirm with the Administrative Office their current mailing and email addresses to facilitate quick processing of any refunds.

TECHNICAL PROGRAM LENGTH

Program lengths vary from 600 to 1200 clock hours. Please see individual program listings for additional information on the required program hours – hernandoschools.org/schools/stc

RE-ADMISSION POLICY

Students who withdraw or are administratively withdrawn due to a violation of the code of conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the Director of Adult and Technical Education. Students who are administratively withdrawn and wish to be considered for re-admission into the same program of study, must write an appeal letter to the Director requesting re-admission within seven (7) days of the notification of withdraw. If approved for readmission, the Director will be responsible for making the decision for the re-entry date. Any outstanding debt must be paid in full prior to re-admission.

INFORMATION DISCLOSURE

STUDENT INFORMATION DISCLOSURE POLICY

In accordance with federal and state laws, Hernando County School District and STC will obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Hernando County School District may disclose appropriately designated directory information without written consent UNLESS you advise Hernando County School District to the contrary.

STUDENT RECORDS

All matters concerning student records are processed, developed, and maintained by the Staff/Financial Aid department. Certificates are processed and issued; transcripts are prepared and provided at the student's request within a reasonable period of time. Fees may be associated with transcripts and some services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Annually, Wilton Simpson Technical College, informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The administrative office will disclose FERPA information by publishing a notice in the student catalog and on the appropriate web locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records, and file a complaint with the school.

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the administrative office, a written request that identifies the education record(s) they wish to inspect. If the records are not maintained by the administrative office, the school shall advise the student of the correct official to whom the request should be addressed. The appropriate school official will arrange for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without prior consent of the student is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a member of the faculty or staff, members of the HCSB School Board, or a person under contract to the school to perform a task such as a consultant, attorney or auditor. Student or community members of school committees are also included in the definition of school officials as are student employees assisting a school official in performing his or her tasks.

Inter-institutional disclosure may be made between the school and entities that administer or participate in joint programs or activities and that further a legitimate educational interest because such disclosures are considered made to "school officials". Directory Information at Wilton Simpson Technical College, is defined as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory Information will be made available to the general public unless the student notifies the administrative office in writing of the wish for privacy. A copy of the Non-Disclosure of Directory Information form is provided to each student at enrollment. Additional copies can be obtained at the administrative office.

The right to file a complaint concerning alleged failures by the Wilton Simpson Technical College, to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

<u>TBD</u>

Director of Adult and Technical Education 17050 Spring Hill Drive Brooksville, FL 34604 As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records -- including your Social Security Number, grades, or other private information -- may be accessed without your consent. Covered under this provision are:

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities) who may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported program. The evaluation may relate to any program that is "principally engaged in the provision of education", such as early childhood education and job training, as well as any program that is administrated by an education agency or institution.

Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when the school objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and date security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal and State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FINANCIAL INFORMATION

FINANCIAL AID FOR TECHNICAL PROGRAMS

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. The amount of financial aid is dependent upon financial need; therefore, the amount awarded may vary from student to student. The attendance policy and satisfactory academic progress must be maintained throughout the length of the program to remain eligible for Federal Financial Aid. Students losing their benefits may re-enroll as self-pay until such time benefits can be reinstated.

Postsecondary students are assessed tuition, books/kits and lab fees. These fees are discussed during the enrollment period and are payable upon registration. Certain registration. Certain programs require the purchase of supplies, insurance, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current in state tuition rate is \$2.44 per clock hour. The out of state rate is \$9.32. There is also a \$5 student ID fee. Information on the cost of individual programs may be obtained on the Wilton Simpson Technical College website at hernandoschools.org/schools/stc

Payment for program tuition is made at the time of registration at the Administrative Office based at 17050 Spring Hill Drive, Brooksville, Florida, 34604. Payment of approved installment plans can also be made at the Administrative Office. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Potential payment issues should be discussed with the Coordinator of Career and Technical Education to rectify any issues. Students will be given a verbal reminder if installment plan is one day late. After two weeks a written reminder of payment due will be mailed to the student. After thirty days of non-payment a letter confirming withdrawal from the program will occur if payment is not received within fifteen days. After forty-five days a certified letter will be mailed to the student withdrawing them from the program. Re-entry into a Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

If third party funding fails to provide payment within 30 days, the student is responsible for the balance of the tuition and fees. Failure to provide payment within 7 days will result in withdrawal from the program.

In order for a program to be eligible for Title IV aid it must:

- 1) Admit as a regular student a person who meets one of the following:
 - a) Have a valid high school diploma
 - b) Have a GED diploma
 - c) Have a valid state authorized high school equivalency examination (HiSet, TASC etc...)
- 2) Offer a course that has supervised training of at least 600 clock hours in duration and leads to a certificate that prepares students for gainful employment in recognized occupations.

To be Eligible to receive Federal Student Aid, you will need to:

- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED 2014[®]) certificate, or by completing a high school education in a homeschool setting approved under state law.
- 2) Be enrolled or accepted for enrollment as a *regular student* in an eligible certificate program. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
- 3) Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- 4) Completed a FAFSA and the school must have a current SAR to start the initial eligibility process.
 - Sign certifying statements on the *FAFSA* stating that:

- you are not in **default** on a **federal student loan**
- do not owe a refund on a **federal** grant
- Sign the required statement that you will use federal student aid only for educational purposes
- 5) Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
- 6) The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

- 1) Be a U.S. CITIZEN or U.S. NATIONAL
 - a) You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- 2) Have a GREEN CARD
 - a) You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
 - a) Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - b) Refugee
 - c) Asylum Granted
 - d) Cuban-Haitian Entrant (Status Pending)
 - e) Conditional Entrant (valid only if issued before April 1, 1980)
 - f) Parolee
- 4) Have BATTERED IMMIGRANT STATUS
 - a) You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
- 5) Have a T-VISA
 - a) You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) U-Visa" holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
 - a) Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

STUDENTS' RIGHTS & RESPONSIBILITIES FOR FINANCIAL AID

As a student consumer, you have the RIGHT to:

• Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.

• Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will receive your benefits.

• Appeal any decision of the Financial Aid office with regard to your application.

- View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and rate of pay for any student job you accept.

It is your responsibility to:

- Complete all application materials correctly and submit them on time.
- Read all materials sent to you from the Financial Aid office.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid office.
- Use financial aid only for expenses related to attending post-secondary education.
- Maintain satisfactory academic progress.

• Notify the Financial Aid office of any resources not considered during your original need analysis and aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.

• Keep your local and permanent addresses current at the Registrar's office.

FEDERAL TITLE IV GRANT PROGRAMS

The purpose of the Title IV Program is to provide a foundation for financial assistance to students in higher education. Other programs are secondary or supplementary to Pell Grant. The Title IV Program makes funds available to eligible students attending approved colleges, community/ junior colleges, technical colleges, and other educational facilities through PELL or the Comprehensive Transition Postsecondary Program. To apply for Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA) at studentaid.gov in accordance with the instructions of the application and return that completed form to the Financial Aid office. Read instructions carefully; do not estimate. Take your financial information directly from your tax forms. The information will be transmitted electronically; the results which will be returned to the school in an Student Aid Report (SAR) within 3 - 4 days. Determination of the grant amount will be based on the student's Expected Family Contribution (EFC) contained in the Institutional Student Information Record, the cost of attendance at the eligible school of your choice, and the payment schedule issued to all eligible educational institutions by the US Department of Education. To be eligible to receive the Pell Grant, the student must be enrolled in a program that:

- Is at least 600 clock hours in length.
- Is postsecondary in nature. The student must also meet one of the following requirements:
 - ✤ A standard high school diploma or
 - \clubsuit A high school equivalent through a GED® certificate or
 - Qualifying assessments (TABE) within 6 weeks of start date

One of the criteria for financial aid eligibility is meeting and maintaining the financial aid academic progress requirement at STC defined by the school policy. It is the student's responsibility to read and understand these requirements

PELL GRANT PROCESS

After receiving the Student Aid Report (SAR), the applicant must return to the Financial Aid office for a review of the SAR and completion of the Financial Aid folder.

The following information is required for each folder:

- 1. Application for Vendor Status / Pell Grant Stipend.
- 2. W-9.
- 3. Certification of Financial Aid Information.
- 4. Student Data Form.
- 5. Non-filer Statement, if applicable.

6. Standards of Satisfactory Academic Progress.

7. Verification Worksheet, if selected for verification. Verification - is a required federal process of checking the accuracy of information that applicants supply on their financial aid applications. Applicants who apply for financial aid should be aware that they may be selected for verification. Selection is based on Federal Department of Education guidelines. If the applicant is selected, he/she will be notified. Applicants selected for verification are not eligible to receive financial aid funds until they have submitted all required verification information.

8. A copy of all Income Tax Return transcripts, if applicable.

9. Verification of all untaxed income reported on the FAFSA.

Obtaining information is the responsibility of the student. No federal funds can be disbursed until the student's financial aid folder is complete. If a student changes enrollment status or programs, it is important to notify the Financial Aid Office to ensure Financial Aid benefits are calculated accurately.

VOCATIONAL REHABILITATION

This is a service to conserve the working usefulness of persons with impairment who have reasonable expectations of becoming employed. Students who may qualify for vocational rehabilitation aid to attend post-secondary education should contact the office of Vocational Rehabilitation.

VETERANS' & DEPENDENTS' BENEFITS

Educational benefits are available to qualified veterans and children of deceased and disabled veterans. As a veteran or dependent, you may be entitled to certain benefits, and be eligible to participate in certain programs. For information, please contact the Financial Aid office.

VETERANS' AFFAIRS

As a veteran, you are entitled to certain benefits and are eligible to participate in certain programs. The following information should serve as a brief overview of these programs and your benefits. For additional information please contact the Financial Aid office. The office is open from 8:00 a.m. to 4:00 p.m., Monday - Friday.

APPROVED PROGRAMS

An excellent way for veterans to use their education benefits is pursuing an approved program of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by Department of Veteran Affairs for payment of benefits. All regular programs at STC are currently approved by the State Approving Agency.

HOW TO APPLY

Students may contact the Financial Aid office for assistance in applying for veteran benefits. The chapter under which you are filing will determine the documentation required by the Department of Veteran Affairs to certify your benefits. The website address www.benefits.va.gov/gibill has information to assist students.

ENROLLMENT CHANGES

If a veteran changes enrollment status or changes course or program, it is important to notify the Financial Aid office for certification purpose. If a VA student fails to notify the financial aid officer of changes, recertification will be delayed. A Change of Program or Status form is required by the Department of Veteran Affairs and may be obtained at the Financial Aid office.

STUDENT'S RESPONSIBILITY

As a student receiving Veterans' Educational Assistance, you are responsible for immediately notifying the Financial Aid office of any changes in your certificate program or reduction in your clock hours. STC requires that all tuition and any applicable fees be paid prior to the final program course start date.

OTHER FINANCIAL AID

Receiving veteran's benefits does not necessarily prevent a student from receiving other forms of financial aid. Applications and assistance are available in the Financial Aid office. Phone numbers for more information about applying for educational benefits are:

- STC Financial Aid office 352-797-7018 ext. 477
- Department of Veterans' Affairs; Atlanta office 1-888-442-4551

VETERAN'S ATTENDANCE POLICY

Students exceeding 20% total absent hours out of their total scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (equal or greater than 85% attendance) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance. If a student has violated the attendance policy stated above, they will be notified immediately in writing. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

ATTENDANCE VIOLATION APPEALS

Students who feel that they have grounds for appeal to an action taken as a result of the requirement may appeal to the director. Upon written notification of violation, a student has five calendar days to fill out the VA Attendance Policy Appeal Form (found in the back of this handbook) and set up an appointment with STC Administration. An immediate date will be scheduled for the appeal. The STC Financial Aid office will be notified of the final appeal decision within 15 calendar days of the student's initial receipt of violation notification and will communicate with VA accordingly.

VA ATTENDANCE APPEAL PROCESS

Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance.

• VA student attendance will be monitored on a monthly basis.

• Within five (5) calendar days of a detection of a less than 85% attendance percentage the VA student will be notified in writing of a termination of services.

- VA student has five calendar days to appeal the termination through the attendance appeal process.
 - Fill out the VA Attendance Policy Appeal Form (found in the back of the student handbook or with VA officer)
 - Attach documentation
 - Return to administration and schedule an immediate hearing date
- VA student will be notified in writing of the administrative appeal decision within 15 calendar days of initial notification.

• A copy of the decision will be sent to the STC Financial Aid Office. A VA Certifying Official will immediately notify VA Education of the decision.

Veterans Policy Requirement When Payment is Delayed

This policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides their Certificate of Eligibility (COE) to Financial Aid Officer for entitlement to educational assistance under Chapter 31 or Chapter 33 and ending on the earlier of the following dates:

- 1. The date on which the payment from the VA is made to the institution; OR;
- 2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

This policy ensures that the educational institution does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or Chapter 33.

CHECK WRITING POLICY

If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a minimum processing fee of \$25.00 or the maximum amount allowed by law. Wilton Simpson Technical College uses Check Care for collection action on all returned checks. A copy of their graduated charges is available on request.

CANCELLATION AND REFUND POLICY:

<u>Three-Day Cancellation:</u> An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 45 days of receiving the notice of cancellation, the school shall initiate the process for the 100% refund.

<u>Other Cancellations</u>: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$30.

Refund after the commencement of classes:

- 1) Procedure for withdrawal/withdrawal date:
- 2) A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Administration Office. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - a.) For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - b.) A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
 - c.) All refunds will be initiated within 45 days of the determination of the withdrawal date.
 - d.) After the commencement of classes, the tuition refund, minus the registration fee of \$30 will be determined.
- 3) Tuition charges/refunds:
 - a.) Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$30.

RETURN OF TITLE IV, HEA POLICY

Introduction

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. STC will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at STC and are enrolled in Title IV aid. It is separate and distinct from the STC refund policy. (Refer to institutional refund policy found in the Program Catalog)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

TREATMENT OF TITLE IV, HEA AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

"OFFICIAL" WITHDRAWAL FROM THE SCHOOL

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid office or Administration Office in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1) Date student provided official notification of intent to withdraw, in writing or orally.

2) The date the student began the withdrawal from STC records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, STC will complete the following:

- 1) Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
- <u>1)</u><u>2)</u> Two calculations are performed:
 - a) The student's ledger card and attendance record are reviewed to determine the Calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b) Calculate the school's refund requirement (see school refund calculation)
- $\frac{2}{3}$ The student's grade record will be updated to reflect his/her final grade.
- 3)4) STC will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
- 4)5) They will provide the student with a letter explaining the Title IV, HEA requirements:
 - a) The amount of Title IV assistance the student has earned. This amount is based upon the length of the time the student was enrolled in the program and based on scheduled attendance and the amount of funds the student received.
 - b) Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c) Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

5)6) Supply the student with ledger card record noting outstanding balance to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student from school, the Administrative Office and/or Financial Aid Specialist must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive calendar days will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

- 1) The education office will make three attempts to notify the student regarding his/her enrollment status;
- 2) Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- 3) The student's withdrawal date is determined as the date the day after 10 consecutive calendar days of absence;
- 4) Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
- 5) STC calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- 6) Calculate the school's refund requirement. (see school refund calculation)
- 7) STC's Financial office will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note the return on the student's ledger card.
- 8) If applicable, STC will provide the student with a refund letter explaining Title IV requirements:

a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

c) Supply the student with a final student ledger card showing outstanding balance due to the student and the school and the available methods of payment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

STUDENT AND INSTITUTION RESPONSIBILITIES

If you receive (or your school or parent receive on your behalf) excess Title IV, HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- 1) Your institutional charges multiplied by the unearned percentage of your funds.
- 2) The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV, HEA program funds.

INSTITUTION RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

STC's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs. The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

STUDENT RESPONSIBILITIES

- If your school is not required to return all of the excess funds, you must return the remaining amount.
- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds
- Student Responsibilities in regards to return of Title IV, HEA funds
- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration person at your school.

REFUND VS. RETURN TO TITLE IV, HEA PROGRAM FUNDS

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV, HEA program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

WITHDRAWAL BEFORE 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

WITHDRAWAL AFTER 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. STC measures progress in Clock Hours, and uses the payment period for the period of calculation.

THE CALCULATION FORMULA

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
 HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

STC will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

- 1) Repay the overpayment in full to STC
- 2) Sign a repayment agreement with the U.S. Department of Education.

ORDER OF RETURN

STC is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the "R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required

- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

EARNED AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid office.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

- If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.
- If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.
- The school must cease all attempts to disburse the funds and return them no later than 2 40 days after the date it issued the first check.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with STC or Department of Education to return the amount of unearned grant funds.

RETURN TO TITLE IV, HEA QUESTIONS

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid. gov.

* This policy is subject to change at any time, and without prior notice.

CREDIT BALANCE

A Credit balance is remaining Title IV funds after tuition, books and supplies and fees have been paid. Every Credit balance will be given to receiving student within three (3) days of receiving Title IV funds via the student receiving a check for remaining credit balance.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

A student must make satisfactory academic progress toward the completion of their academic program to be eligible for federal, state and institutional aid, and the institution must have a reasonable policy for monitoring that progress.

Wilton Simpson Technical College Office of Financial Aid and Scholarships reviews each student's satisfactory academic progress at the end of each payment period after grades have been posted.

All students, including those who have transfer credits, are required to meet three measures of academic progress in order to maintain eligibility for federal financial aid which includes grants, loans and work-study. The three requirements are:

- 1. Maintain a cumulative academic grade point average (GPA) of at least 2.0; and
- 2. Successfully complete at least 67% of credits attempted; and
- 3. Complete a certificate or degree within 150% of the published length of the program.

Students must meet all of the SAP requirements listed above to be eligible to receive federal financial aid. If the requirements are not met, students will be notified via certified mail.

COMPONENTS OF STC'S SAP POLICY FOR CLOCK-HOUR PROGRAMS

The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students at STC, including those payment periods during which the student did not receive federal financial aid funds or other types of financial assistance. Thus, a student who has not previously received federal financial aid may still be ineligible even though it is their initial financial aid application.

FREQUENCY OF EVALUATION FOR CLOCK-HOUR PROGRAMS

Federal regulations require an institution to evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. STC evaluates all components of SAP at the point when the student's scheduled clock hours for the payment period have elapsed regardless of whether the student attended those hours.

QUALITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

STC uses the student's cumulative academic grade point average (GPA) to measure qualitative progress. To meet this standard federal financial aid recipients are required to achieve and maintain a minimum cumulative academic GPA of 2.0 which is consistent with STC's graduation requirements. The cumulative GPA that STC uses to evaluate the student's SAP status is calculated based on all courses that have been attempted and apply toward the current certificate.

QUANTITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

Federal regulations require a quantitative component that evaluates the maximum timeframe in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. STC requires that all financial aid recipients successfully complete at least 67% of the clock-hours and weeks scheduled for each payment period. Successful completion for this standard is defined as earning a grade of 'A', 'B', 'C' or 'D' in most programs.

Financial aid recipients are also required to complete their program within 150% of the published length of the program as measured by the number of clock-hours and weeks in the program. (Note that a student in a clock-hour program cannot receive aid for hours beyond those required for the program. The maximum timeframe applies to the amount of time the student takes to complete the required hours.)

CHANGES IN PROGRAMS OF STUDY FOR CLOCK-HOUR PROGRAMS

Students are permitted to make one change to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students who change programs while failing SAP maintain their previous SAP status until the completion of the first payment period of their new program.

COURSE INCOMPLETES, WITHDRAWALS, AND NR GRADES FOR CLOCK-HOUR PROGRAMS

Successful completion of coursework is defined as earning a grade of 'A', 'B', 'C' or 'D' at STC. All other grades including 'I' (Incomplete), 'F' (Failure), 'FN' (Failure for non-attendance), 'NR' (Not Reported) and W (Withdrawn) are defined as unsuccessful completion. Accordingly, all courses having grades of 'I', 'F', 'FN', 'NR' and 'W' count as hours attempted and count as zero hours earned in the SAP calculation. The grade of 'F' additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of 'I' and 'W' are not counted when the qualitative SAP standard is assessed. Grades of 'I' and 'W' do not carry any quality points.

Students who have grades of 'I' or 'NR' that result in an unsatisfactory standing may have their SAP status recalculated if those grades are later reported as an 'A', 'B', 'C' or 'D'. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as the end of the same academic year has not occurred and all other eligibility criteria are met.

WARNING STATUS

Students who are not meeting the qualitative (GPA) or quantitative (67%) components of SAP will be given a status of 'Warning' for one term or payment period. Students in a warning status may continue to receive federal aid.

NOT MEETING SAP

Students who fail to meet the SAP standards after the end of their 'Warning' term or payment period are considered to be 'Not Meeting' SAP. As a result, they are ineligible to receive federal aid for any future coursework attempted. Students in a 'Not

Meets' SAP status may appeal this status provided there are extenuating circumstances which interfered with their academic progress.

APPEALING A SAP STATUS

Students who experienced extenuating circumstances which interfered with their academic progress may submit an appeal to have their 'Not Meets' SAP status reviewed by a financial aid representative under the guidance of the Director of STC. Extenuating circumstances include but are not limited to accidents, medical situations, death in the immediate family or difficult personal situations.

Students who do not meet SAP due to exceeding 150% of the required hours for their program and have a valid reason for exceeding the maximum timeframe may submit an appeal to have their SAP status reviewed by a financial aid representative under the guidance of the Director of STC.

APPEAL PROCESS

GPA and Completion Rate

Students who fail SAP due to GPA or completion rate may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation. Please note: Students whose appeals are received after 30 days will have their appeal evaluated for future terms only.

- A written and signed explanation from the student describing the extenuating circumstance(s) which interfered with their ability to be academically successful.
- Documentation which supports the extenuating circumstance(s).
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Exceeding 150% of credits or hours

Students who fail SAP due to exceeding 150% of the attempted credits or hours for their program may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation:

- A written and signed statement from the student describing why they have exceeded 150% of attempted credits or hours in their program along with an explanation of their intended career goals.
- Documentation which supports the extenuating circumstance.
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Appeals submitted with incomplete or unsigned documentation or submitted beyond the 30-day deadline will not have their aid eligibility evaluated for the current term.

Students will be notified of the decision regarding their SAP appeal via certified mail within 30 days of receipt of their appeal. If an appeal is denied, then a student will have the ability to enroll as a self-paying student.

PROBATIONARY STATUS

If a student's SAP appeal is approved they will be assigned a status of 'probation'. Depending on their situation, they may be granted one to two additional terms or payment periods of federal financial aid eligibility. Failure to meet SAP standards after the probationary period will result in the termination of federal aid eligibility.

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL AID

A student's eligibility for federal student aid is re-established when they meet the minimum 2.0 GPA, have completed at least 67% of their attempted coursework and have attempted less than 150% of the credits or hours in their program of study.

UNDERSTANDING SAP STATUS

Meeting SAP – Student has a cumulative academic GPA of 2.0 or higher, has completed at least 67% of all attempted credits and has attempted less than 150% of the maximum timeframe for their program of study.

Warning - Student has not met the GPA or completion rate requirements for one term or payment period.

Not Meets – Student has not met the GPA or completion rate requirements for two terms or payment periods.

Probation – Student has successfully appealed their 'Not Meets' SAP status and has been granted one or two terms or payment periods of federal aid eligibility.

Termination – Student has failed to meet SAP during their probationary status and cannot appeal their status.

ATTENDANCE POLICY

STC strives to provide the best educational opportunities possible to prepare students for their chosen occupation. **Students are to be on time and attend <u>all</u> classes**, consistent with attendance expectations in the workplace. However, Wilton Simpson Technical College recognizes there may be times when students cannot attend school due to extreme circumstances. In that case the student must notify the instructor to inform of his/her absence. In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy. Time missed due to arriving late or leaving early count toward absences. Students whose attendance falls below 90% (rounded up) of the scheduled clock hours, per term, will have their situation reviewed with the possibility of a warning and/or academic plan. Students who are absent 10 consecutive days will be removed from the program. Students who are withdrawn due to excessive absences will not be entitled to reimbursements. Make up time has been built into each program calendar. Please note students receiving financial aid must adhere to minimum attendance progress to continue to receive aid.

EXCUSED ABSENCES IN CLOCK-HOUR PROGRAMS

In a clock-hour program, a limited number (10%) of excused absences, per term, are permitted. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to receive the degree or certificate for the program. Students must bring in documentation to the Director for approval. The school will prioritize make up days over excused absences, which will be reserved for extreme circumstances outside of the student's control.

MAKE-UP HOURS

Due to extenuating circumstances, we understand that there may be times that are unavoidable to miss school. Therefore, makeup days have been made available for each program.

LEAVE OF ABSENCE

Under certain circumstances such as a death in the family or major illness, a student may put in writing their request for a Leave of Absence. A Leave of Absence can be for no more than 8 days and must be approved by the Director of Adult Education. The leave of absence will alter the graduation date for the student and will only be granted once.

GRADING SYSTEM

Students must maintain an overall grade of 70 percent or higher in all attendance, theory, clinical and/or shop performance during each evaluation period and complete the minimum number of competencies within the pacing guide for each program for the evaluation period. Some programs have higher standards and students must adhere to these standards to make satisfactory academic progress.

Student grades include the following:

- Participation
- End of Course exam
- Workbook/Assignment
- Quiz/Chapter work

Grading Scale:

- A = 100 90
- B = 89 80
- C = 79 70
- D = 69 60
- F = Below 60

Failure to make Satisfactory Academic Process may result in the student being withdrawn from the program.

INSTITUTIONAL INFORMATION

ACADEMIC PROGRAM IMPROVEMENT

Each program at Wilton Simpson Technical College is subject to review through a variety of mechanisms. Each year we ask our students to complete a questionnaire on the program and the school. We review the feedback and make appropriate adjustments as necessary. We also meet with industry partners twice a year to review the program curriculum, lab areas and equipment. Notes are kept, and any suggestions for program improvements are noted and actioned per administration. We also ensure our instructors participate in relevant professional development training to ensure academic standards are maintained.

ACCIDENTS AND INJURIES

In the event of an accident or injury on campus, you should immediately notify the instructor or other Wilton Simpson Technical College personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have First-aid kits, and additional kits are also located in the business office. Emergency medical services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the administrative office.

BOOKS

It is the student's right to have a real and reasonable opportunity to purchase books elsewhere other than through Wilton Simpson Technical College. If students choose to purchase books from STC, then they will need to sign a form that we have given them every opportunity to purchase books on their own from other vendors. If students choose to use Financial Aid to purchase books, then students will have to sign a form authorizing STC to take the full book amount from student's first Pell check.

CAMPUS SAFETY AND SECURITY

STC may utilize Deputies from the Hernando County Sheriff's office to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at www.cleryact.info.

Sexual Misconduct –Wilton Simpson Technical College prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of administration, Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the technical center is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action, which may result in expulsion from the college.

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

<u>Sexual Harassment</u> – Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations

to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well and may be exploited in ways that are damaging to either party. Students would therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's full enjoyment of educational/professional opportunities, or an action that induces conformance stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

<u>Sexual Assault</u> – Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

<u>Dating Violence</u> - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of the interaction between the persons involved in the relationship.

<u>Domestic Violence</u> – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Florida, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State or family violence laws of the State of Florida. Students requiring immediate assistance are encouraged to contact the Dawn Center 24-Hour Crisis Hotline (352)686-8430.

<u>Rape</u> – The penetration, not matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

<u>Stalking</u> – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

More information on available resources can be found on the technical center's website at hernandoschools.org/schools/stc.

Reporting Sexual Misconduct: Dating Violence, Domestic Violence, Sexual Assault & Stalking

The technical center encourages all sexual misconduct to be reported. Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

- School Administration on (352) 797-7018
- Hernando County Sheriff's Office on (352) 754-6830

In the event of a crime including dating violence, sexual assault

Sexual Misconduct Prevention and Warning Signs

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship. While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in an abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex
- Has a history of bad relationships
- Has a strong belief in extreme gender roles

In all relationships, it is important to trust your instincts. If your intuition tells you something is wrong, you shouldn't ignore it.

Bystander Intervention

Bystander intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous – to tell some, intervene, get help, or speak up. So how do you do it?

Use the 3 D's: Direct, Delegate, and Distract

Direct: Do something yourself (like ask someone to stop what they're doing or check on someone you might be worried about).

Delegate: If you can't do something yourself because of your barriers, ask a friend, a faculty or staff member, or a trusted peer to help.

Distract: If you don't want to address the situation directly or even acknowledge that you can see it, try to think of a distraction that will diffuse the situation or calm things down in the moment. Distractions could be "accidentally' spilling a drink, asking to borrow the phone of someone who is in a risky situation, asking for a ride or starting an unrelated conversation.

If you see something, do something:

- Talk to your friends honestly and openly about sexual assault.
- Don't just be a bystander. If you see something, intervene in any way that you can without endangering yourself.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct! Ask someone who looks like they need help if they're okay.
- Get someone to help you if you see something. Delegate by enlisting a friend or bystander to step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at the party.
- Be aware if someone is deliberately trying to intoxicate, isolate or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.

- Understand that if someone does not or cannot consent to sex, its rape.
- Never blame the victim.

Safety on Campus

- 1. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises. Let the administrative team know of any concerns you have with safety on campus.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "<u>Crime Awareness and Campus Security Act</u>" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The School has no formal program, other than orientation, that disseminates this information. All faculty undergo an annual training on campus security and all students receive written confirmation of campus security procedures during enrollment and at their orientation. All information is available on request.
 - h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

Procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking

The procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking are dealt with the utmost urgency. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings. Additionally, both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding. A student found to have violated Wilton Simpson Technical College behavior standards related to domestic violence, dating violence or stalking may be suspended or expelled from STC for the first offense.

CANCELLED CLASSES DUE TO INCLEMENT WEATHER

In the event weather conditions are such that travel to and from Wilton Simpson Technical College would be hazardous or extreme temperature presents a problem of safety or comfort, the education center may be closed for the day or delayed in opening.

CELL/DIGITAL PHONES AND PAGERS

In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during classroom hours. You will not be permitted to use cell phones while class is in session. An office phone is available in the Administration office for emergencies.

CERTIFICATE REQUIREMENTS

A student must meet all of the following conditions to earn a Certificate of Program Completion from Wilton Simpson Technical College:

• Have attained a grade of "C" or better (2.0 GPA) for the program

- Complete the required curriculum
- Settled all school debt
- Meet Florida Basic Skills Levels in communications and mathematics
- Receive the instructor's recommendation

COLLEGE NAVIGATOR WEBSITE

Students may check College Navigator Website for our updated information at https://nces.ed.gov/collegenavigator/

COMPLAINT/GRIEVANCE PROCEDURE

In the event that there is a complaint or issue at the classroom level, the student should first speak to the instructor in private about their concern. If the complaint cannot be resolved at the classroom level, the student should submit the complaint to the Administrator on duty. If the complaint cannot be resolved at that level, the student may present the complaint formally, in writing, to the Director of Adult and Technical Education within three (3) days. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the Hernando County School District, 901 N Broad Street, Brooksville, FL, 34601. In the event a student cannot resolve a conflict concerning his/her technical training at the local level, he/she may contact the Florida Department of Education - Career and Adult Education at 325 West Gaines Street, Suite 734, Tallahassee, Florida, 32399-0400, 850-245-0446, http://www.fldoe.org/policy/cie/file-a-complaint.stml. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350, 800-917-2081, www.council.org.

COPYRIGHT INFRINGEMENT

Students who infringe copyright law infringement via unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as their own. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. All students shall abide by the provisions of United States Copyright Law (Title 17, United States Code, Sect. 101, et seq). Student who cheat, plagiarize, or infringe copyright law will face any or all of the following consequences:

- First Offense If the student is a minor, the student's parent will be contacted. The student will receive a failing grade for the assignment. The student may be suspended from school for one to five days.
- Second Offense will result in dismissal from the program.

Students who cheat on industry certification or licensing exams will be removed from the testing area. An incident report will be filed with the testing agency to determine if the student will be allowed to test again.

CRISIS RESPONSE PLAN

In the event of an extreme, dangerous, or emergency a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or administration immediately. Policies are in place, are provided to students at orientation and are clearly displayed in the program area. In extreme circumstances, call 911.

DISABILITY DISCLOSURE

Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.

To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

The following are acceptable forms of documentation and must include a diagnosis, impact of the diagnosed disability and recommended accommodations.

A 504 Plan

- A Psychological Report
- A letter from a physician

Please contact Sophia Watson, Director of Adult and Technical Education @ 352-797-7018 or Watson_s@hcsb.k12.fl.us to schedule an Intake Meeting.

DRESS CODE/UNIFORMS

The technical programs may require uniforms. If applicable, you will be expected to comply with uniform requirements. The instructor will provide specific information. You will be expected to comply with safety apparel requirements.

Under no circumstances will anyone be allowed to remain on campus, regardless of program, if their manner of dress in any way disrupts the educational process as determined by the onsite administrator.

Wilton Simpson Technical College prepares students to enter the job market. Therefore, students should dress in accordance with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area. However, the following minimum requirements apply for all programs:

- Hard-soled and closed toed shoes must be worn in all occupational areas. Sandals, flip-flops, open toe shoes and bare feet are not permitted. **NO EXCEPTIONS.**
- For safety and/or health reasons, students will follow established safety procedures and practices acceptable to their occupation. For example: Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length, remove jewelry, wear safe clothing.

DRIVING/PARKING

Parking is provided in designated areas for Wilton Simpson Technical College students. Parking in areas other than designated student parking lots is prohibited. The speed limit of 15 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

DRUG FREE CAMPUS POLICY

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on STC campus, both the Main Campus or at our extension Site at Central High School or while on STC sponsored trips involving students. Students not in compliance with STC campus policy will be immediately dismissed.

When administrative officials have reasonable suspicion that any student at the Wilton Simpson Technical College is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees. The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases,

the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow-up testing that may be required by the administration.

The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student. All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately. Any person who has been given notice by an administrator and either fails to leave the premises or leaves but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser. While on STC sponsored trips, the following action may become necessary:

• Alcoholic beverages in possession of minors will be seized.

• Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S. LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED: REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212

EMERGENCIES

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, you must follow the directions provided by the instructor. In case of emergency situations requiring evacuation, you should follow evacuation routes that are posted by every designated exit. In other emergency situations, you should go to the designated safety areas inside the buildings as directed. An emergency contact will be requested upon application to Wilton Simpson Technical College.

EQUITY STATEMENT

The Hernando County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age, GINA, or disability in any of its programs, services or activities. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the Career & Technical Education programs.

Contact information for 504 Coordinator/Equity:

Jill Kolasa, Director of Student Services 1036 Varsity Dr. Brooksville, Florida 34601 352-797-7008 kolasa_j@hcsb.k12.fl.us

Anna Jensen, Director of Exceptional Student Support Services

1036 Varsity Dr.

Brooksville, Florida 34601

352-797-7022

Jensen_a@hcsb.k12.fl.us

Contact information for Equity Coordinator:

Alexis Brown, Supervisor of Professional Standards<u>Human Resources</u> Phone: 352-797-7019 919 N. Broad Street Brooksville, Florida 34601 _brown_a1@hcsb.k12.fl.us

IDENTIFICATION BADGES

Picture identification badges are issued to all STC students each school year. A \$5.00 fee is assessed for the identification badges. A replacement fee of \$10 will be charged for any lost badges. Identification badges are to be worn at all times while students are on campus.

INTERNET & TECHNOLOGY POLICY

Wilton Simpson Technical College adheres to the Hernando County School Board Policy regarding internet usage which is displayed upon sign on. District provided computers shall not be used for personal or financial gain or for the benefit of private, "for profit" or "not-for-profit" organizations, or for any commercial or illegal activity. The student will not place any software on the district-provided computer without permission from the designated district technology specialist at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g.: no illegally duplicated software). The student will be responsible for lost or damaged computers and/or software.

LAB AND SHOP SAFETY

Safety and safe practices are of utmost importance at Wilton Simpson Technical College. You are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow shop and lab safety rules you may be dismissed from the program.

NAME, PHONE NUMBER OR ADDRESS CHANGE

Phone numbers are required as they are used to notify students in the event of an emergency or school closure. Please keep the office notified in case of a change of name, phone number or address so that accurate records may be maintained.

NET PRICE CALCULATOR

The Net price Calculator is located on our website at hernandoschools.org/schools/stc/financial-aid.

PROCEDURES FOR HANDLING ALLEGED SCHOOL RELATED CRIMES

- Any individual member of the technical center community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to the Administrative Office.
- After a preliminary investigation, the Director of Adult & Technical Education will determine if there is sufficient information to warrant disciplinary proceedings. At that time the Director may notify the Sheriff's Office if it has been determined that a crime has been committed.
- Disciplinary proceedings are initiated by the Director in a face-to-face disciplinary conference.
- The disciplinary conference shall take place no earlier than 48 hours from the date of notification, unless waived by the student.
- Cameras, camera phones and audio/video recording devices other than those belonging to the technical center are not permitted at a disciplinary conference.
- The Director may choose to adjourn the disciplinary conference at any time to obtain further information from other sources.
- At the conclusion of the disciplinary conference, the Director may dismiss all disciplinary charges or make a judgement to assign sanctions.
- A letter confirming the decision will be sent to the student and a copy placed in the student's permanent record.
- If at any time during the investigation the student is arrested for the offense that occurred at school, the student will be withdrawn immediately.

SEARCH OF PERSON

You may be subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the Wilton Simpson Technical College campus.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the CTE programs.

- Students enrolled in apprenticeship programs registered with the Florida Department of Education.
- Post-secondary students with a documented disability who are completing a post-secondary adult vocational program, but have been unsuccessful in obtaining the designated basic skills exit criteria, may have this requirement waived based on District procedures and statutory authority. Assessment of student mastery of basic skills will conform to State Board of Education Rule 6A-10.040. Our policy states:
 - Student will complete the TABE.
 - o Student will provide documentation of their disability that would impact their test performance.
 - Wilton Simpson Technical College will make remediation available to the student through program instruction and/or AAAE (face to face instruction).
 - Student will retake the TABE.

If student with a documented testing disability does not meet minimum scores on the retest TABE, student will be exempt from meeting this completion requirement.

STUDENT BODY DIVERSITY

Students may find updated information on our STC Website (hernandoschools.org/schools/stc) and also the College Navigator website (https://nces.ed.gov/collegenavigator/).

STUDENT CODE OF CONDUCT

STC students are expected to adhere with the legal and ethical standards of the institution. STC reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct.

We believe that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all at Wilton Simpson Technical College will reach their goals.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

Therefore:

Wilton Simpson Technical College staff will treat all students enrolled, fellow staff members and members of the public with respect and will expect the same in return.

- Wilton Simpson Technical College staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
- Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

STUDENT TIME RECORDS

It is imperative that students be in class on a daily basis. It is the students' responsibility to accurately record their attendance and clock hours for each class. It is the student's responsibility to fingerprint themselves in when they get to class and fingerprint themselves out when they leave so that accurate records can be kept. Accurate records of attendance are important as student attendance determines the pace of completion for the course as well as impacting final grades.

TARDY POLICY

Punctuality is crucial to student success in the classroom. If a student is late this will be reflected in their grade. If there are excessive tardiness, it will affect his or her program clock hours and will ultimately affect their final grade.

TOBACCO/SMOKE FREE CAMPUS POLICY

In accordance with Hernando County School Board Policy, STC is a tobacco and smoke free campus at both our Main Campus, and our extension campus, Central High School. Tobacco products or Smoking is not permitted on the campus. This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on or around campus. Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

TUITION AND FEES FOR TECHNICAL PROGRAMS

All STC courses are \$2.44 per program clock hour for in state tuition. The out of state tuition rate is \$9.78. There are additional fees for each program – please refer to the program supply lists found at hernandoschools.org/schools/stc for a breakdown of costs associated with each program. The registration fee is non-refundable. Tuition shall be waived for career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Any career center operated by the Board shall, within the nonresident student enrollment system-wide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

Payments for program tuition are made at the time of registration at the Administrative office. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Non-payment of agreed upon payment plan installments will result in automatic withdrawal from the career-technical program and all tuition paid to-date and fees will be forfeited. Re-entry into a Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

VACCINATION POLICY

Required vaccinations are program specific. Currently there are no programs at Wilton Simpson Technical College that require vaccinations. This policy is subject to change if our accreditation/licensing agencies require proof of vaccinations as a condition of enrollment.

VOTER REGISTRATION

Every applicant who goes through Orientation will be given a voter registration application to fill out if they are interested and it is posted on our website (hernandoschools.org/schools/stc).

WEAPONS

Anyone who has, carries, or conceals any gun, pistol, sword, knife, razor or other weapon on campus or in a vehicle parked on Wilton Simpson Technical College's campus will be withdrawn from Wilton Simpson Technical College and is subject to having criminal penalties imposed.

SERVICES TO STUDENTS

ASSISTANCE WITH ENROLLMENT

Staff are available to meet the needs of our students as required. Services cover school information, enrollment procedures, financial aid, security policies, completion rates and crime statistics. Contact can be made through the business office (Monday to Thursday 8.00am to 8.30pm and Friday 8.00am to 4.00pm) on 352-797-7018. Queries should be directed as follows:

Director of Adult & Technical Education – services for students with disabilities.

Coordinator of Career and Technical Education - completion rates, security policies and crime statistics.

Financial Aid Specialist – Title IV financial aid procedures and veteran's benefits.

Coordinator of Pathways to Student Success Academy and Adult Education – enrollment information, academy coordinator.

ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05, which can be picked up in the Administrative office.

AWARDS CEREMONY

Wilton Simpson Technical College conducts an awards and graduation ceremony each spring. Anyone who is completing a program will be invited to participate. Friends and family are invited to attend, but the number of available tickets may be limited.

COUNSELOR

Wilton Simpson Technical College has a Counselor available if you need to discuss class and/or personal issues and concerns. Appointments can be made with the administrative office.

CAREER PATHWAYS

Wilton Simpson Technical College has in place articulation agreements with Pasco-Hernando State College effective for the 2024-25 year.

To ensure students of each agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in the specific program agreements. In accordance with Section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. Furthermore, the award of credits described is contingent upon the conditions being met by Wilton Simpson Technical College, Pasco Hernando State College and the student.

Award of credit process:

- **1.** Students must meet with the designated college staff member to verify completion of the articulated program, initiate the credit award process, and discuss course requirements for intended program of study at the college.
- 2.• To be awarded the college credit guaranteed for a specific program agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- 3.• Students entering the associate degree program specified within the specific program agreement must meet the admissions requirements of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., and Rule 6A-10.0315(2), Florida Administrative Code (F.A.C).
- 4.• Students must enroll at the Florida College System institution in the program specified within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements: http://www.careerpathways.me

CAREER DUAL ENROLLMENT

Career Dual Enrollment is an option for high school students to enroll in post-secondary courses to earn elective or vocational credit toward high school graduation requirements and to receive hours toward a career and technical program. Any interested high school students should be prepared to visit the program and instructor prior to beginning the registration process for the career certificate program.

The statutory eligibility requirements for career dual enrollment include a 2.0 unweighted GPA per s.1007.271, be at least 16 years of age, and be on target for graduation. Attendance and discipline records must be satisfactory. Recommendation for the application process to Wilton Simpson Technical College will be through school guidance counselors. Career dual enrollment courses offered that will lead to an approved Industry Certification from the Funding List of s.1008.44, F.S. are as follows: Applied Cybersecurity, Automotive Service Technology 1, Diesel Service Technician 1, HeathingHeating, Ventilation, Air Conditioning/Refrigeration 1 and Welding Technology.

<u>Program</u>	<u>Course</u> <u>Code</u>	<u>Course Name</u>	<u>Course</u> <u>Code</u>	<u>Clock</u> <u>Hours</u>	<u>Credit</u> <u>Hours</u>
Applied Cybersecurity	<u>Y100300</u>	Cybersecurity Associate	<u>CTS0018</u>	<u>600</u>	4
		<u>Information</u> <u>Security Manager,</u> <u>or</u>	<u>CTS0019</u>	<u>150</u>	1
		Data Security Specialist	<u>CTS0021</u>	<u>150</u>	1
				<u>750</u>	<u>5</u>
<u>Automotive Service</u> <u>Technology 1</u>	<u>T400700</u>	Automobile Services Assistor	<u>AER0014</u>	<u>300</u>	2
		Automotive Brake System Technician	<u>AER0418</u>	<u>150</u>	1
		Automobile Suspension and Steering Technician	<u>AER0453</u>	<u>150</u>	1
		Automotive Electrical/Electronic System Technician	<u>AER0360</u>	<u>300</u>	2
		Engine Repair Technician	<u>AER0110</u>	<u>150</u>	<u>1</u>
				<u>1050</u>	7
<u>Heating, Ventilation, Air</u> <u>Conditioning/Refrigeration 1</u>	<u>C400410</u>	Introduction to HVAC/R	<u>ACR0000</u>	250	<u>1.5</u>

		HVAC/R Fundamentals	<u>ACR0001</u>	<u>250</u>	<u>1.5</u>
		HVAC/R Service Practices	<u>ACR0012</u>	<u>250</u>	<u>1.5</u>
				<u>750</u>	<u>4.5</u>
Welding Technology	<u>J400400</u>	Welder Assistant 1	<u>PMT0070</u>	<u>150</u>	<u>1</u>
		Welder Assistant 2	<u>PMT0071</u>	<u>150</u>	<u>1</u>
		Welder, SMAW 1	<u>PMT0072</u>	<u>150</u>	<u>1</u>
		Welder, SMAW 2	<u>PMT0073</u>	<u>150</u>	1
		Welder	<u>PMT0074</u>	<u>450</u>	<u>3</u>
				<u>1050</u>	<mark>7</mark>

Continued eligibility for career dual enrollment requires successful completion of each course within the career certificate, prior to graduation of the career certificate program. Students must enroll at a time whereby they can successfully complete the career certificate program prior to graduation from high school. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Per s. 1007.271, F.S., and based on Dual Enrollment budget and seat constraints, Hernando County School District and Wilton Simpson Technical College will not deny dual enrollment participation to students who meet both the statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

A delineation of the high school credit earned for the completion of each career dual enrollment -course and program will provide a clock hour to credit hour equivalency. The high school credit will only be awarded upon successful completion of the entire postsecondary course. The weighting for the dual enrollment courses will be weighted in line with Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses in calculating the GPA.

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements (http://www.careerpathways.me/).

Per s. 1007.271(3), F.S. will allow an exception to entrance based on grade point average to the agreement on the recommendation of all parties. Consideration is on a case-by-case basis.

The initial screening of potential applicants shall be the responsibility of high school guidance counselors to determine career readiness, appropriate GPA, attendance and behavior records. Reports will be provided throughout the sessions to high school counselors regarding the progress of all students. The Wilton Simpson Technical College administrative team will review progress throughout each session and take steps to ensure students stay on track. A sufficient GPA must be maintained throughout.

Wilton Simpson Technical College will enter grades and transmit to the school data entry at the school of record. Grades for dual enrollment will be entered on both the student's high school transcript and the postsecondary transcript. Credit hours upon completion of the courses transmission of the grades will be sent to the school of record in Hernando County School District.

Sections 1007.271 and 1009.25, F.S. provides that dual enrollment students are exempt from payment of tuition, fees including laboratory fees and registration fees. Due to space constrictions within the programs, places will be allocated to dual enrollment students based on budget and available seats. A wait list will be developed – students will be allocated a place based on the following criteria:

- 1. They meet the eligibility requirements.
- 2. If enrolled they would be able to complete the dual enrollment semester prior to graduating high school.
- 3. Allocation for placement will be given on a first come first served basis.

Exceptions may be made based on seat availability and/or Dual Enrollment budget constraints.

Dual enrollment students are responsible for arranging and paying for transportation to and from Wilton Simpson Technical College as well as all other dual enrollment related transportation. Parents/guardians assume all financial responsibility and liability for dual enrollment related transportation.

Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

DROP/ADD PERIOD FOR TECHNICAL PROGRAMS

1. A 100 percent refund shall be made if the student drops the class prior to the first class meeting.

2. A 100 percent refund shall be made if the student drops the class within the first 5 business days of the semester. Individuals withdrawing from a program within the first five days of the term must notify the Administrative Office in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.

Refunds due to course cancellation will be at one hundred percent (100%).

Refunds, when due, are made within thirty (30) days of the last day of attendance and will be initiated by bookkeeping office. The refund will be mailed to the person who made the payment. No refunds are available for General Education programs.

No refunds will be given on registration fees, books, supplies, insurance, testing or other fees.

PROGRESS REPORTS

Progress Reports are issued at the middle point and the end of each term to everyone enrolled in a technical program. Reports will be issued according to the Wilton Simpson Technical College school calendar.

TRANSCRIPTS & ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05.

If you have completed a program you may contact the administrative office for a copy of your transcripts. All requests are to be made by completing the Transcript Request form. Request forms are available in the administrative office or can be downloaded from www.hcsb.k12.fl.us/studentrecordsrequest. Same day service is not available.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

Instructor

Mr. Mike Rae Program Structure

<u>OCP</u>	<u>Course</u> Number	Course Title	<u>Course</u> Length	<u>SOC</u> Code
A	<u>ACR0000</u>	Introduction to HVAC/R	<u>250 Hours</u>	<u>49-9021</u>
B	<u>ACR0001</u>	HVAC/R Fundamentals	<u>250 Hours</u>	<u>49-9021</u>
<u>C</u>	<u>ACR0012</u>	HVAC/R Service Practices	<u>250 Hours</u>	<u>49-9021</u>
		Total Course Length	<u>750 Hours</u>	

Program Description

The Air-Conditioning, Refrigeration and Heating Technology Program includes classroom and shop instruction in the basic principles of air conditioning and refrigeration that apply to commercial and residential systems. Students entering this program will develop the basic knowledge and skills for entry level employment as installers or mechanics in the air conditioning, refrigeration and heating industry or provide supplemental training for persons previously or currently employed in this career field. Both classroom and laboratory work will be necessary for completion of the program.

Certificates available

EPA 608 refrigerantR410A SafetyHVAC Excellence Employment Ready Exams Series

TABE Minimum Requirements

Area	Minimum Score
Communications	<u>9</u>
Math	<u>10</u>

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the HVAC program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

<u>Tools</u>

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

<u>Schedule</u>

Monday, Tuesday, Wednesday and Thursday 4-9pm

Location

Central High School

14075 Ken Austin Parkway

Brooksville, FL 34613 (352) 797-7091 Instructional Ratio 20:1

Instructors

Mr. Kyle McCandless

<u>OCP</u>	Course Number	Course Title	Course Length	SOC Code
A	<u>CTS0018</u>	Cybersecurity Associate	<u>600 hours</u>	<u>15-1122</u>
B	<u>CTS0019</u>	Information Security Manager, or	<u>150 hours</u>	<u>15-1122</u>
B	<u>CTS0020</u>	Data Security Specialist	<u>150 hours</u>	
		Total Course Length	<u>750 hours</u>	

Program Description

This course provides students with the skills to analyze cybersecurity issues from a variety of perspectives, Lead teams of cybersecurity professionals and make strategic decisions to protect entities from cyber threats.

Certifications available

CompTIA A+ CompTIA

Network+ Network

Security+

TABE minimum standards

Area	Minimum Score
Communications	<u>9</u>
Math	<u>10</u>

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for this course is business casual attire.

<u>Schedule</u>

Monday, Tuesday, Wednesday and Thursday 4-9pm

<u>Location</u>

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091

Instructional Ratio 20:1

Automotive Service Technology 1

Instructors

Mr. Mark Flannery

Program Structure

<u>OCP</u>	<u>Course</u>	Course Title	Course	SOC
	<u>Number</u>		<u>Length</u>	<u>Code</u>
A	<u>AER0014</u>	Automotive Services Assistor	<u>300 Hours</u>	<u>49-3023</u>
<u>B</u>	<u>AER0418</u>	Automotive Brake System Technician	<u>150 Hours</u>	<u>49-3023</u>
<u>C</u>	<u>AER0453</u>	Automobile Suspension & Steering Technician	<u>150 Hours</u>	<u>49-3023</u>
D	<u>AER0360</u>	Automotive Electrical/Electronic System Technician	<u>300 Hours</u>	49-3023
<u>E</u>	<u>AER0110</u>	Engine Repair Technician	<u>150 Hours</u>	<u>49-3023</u>
		Total Course Length	<u>1050 Hours</u>	

Program Description

This program helps to prepare the student for employment in the automotive mechanics field. Students learn to diagnose malfunctions, repair, adjust or replace parts of the automobile, restoring it to the conditions and specifications recommended by the manufacturer.

Certifications available

ASE

TABE minimum standards

Area	Minimum Score
Communications	<u>9</u>
Math	<u>10</u>

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the automotive program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

<u>Tools</u>

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

<u>Schedule</u>

Mondays, Tuesday, Wednesday and Thursday, 4-9pm

Location:

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091 Instructional Ratio 20:1

Barbering

Instructor

Ms. Eilleen Guthart and Mr. John Klepeis

Program Structure

OCP	<u>Course</u> <u>Number</u>	Course Title	<u>Course</u> Length	<u>SOC</u> Code
	<u>COS0160</u>	Barber 1A	<u>320 hours</u>	<u>39-5011</u>
	<u>COS0161</u>	Barber 2A	<u>150 hours</u>	<u>39-5011</u>
	<u>COS0162</u>	Barber 3A	<u>300 hours</u>	<u>39-5011</u>
A	<u>COS0163</u>	Barber 4A	<u>130 hours</u>	<u>39-5011</u>
		Total Course Length	<u>900 Hours</u>	

Program Description

The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination. Instruction includes a combination of class theory and practical experiences through practice with mannequins and patrons. Students will take a state board exam at the completion of the program for the Florida barbering license.

Certifications Available

Florida Board of Barbering License

TABE minimum standards

Area	Minimum Score
Communications	<u>9</u>
Math	<u>8</u>

Books, Required Materials & Uniforms

<u>Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.</u>

<u>Schedule</u>

Monday, Tuesday, Wednesday & Thursdays, 3-9 pm

Class Location

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091

Instructional Ratio 20:1

CNC Production Specialist

Program Structure

<u>OCP</u>	<u>Course</u> <u>Number</u>	<u>Course Title</u>	Teacher Certification	Length
A	<u>PMT0026</u>	<u>CNC Production</u> Technician I	ENG 7G	<u>300 hours</u>
B	<u>PMT0027</u>	<u>CNC Production</u> <u>Technician II</u>	MACH SHOP @7 7G METAL WORK 7G	<u>300 hours</u>

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster. This provides technical skill proficiency.

Certifications Available

Students will be prepared to take a NIMS Exam.

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily.

Cosmetology

Instructor

Ms. Eilleen Guthart and Mr. John Klepeis

Program Structure

<u>OCP</u>	<u>Course</u> Number	Course Title	<u>Course</u> <u>Length</u>	<u>SOC</u> Code
	<u>CSP0009</u>	Grooming and Salon Services, Core, Facials and Nails	<u>225 Hours</u>	<u>39-5012</u>
	<u>COS0002</u>	Cosmetology and Hairdresser 1	<u>300 Hours</u>	<u>39-5012</u>
	<u>COS0003</u>	Cosmetology and Hairdresser 2	<u>300 Hours</u>	<u>39-5012</u>
A	<u>COS0009</u>	Cosmetology and Hairdresser 3	<u>375 Hours</u>	<u>39-5012</u>
		Total Course Length	<u>1200 Hours</u>	

Program Description

<u>Cosmetology enables people to acquire technical knowledge and skills necessary to qualify for the Florida Cosmetology</u> <u>State License Examination. Instruction includes a combination of class theory and practical experiences through practice</u> <u>with mannequins and patrons. Students will take a state board exam at the completion of the program for the Florida</u> <u>cosmetology license.</u>

Certifications Available

Florida Board of Cosmetology License

TABE minimum standards

Area	Minimum Score
Communications	<u>9</u>
Math	<u>8</u>

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.

<u>Schedule</u>

Monday, Tuesday, Wednesday & Thursdays, 3-9 pm

Class Location

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091

Instructional Ratio 20:1

Diesel

Program Structure	<u>e</u>			
<u>OCP</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Teacher Certification</u>	Length
<u>A</u>	<u>DIM0101</u>	<u>Diesel Engine</u> <u>Mechanic/Technician Helper</u>		<u>150 hours</u>
B	<u>DIM0102</u>	Diesel Electrical and Electronics Technician	DIESEL MECH @7 7G	<u>300 hours</u>
<u>C</u>	<u>DIM0104</u>	Diesel Engine Technician		<u>300 hours</u>
D	DIM0105	Diesel Brakes Technician		<u>300 hours</u>

Program Description

The course is multi-tiered and students entering this program will develop the knowledge and skills, both basic and intermediary, for employment in the diesel mechanic industry. Performs inspection, maintenance, repairs, and overhauls of diesel engines. Troubleshoots and diagnoses problems. Utilizes computer electronics systems to interpret failure modes.

Certifications Available

Students will be prepared to take an ASE (Automotive Service Excellence) Exam

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.

Florida Law Enforcement Academy

Instructor

Various instructors per course and FDLE requirements

Program Structure

<u>OCP</u>	<u>Course</u> <u>Number</u>	Course Title	Length	SOC Code
	<u>CJK0002</u>	Introduction to Law Enforcement	12 hours	
	<u>CJK0016</u>	Communication	24 hours	
	<u>CJK0018</u>	Legal	64 hours	
	<u>CJK0019</u>	Interviewing and Report Writing	56 hours	
	<u>CJK0063</u>	Fundamentals of Patrol	40 hours	
	<u>CJK0021</u>	Serving Your Community	<u>34 hours</u>	
	<u>CJK0072</u>	Crimes Against Persons	48 hours	
	<u>CJK0073</u>	Crimes Involving Property and Society	<u>12 hours</u>	
	<u>CJK0079</u>	Crime Scene Follow-up Investigations	<u>34 hours</u>	
	<u>CJK0400</u>	Traffic Incidents	<u>12 hours</u>	
A	<u>CJK0401</u>	Traffic Stops	24 hours	
	<u>CJK0402</u>	Traffic Crash Investigations	<u>30 hours</u>	
	<u>CJK0403</u>	DUI Traffic Stops	24 hours	
	<u>CJK0093</u>	Critical Incidents	<u>44 hours</u>	
	<u>CJK0020</u>	Law Enforcement Vehicle Operations	48 hours	
	<u>CJK0031</u>	First Aid for Criminal Justice Officers	<u>40 hours</u>	
	<u>CJK0040</u>	Criminal Justice Firearms	<u>80 hours</u>	
	<u>CJK0051</u>	Criminal Justice Defensive Tactics	<u>80 hours</u>	
	<u>CJK0421</u>	Conducted Electrical Weapon/Dart-Firing Stun Gun	<u>4 hours</u>	
	<u>CJK0096</u>	<u>Criminal Justice Officer Physical Fitness</u> <u>Training/Law Enforcement</u>	<u>60 hours</u>	

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

Certifications Available

State Officer Certification Exam

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily.

<u>Schedule</u>

Part Time Academy: Monday, Tuesday, Wednesday & Thursdays, 5-10 pm

Full Time Academy: Monday, Tuesday, Wednesday, Thursday & Friday, 8am - 5pm

Class Location

Nature Coast Technical High School

4057 California Street Brooksville, FL 34609

(352) 797-7091

Instructional Ratio 25:1

Instructor

Various instructors per course and FDLE requirements

Program Structure

<u>OCP</u>	Course Number	Course Title	Length	SOC Code
	<u>CJK0002</u>	Introduction to Law Enforcement	<u>12 hours</u>	
	<u>CJK0016</u>	Communication	<u>24 hours</u>	
	<u>CJK0018</u>	Legal	<u>64 hours</u>	
	<u>CJK0019</u>	Interviewing and Report Writing	56 hours	
	<u>CJK0063</u>	Fundamentals of Patrol	<u>40 hours</u>	
	<u>CJK0021</u>	Serving Your Community	<u>34 hours</u>	
	<u>CJK0072</u>	Crimes Against Persons	<u>48 hours</u>	
	<u>CJK0073</u>	Crimes Involving Property and Society	<u>12 hours</u>	
<u>A</u>	<u>CJK0079</u>	Crime Scene Follow-up Investigations	<u>34 hours</u>	
	<u>CJK0400</u>	Traffic Incidents	<u>12 hours</u>	
	<u>CJK0401</u>	Traffic Stops	<u>24 hours</u>	
	<u>CJK0402</u>	Traffic Crash Investigations	<u>30 hours</u>	
	<u>CJK0403</u>	DUI Traffic Stops	<u>24 hours</u>	
	<u>CJK0093</u>	Critical Incidents	<u>44 hours</u>	
	<u>CJK0393</u>	Cross-Over Program Updates	<u>8 hours</u>	
	<u>CJK0020</u>	Law Enforcement Vehicle Operations	<u>48 hours</u>	
	<u>CJK0421</u>	Conducted Electrical Weapon/Dart-Firing Stun Gun	<u>4 hours</u>	

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

Certifications Available

State Officer Certification Exam

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily.

Schedule

Part Time Academy: Monday, Tuesday, Wednesday & Thursdays, 5-10 pm

Full Time Academy: Monday, Tuesday, Wednesday, Thursday & Friday, 8am - 5pm

Class Location

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

Welding Technology

Instructor

Mr. Jason Whitman and Mr. David Shriver

<u>OCP</u>	Course Number	Course Title	Course Length	SOC Code
	PMT0070	Welder Assistant 1	<u>150 hours</u>	<u>51-9198</u>
A	<u>PMT0071</u>	Welder Assistant 2	<u>150 hours</u>	<u>51-9198</u>
	PMT0072	Welder, SMAW 1	<u>150 hours</u>	<u>51-4121</u>
B	<u>PMT0073</u>	Welder, SMAW 2	<u>150 hours</u>	<u>51-4121</u>
<u>C</u>	<u>PMT0074</u>	Welder	<u>450 hours</u>	<u>51-4121</u>
		Total Course Length	<u>1050 Hours</u>	

Program Description

The welding program includes classroom and shop instruction and prepare students for employment in the welding industry. The course is multi-tiered and students entering this program will develop the knowledge and skill both basic and intermediary, for employment in Shield Metal Arc Welding, Gas Metal Arc Welding, Flux-Core Arc Welding and Gas Tungsten Arc Welding to professional competency.

Certifications available

American Welding Society Examinations

TABE minimum standards

Area	Minimum Score
Communication	<u>9</u>
Math	<u>9</u>

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the welding program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class. Students must also provide their own approved welding helmet and gloves.

<u>Schedule</u>

Monday, Tuesday, Wednesday and Thursdays 3:30 - 9:30

Location

Central High School

14075 Ken Austin Parkway

Brooksville, FL 34613

<u>(352) 797-7091</u>

Instructional Ratio 20:1

Appendix A



Automotive Services Technology 1

✓ Supplies and uniforms are **required** before first day of school*

✓ Check with instructor before purchasing any tools on this list.

✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable

✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.

✓ ASE registration and examinations at students own expense.

Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuitior	<u>Automotive Services</u>	Technology 1 (Total Program Length)	<u>1050 hrs.</u>	<u>\$2.44 p/hr.</u>	<u>\$2,562.00</u>
Fee	Lab Fee		<u>1</u>	<u>\$240.00</u>	<u>\$240.00</u>
Fee	Registration Fee		<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
Fee	<u>Student ID</u>		<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
<u>Book</u>	CDX FAT3e textbook ISBN: 978128427166 Student Workbook	9 – Textbook & 2 Year online access code, And	<u>1</u>	<u>\$338.00</u>	<u>\$338.00</u>
					<u>\$3,175</u>
Fee	ASE Certification		4	<u>\$53.00</u>	<u>\$212.00</u>
Fee	ASE Registration		<u>2</u>	<u>\$34.00</u>	<u>\$68.00</u>
_					<u>\$3,455</u>
<u>Type</u>	Books, Uniform & Su Description	<u>ipplies</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Supply	mWork Pants, Shop-To Safety Glasses Ear Plugs	op and oil resistant work shoes, close toed	1 1 1	<u>\$150.00</u> <u>\$10.00</u> <u>\$9.89</u>	<u>\$150.00</u> <u>\$10.00</u> <u>\$9.89</u> \$169.89
	Tuition				\$2,562.00
	<u>Fees</u> <u>NATEF Registration &</u> <u>Books</u> <u>Uniforms & Supplies</u>		DGRAM TOTAL		\$275.00 \$280.00 \$338.00 \$169.89 \$3,624.89



Barbering

✓ Supplies and uniforms are **required** before first day of school*

✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable

✓ Students may purchase items below from the Distributor of their choice.

Туре	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Cosmetology (Total Program Length)	<u>900 hrs.</u>	<u>\$2.44 p/hr.</u>	<u>\$2,196.00</u>
Fee	Lab Fee	<u>1</u>	<u>\$165.00</u>	<u>\$165.00</u>
Fee	Registration Fee	<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
Fee	Student ID	<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
Fee	<u>Milady Online and Text Bundle (9780357812785)</u>	<u>1</u>	<u>\$280.00</u>	<u>\$280.00</u>
	CIMA for Barbering & Print 6 th Edition Milady			
Fee	<u>Cosmetology Tool Kit (Required)</u>	<u>1</u>	<u>\$412.79</u>	<u>*\$412.79</u>
				<u>\$3,088.79</u>

Supplies & Uniforms & Book/Online Recommendations

Uniform	Black Smock, Black Pants, Black Close Toed Shoes		1	\$150.00	\$150.00
Fee	PassPassPass online		⊥ 1	<u>39.00</u>	39.00
			Ŧ		
<u>Supply</u>	Pack of Pens		<u>1</u>	<u>\$7.00</u>	<u>\$7.00</u>
Supply	<u>1" Binder</u>		<u>1</u>	<u>\$4.99</u>	<u>\$4.99</u>
Supply	Pack of Index Cards		<u>1</u>	<u>\$2.29</u>	<u>\$2.29</u>
Supply	Pack of Notebook Filler Paper		<u>1</u>	<u>\$2.49</u>	<u>\$2.49</u>
Supply	Box of Latex Gloves		<u>1</u>	<u>\$9.39</u>	<u>\$9.39</u>
					\$215.16
		Exams			
Exam	HIV/AIDS			\$20.00	\$20.00
				\$16.50	\$16.50
Exam	Barbering Exam				
Fee	Testing Center Fee			<u>\$31.50</u>	<u>\$31.50</u>
					<u>\$68.00</u>

PROGRAM TOTAL

\$3371.95

Items Included in Tool Kit:

Barber Jacket and Cutting Cape Black Collar Clips (06) Tapered Barber Combs/Styling Combs Cutting Comb/Barber Comb White (1) and Black (1) Clipper Comb Extra Large Nylon Tote Andis Barber Clipper/Trimmer Combo Andis Profoil Lithium Plus Shaver Paddle Razor with Replaceable Blade Soft n Style Cotton Towels (12)

*\$412.79

Rubber Base Styling Brush Ceramic Cushion Paddle Brush Ryan Deluxe Bearded Manikin Jake Budget Manikin Head Lock Manikin Holder Ninja Swordsman Duo Shear Set Tourmaline Ionic Ceramic Dryer Professional Shaving Mug/Brush Handheld Square Mirror Professional Shaving Brush



CNC Production Specialist

✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable

✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.

✓ ASE registration and examinations at students own expense.

Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	CNC Production Specialist (Total	Program Length)	600 hrs.	\$2.44 p/hr.	\$1,464.00
Fee	Lab Fee		1	\$300.00	\$300.00
Fee	Registration Fee		1	\$30.00	\$30.00
Fee	Student ID		1	\$5.00	<u>\$5.00</u>
Book	CNC Manufacturing Technology,	2 nd Edition	1	\$129.60	\$129.60
	ISBN: 979-8-89118-175-5 – Textk	oook & Workbook			
					\$1,928.60

Туре	Description	Quantity	Unit Cost	Total Cost
Uniform	Work Pants, Shop-Top and oil resistant work shoes, close toed	1	\$150.00	\$150.00
Supply	Safety Glasses	1	\$10.00	\$10.00
Supply	Ear Plugs	1	\$9.89	\$9.89

Tuition	\$1,464.00
Fees	\$335.00
Books	\$129.60
Uniforms & Supplies	\$169.89
PROGRAM TOTAL	\$2,098.49
PROGRAINITOTAL	Ş4



Cosmetology

✓ Supplies and uniforms are **required** before first day of school*

- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.

Туре	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Cosmetology (Total Program Length)	<u>1200 hrs.</u>	<u>\$2.44 p/hr.</u>	<u>\$2,928.00</u>
Fee	Lab Fee	<u>1</u>	<u>\$165.00</u>	<u>\$165.00</u>
Fee	Registration Fee	<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
Fee	Student ID	<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
Fee	<u>Milady Online and Text Bundle (9780357921883)</u>	<u>1</u>	<u>\$280.00</u>	<u>\$280.00</u>
	CIMA for Cosmetology & Print 14 th Edition Milady			
Fee	<u>Cosmetology Tool Kit (Required)</u>	<u>1</u>	<u>\$424.99</u>	*\$424.99
				<u>\$3,832.99</u>

Supplies & Uniforms & Book/Online Recommendations

<u>Uniform</u>	Black Smock, Black Pants, Black Close Toed Shoes		<u>1</u>	<u>\$150.00</u>	<u>\$150.00</u>
Fee	PassPassPass online		<u>1</u>	<u>39.00</u>	<u>39.00</u>
Supply	Pack of Pens		<u>1</u>	<u>\$7.00</u>	<u>\$7.00</u>
Supply	<u>1" Binder</u>		<u>1</u>	<u>\$4.99</u>	<u>\$4.99</u>
Supply	Pack of Index Cards		<u>1</u>	<u>\$2.29</u>	<u>\$2.29</u>
Supply	Pack of Notebook Filler Paper		<u>1</u>	<u>\$2.49</u>	<u>\$2.49</u>
Supply	Box of Latex Gloves		<u>1</u>	<u>\$9.39</u>	<u>\$9.39</u>
					<u>\$215.16</u>
		Exams			
Exam	HIV/AIDS			<u>\$20.00</u>	<u>\$20.00</u>
Exam	Cosmetology Exam			<u>\$63.50</u>	<u>\$63.50</u>
Fee	Testing Center Fee			<u>\$31.50</u>	<u>\$31.50</u>
					<u>\$115.00</u>

PROGRAM TOTAL

\$\$4,163.15

Items Included in Tool Kit:

Scalpmaster Nylon Crinkle Uniform Soft N Style Duck Bill Clips Steel (12) Soft 'n Style Bevel Spray Bottle 12oz Celebrity Selena Manikin Soft 'n Style 1lb 2oz Bobby Pins Satin Edge Hair Styling Kit right handed Soft 'n Style Butterfly Clamp 3" KB Innovations Mannequin Holder Wide Salon Chic 8.5 inch Marceling Carbon Comb Scalpmaster Detangling Brush – black Salonchic 8' Dual Purpose Carbon Comb Hot Tools ION Dryer

*\$424.99

Scalpmaster 7 PC Ceramic Brush Set Scalpmaster Nylon Styling Cape Celebrity Zoey Manikin (two) City Lights XL Nylon Tote DL Pro Manicure Kit 9 PC Soft 'n Style Butterfly Clamp 2" Scalpmaster Replacement Blades Satin Edge Slant Tweezer – red Scalpmaster Silicon Metal Tail Comb Salonchic 9.5" Rattail Carbon Comb Hot Tools 1" XL Flat Iron



Applied Cyber Security

✓ Supplies, textbooks, and uniforms are **required** before first day of school*

Check with instructor before purchasing any tools on this list.

✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable

✓ Students may purchase items below from the Distributor of their choice.

✓ Industry examinations through CompTIA at students own expense – prices subject to change.

Туре	Tuitions & Fees	Quantity	Unit Cost	Total Cost
Tuition	Applied Cyber Security (Total Program Length)	<u>750 hrs.</u>	<u>\$2.44 p/hr.</u>	<u>\$1,830.00</u>
Fee	Student Module	<u>2</u>	<u>\$129.00</u>	<u>\$258.00</u>
Fee	Lab Fee	<u>2</u>	<u>\$263.50</u>	<u>\$527.00</u>
Fee	Registration Fee	<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
Fee	<u>Student ID</u>	<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
				<u>\$2,650.00</u>
	Uniform & Supplies & Recomm	nended Guides	<u>5</u>	
			±450.00	
<u>Uniform</u>	Collared Shirt, Long Pants, Closed Shoes	<u>1</u>	<u>\$150.00</u>	<u>\$150.00</u>
<u>Book</u>	The Official CompTIA A+ Core 1 Study Guide: Exams 220-1001	<u>1</u>	<u>\$99.00</u>	<u>\$99.00</u>
	(ISBN: 978-1-64274-133-9) 2019	-	100.00	
<u>Book</u>	The Official Comp TIA A+ Core 2 Study Guide: Exams 220-1002	<u>1</u>	<u>\$99.00</u>	<u>\$99.00</u>
	(ISBN: 978-1-64274-145-2) 2019			
<u>Book</u>	The Official CompTIA Network+ Study Guide: N10-007	<u>1</u>	<u>149.00</u>	<u>149.00</u>
	(ISBN: 978-1-64274-145-2) 2018			
<u>Book</u>	The Official Comp TIA Security+ Study Guide: SY0-501	<u>1</u>	<u>159.00</u>	<u>159.00</u>
	(ISBN: 978-1-64274-008-0) 2018			
Supply	Ream of Paper for Printer	<u>1</u>	<u>\$6.49</u>	<u>\$6.49</u>
Supply	Jump Drive 8 gig min.	<u>1</u>	<u>\$12.99</u>	<u>\$12.99</u>
Supply	Headphones	<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
Supply	Notecards	<u>1</u>	<u>\$5.89</u>	<u>\$5.89</u>
Supply	USB Mouse	<u>1</u>	<u>\$9.99</u>	<u>\$9.99</u>
				<u>\$696.36</u>
	Tuition			<u>\$1,830.00</u>
	<u>Fees</u>			<u>\$820.00</u>
	Uniform, Supplies & Recommended Guides			<u>\$696.36</u>
		PROGRAM T	OTAL	\$3,346.36



Crossover from Correctional Officer to Law Enforcement Officer

- ✓ Supplies, textbooks, and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.

✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable

	Type Pre-Enrollment Costs (anticipated costs)		Total Cost
\checkmark	Exam	CJBAT (Criminal Justice Basic Abilities Test) take prior to enrollment	\$39.00
\checkmark	Background Fee	Fingerprints to be taken prior to admission	\$37.25
\checkmark	Examination	Medical / Physical (estimate)	\$200.00

Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Crossover CO to LE (Tota	al Program Length)	518 hrs.	\$2.44 p/hr.	\$1,263.92
			5101113.		<u>. , , , , , , , , , , , , , , , , , , ,</u>
<u>Books</u>	FL BRTP Law Enforceme	nt Academy, Vol 1, 2023 edition	<u>1</u>	<u>\$11.00</u>	<u>\$11.00</u>
	ISBN: 978-1-71147-162-	<u>4</u>			
	FL BRTP High Liability Cu	irriculum, Vol 2, 2023 edition	<u>1</u>	<u>\$7.25</u>	<u>\$7.25</u>
	ISBN: 978-1=71147-163	<u>-1</u>			
Fee	Lab Fee for equipment		<u>1</u>	<u>\$420.00</u>	<u>\$420.00</u>
Fee	Student ID		<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
Fee	Registration Fee		<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
Fee	CJS Testing Company Ac	cess Code	<u>1</u>	<u>\$55.00</u>	<u>\$55.00</u>
Exam	State Officer Certification	n Exam	<u>1</u>	<u>\$100.00</u>	<u>\$100.00</u>

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Uniform & Supplies
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Fee	Uniform Costs (Estimated)	1	\$250.00	\$250.00
	Pre-Enrollment			
<u>Costs</u>			<u>\$276.25</u>	<u>Tuition</u>
		<u>\$1,263.92</u>		
	Fees including lab			<u>\$510.00</u>
	Books			<u>\$18.25</u>
	Examination Fees			<u>\$100.00</u>
	Uniforms & Supplies			<u>\$250.00</u>
	PROGRAM TOTAL			<u>\$2418.42</u>



Florida Law Enforcement Academy

- ✓ Supplies, textbooks, and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.

Prices listed below are approximate and subject to change and subjected to state tax where applicable

	Туре	Pre-Enrollment Costs (anticipated costs)	Total Cost
\checkmark	Exam	CJBAT (Criminal Justice Basic Abilities Test) take prior to enrollment	\$39.00
\checkmark	Background Fee	Fingerprints to be taken prior to admission	\$37.25

✓ Examination Medical / Physical (estimate)

Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuitien	Levy Enforcement Academ	··· (Tetel Dreemens Length)	770 bas	ć2.44 m/hm	¢1.070.00
<u>Tuition</u>	Law Enforcement Academ	<u>iy (Total Program Length)</u>	<u>770 hrs.</u>	<u>\$2.44 p/hr.</u>	<u>\$1,878.80</u>
Books	FL BRTP Law Enforcement	Academy, Vol 1, 2023 edition	<u>1</u>	<u>\$11.00</u>	<u>\$11.00</u>
	ISBN: 978-1-71147-162-4				
	FL BRTP High Liability Curr	iculum, Vol 2, 2023 edition	<u>1</u>	<u>\$7.25</u>	<u>\$7.25</u>
	ISBN: 978-1=71147-163-1				
Fee	Lab Fee to include Ammo,	Firearm rental, equipment	<u>1</u>	<u>\$925.00</u>	<u>\$925.00</u>
Fee	Student ID		<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
Fee	Registration Fee		<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
Fee	CJS Testing Company Acce	ss Code	<u>1</u>	\$55.00	\$55.00
Exam	State Officer Certification	Exam	<u>1</u>	\$100.00	\$100.00

Uniform & Supplies

<u>Fee</u>	Uniform Costs (Estimated)	<u>1</u>	<u>\$250.00</u>	<u>\$250.00</u>
	Pre-Enrollment Costs Tuition Fees including lab Books Examination Fees Uniforms & Supplies PROGRAM TOTAL			\$276.25 \$1,878.80 \$1015.00 \$18.25 \$100.00 \$250.00 \$3,538.30

\$200.00



Diesel Systems Technician 1

✓ Supplies and uniforms are **required** before first day of school*

✓ Check with instructor before purchasing any tools on this list.

Prices listed below are approximate and subject to change and subjected to state tax where applicable

✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.

✓ ASE registration and examinations at students own expense.

Ear Plugs

Supply

Туре	Description Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Diesel Systems Technician 1 (Total Program Length)	1050 hrs.	\$2.44 p/hr.	\$2,562.00
Fee	Lab Fee	1	\$240.00	\$240.00
Fee	Registration Fee	1	\$30.00	\$30.00
Fee	Student ID	1	\$5.00	\$5.00
Book	CDX BU- CDX Engines 2e -Systems 2e	1	\$374.21	\$374.21
	ISBN: 9781284274073 – Textbook & 2 Year online access code,			
	Including online Student Workbook			
				\$3,211.21
Fee	ASE Certification	4	\$56.00	\$224.00
Fee	ASE Registration	2	\$34.00	\$68.00
				<u>\$3,503.21</u>
	Books, Uniform &	Supplies		
Туре	Description	Quantity	Unit Cost	Total Cost
Uniform	Work Pants, Shop-Top and oil resistant work shoes, close toed	1	\$150.00	\$150.00
Supply	Safety Glasses	1	\$10.00	\$10.00

1

\$9.89

<u>\$169.89</u>

<u>\$9.89</u>

Tuition		\$2,562.0
Fees		\$275.00
NATEF Registration & examinations		\$292.00
Books		\$374.21
Uniforms & Supplies		\$169.89
	PROGRAM TOTAL	\$3,673.1



Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1

✓ Supplies, textbooks, and uniforms are **required** before first day of school*

Check with instructor before purchasing any tools on this list.

Prices listed below are approximate and subject to change and subjected to state tax where applicable

✓ Students may purchase items below from the Distributor of their choice.

✓ EPA608, R-410A Safety and Employment Ready exams – at student's cost.

Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
HVAC (Total Program	n Length)	<u>750 hrs.</u>	<u>\$2.44 p/hr.</u>	<u>\$1,830.00</u>
Modern Refrigeratio	on & Air Conditioning 21st Edition	<u>1</u>	<u>\$151.50</u>	<u>\$151.50</u>
	978-1-64564-718-8)			
		<u>1</u>		<u>\$255.00</u>
				<u>\$5.00</u>
Registration Fee		<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
			100 00	<u>\$2,271.50</u>
				\$25.00
				\$25.00
				<u>\$15.00</u>
				<u>\$15.00</u>
HVAC Excellence Em	ployment Ready Heat Pump	<u>1</u>	<u>\$15.00</u>	<u>\$15.00</u>
				<u>\$2,366.50</u>
	Uniform & Supplies			
Work pants, work sh	hirt, Closed Shoes	<u>1</u>	<u>\$150.00</u>	<u>\$150.00</u>
Safety Glasses (ANSI	approved)	<u>1</u>	<u>\$5.00</u>	<u>\$5.00</u>
<u>Calculator – Square</u>	Root	<u>1</u>	<u>\$7.99</u>	<u>\$7.99</u>
Black Electrical Tape			<u>\$3.98</u>	<u>\$3.98</u>
Air Duct Calculator			<u>\$5.00</u>	<u>\$5.00</u>
	•		<u>\$19.99</u>	<u>\$19.99</u>
		<u>1</u>	<u>\$200.00</u>	<u>\$200.00</u>
		<u>1</u>		<u>\$14.20</u>
		<u>1</u>		<u>\$20.25</u>
<u>Needle Nose Pliers –</u>	<u>- 6"</u>	<u>1</u>	<u>\$13.97</u>	<u>\$13.97</u>
	HVAC (Total Program Modern Refrigeratio (Text/WB/Lab) ISBN Lab Fee Student ID Registration Fee EPA 608 R-410A Safety HVAC Excellence Em HVAC Excellence Em	HVAC (Total Program Length) Modern Refrigeration & Air Conditioning 21st Edition (Text/WB/Lab) ISBN 978-1-64564-718-8) Lab Fee Student ID Registration Fee EPA 608 R-410A Safety HVAC Excellence Employment Ready Electrical HVAC Excellence Employment Ready Air Conditioning HVAC Excellence Employment Ready Heat Pump Lutiform & Supplies Work pants, work shirt, Closed Shoes Safety Glasses (ANSI approved) Calculator – Square Root Black Electrical Tape	HVAC (Total Program Length)750 hrs.Modern Refrigeration & Air Conditioning 21st Edition1(Text/WB/Lab) ISBN 978-1-64564-718-8)1Lab Fee1Student ID1Registration Fee1FPA 6081R-410A Safety1HVAC Excellence Employment Ready Electrical1HVAC Excellence Employment Ready Heat Pump1Vork pants, work shirt, Closed Shoes1Safety Glasses (ANSI approved)1Calculator – Square Root1Black Electrical Tape1Air Duct Calculator1Fieldpiece SC56 Swivel Head Meter or equivalent1Must do capacitors, ohms, volts, & amps1Wire Crimp Terminal Tool1Combination Screwdriver Set or 6 in one or 8 in one driver1	HVAC (Total Program Length)750 hrs.\$2.44 p/hr.Modern Refrigeration & Air Conditioning 21st Edition1\$151.50(Text/WB/Lab) ISBN 978-1-64564-718-8)1\$255.00Lab Fee1\$255.00Student ID1\$5.00Registration Fee1\$250.00PA 6081\$250.00R-410A Safety1\$250.00HVAC Excellence Employment Ready Electrical1\$15.00HVAC Excellence Employment Ready Air Conditioning1\$15.00HVAC Excellence Employment Ready Heat Pump1\$15.00Vork pants, work shirt, Closed Shoes1\$15.00Safety Glasses (ANSI approved)1\$5.00Calculator – Square Root1\$7.99Black Electrical Tape1\$3.98Air Duct Calculator1\$5.00Tool Box or Tool Bag1\$19.99Fieldpiece SC56 Swivel Head Meter or equivalent1\$19.99Must do capacitors, ohms, volts, & ampsWire Crimp Terminal Tool1Must do capacitors, ohms, volts, & ampsWire Crimp Terminal Tool1Combination Screwdriver Set or 6 in one or 8 in one driver1\$20.25

Tool	<u>Tub Cutter (mini IMP)</u>	<u>1</u>	<u>\$15.99</u>	<u>\$15.99</u>
Tool	Imperial Tube Cutter – 127 FB	<u>1</u>	<u>\$29.08</u>	<u>\$19.08</u>
Tool	Imperial Eastman Flare/Swage Set	<u>1</u>	<u>\$81.47</u>	<u>\$81.47</u>
Tool	Tubing Bender ¼", 3/8", ½"	<u>1</u>	<u>\$65.95</u>	<u>\$65.95</u>
Tool	Inspection Mirror	<u>1</u>	<u>\$9.23</u>	<u>\$9.23</u>
Tool	<u>Service Wrench – small</u>	<u>1</u>	<u>\$18.53</u>	<u>\$18.53</u>
Tool	Wire Strippers	<u>1</u>	<u>\$10.98</u>	<u>\$10.98</u>
Tool	Refrigeration Gauges – R-22 & R-410 compatible 5'Hoses (yellow jacket)	<u>1</u>	<u>\$60.00</u>	<u>\$60.00</u>
Tool	Field piece ATC1 or ATC1R Pipe Temperature Clamp or equivalent	<u>1</u>	<u>\$105.00</u>	<u>\$105.00</u>
Tool	Adjustable Wrench 10", 8", 6"	<u>1</u>	<u>\$30.00</u>	<u>\$30.00</u>
Tool	Channel Lock Pliers	<u>1</u>	<u>\$10.99</u>	<u>\$10.99</u>
Tool	Hose Quick Disconnect (90 degree)	<u>3</u>	<u>\$20.83</u>	<u>\$62.49</u>
Tool	<u>Valve Core Remover Tool – Yellow Jacket</u>	<u>1</u>	<u>\$35.00</u>	<u>\$35.00</u>
Tool	Nut Driver – ¼" & 5/16" set, Long Shank	<u>1</u>	<u>\$10.04</u>	<u>\$19.04</u>
Tool	Alligator Clips or equivalent	<u>2</u>	<u>\$1.80</u>	<u>\$3.60</u>
Tool	<u>Socket Set – 3/8" drive</u>	<u>1</u>	<u>\$37.87</u>	<u>\$37.87</u>
Tool	Magnehelic 2" scale	<u>1</u>	<u>\$88.50</u>	<u>\$88.50</u>
Tool	Sling Psychrometer (digital is acceptable)	<u>1</u>	<u>\$83.88</u>	<u>\$83.88</u>
				<u>\$1,215.97</u>

Tuition	<u>\$1,830.00</u>
<u>Fees</u>	<u>\$290.00</u>
Book	<u>\$151.50</u>
Examination Fees	<u>\$95.00</u>
Uniforms & Supplies	<u>\$1,215.97</u>
PROGRAM TOTAL	<u>\$3,582.47</u>



Welding

✓ Textbooks, and uniforms are **required** before first day of school*, supplies are optional.

Check with instructor before purchasing any tools on this list.

Prices listed below are approximate and subject to change and subjected to state tax where applicable

✓ Students may purchase items below from Distributor of their choice. Any listed below are merely suggestions.

✓ Certified Welder examination payable to testing center location chosen by student – price can vary.

Туре	Tuition & Fees	Quantity	Unit Cost	Total Cost
<u>Tuition</u> Fee Fee	<u>Welding Technology (Total Program Length)</u> <u>Lab Fee</u> <u>Student ID</u> Pagistration Fee	<u>1050</u> <u>4</u> <u>1</u>	<u>\$2.44</u> <u>\$303.75</u> <u>\$5.00</u> \$30.00	<u>\$2,562.00</u> <u>\$1,215.00</u> <u>\$5.00</u> <u>\$30.00</u>
<u>Fee</u> <u>Book</u>	<u>Registration Fee</u> Modern Welding ISBN: 978-1-63563-694-3 Textbook & WB	<u>1</u>	<u>\$30.00</u> \$185.00	\$185.00 \$185.00 \$3,997.00
<u>Exam</u>	American Welding Society Welding Test (student cost)	<u>1</u>	<u>\$300.00</u>	\$300.00 \$4,297.00

Uniforms (Required), Tools and Supplies (Optional)

Jeans & work shirt (100% cotton) - Required	1	\$65.49	\$65.49
· · · · · ·	1	\$49.99	\$49.99
Fire Resistant welding jacket - Required	1	\$54.04	\$54.04
Leather welding gloves - Required	1	\$16.88	\$16.88
Welders hat or skullcap - Required	1	\$5.26	\$5.26
<u>Clear safety glasses or prescription glasses with side shields</u>	<u>1</u>	<u>\$6.43</u>	<u>\$6.43</u>
Face shield w/head gear (OFC & PAC)	<u>1</u>	<u>\$24.95</u>	<u>\$24.95</u>
Ear Plugs	<u>1</u>	<u>\$9.89</u>	<u>\$9.89</u>
Welding helmet	<u>1</u>	<u>\$51.40</u>	<u>\$51.40</u>
Welding filter plates #10	<u>1</u>	<u>\$6.00</u>	<u>\$6.00</u>
Carbon steel wire brush	<u>1</u>	<u>\$8.08</u>	<u>\$8.08</u>
	Leather welding gloves - Required Welders hat or skullcap - Required Clear safety glasses or prescription glasses with side shields Face shield w/head gear (OFC & PAC) Ear Plugs Welding helmet Welding filter plates #10	High-top leather safety steel toe boots - Required1Fire Resistant welding jacket - Required1Leather welding gloves - Required1Welders hat or skullcap - Required1Clear safety glasses or prescription glasses with side shields1Face shield w/head gear (OFC & PAC)1Ear Plugs1Welding helmet1Welding filter plates #101	High-top leather safety steel toe boots - Required1\$49.99Fire Resistant welding jacket - Required1\$54.04Leather welding gloves - Required1\$16.88Welders hat or skullcap - Required1\$5.26Clear safety glasses or prescription glasses with side shields1\$6.43Face shield w/head gear (OFC & PAC)1\$24.95Ear Plugs1\$9.89Welding helmet1\$51.40Welding filter plates #101\$6.00

<u>Type</u>		<u>Quantity</u>	<u>Unit Cost</u>	Total Cost
Tools Tools Tools Tools Tools Tools	Chipping hammer Pliers, Wrenches, Clamps 12" adjustable wrench 10" groove or slip joint pliers 6" side or diagonal cutting pliers 10" vice grip pliers	1 1 1 1 1 1	\$7.98 \$86.85 \$27.98 \$24.99 \$5.98 \$16.48	\$7.98 \$86.85 \$27.98 \$24.99 \$5.98 \$16.48 \$468.67
	Tuition Lab Fees Uniforms, Tools & Supplies Registration Fee Student ID Fee Book Exam Fee			\$2,562.00 \$1,215.00 \$468.67 \$30.00 \$5.00 \$185.00 \$300.00
		PROGRAM TO	OTAL	<u>\$4,765.67</u>

Heating, Ventilation, Air Conditioning,/Refrigeration (HVAC/R) 1

Minimum Age for Industry Examinations	None
Minimum Clock Hours	750
Examination Fees	EPA608 & R410A = \$25. Employment Ready exams + \$15 each
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	Non Applicable
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/architecture-construction.stml - C400410

Applied Cyber Security

Minimum Age for Industry Examinations	None
Minimum Clock Hours	750
Examination Fees	$\frac{\text{Comp TIA: } A + = \$219, \text{Network} + = \$319,}{\text{Security} + = \$339}$
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	www.pearson.com
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/info-technology.stml - Y100300

Automotive Service Technology 1

Diesel Systems Technician 1

Minimum Age for Industry Examinations	<u>18</u>
Minimum Clock Hours	1050
Examination Fees	Registration: each \$36, Examination: each \$43
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	https://www.ase.com/ase-certification-tests
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/transportation-distribution- logistics.stml - T400730

https://www.fldoe.org/academics/career-adult-
edu/career-tech-edu/curriculum-frameworks/2024-
25-frameworks/transportation-distribution-
logistics.stml - T650100

Barbering

Minimum Age for Industry Examinations	<u>16</u>
Minimum Clock Hours	<u>900</u>

Examination Fees	Application = \$16.50, Testing Center Fees = \$31.50, HIV Test Fee = \$11.75
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	http://www.myfloridalicense.com/dbpr/
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/human-services.stml - 1120403

Cosmetology

Minimum Age for Industry Examinations	<u>16</u>
Minimum Clock Hours	1200
Examination Fees	<u>Application = \$63.50, Testing Center Fees = \$30,</u> <u>HIV Test Fee = \$20</u>
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	http://www.myfloridalicense.com/dbpr/
Florida Department of Education Curriculum	<u>https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2024-25-frameworks/human-services.stml - D500100</u>

Welding Technology

Minimum Age for Industry Examinations	None
Minimum Clock Hours	1050
Examination Fees	Certified Welder - \$350+
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	None applicable

Florida Department of Education Curriculum	https://www.fldoe.org/academics/career- adult-edu/career-tech-edu/curriculum-
	frameworks/2024-25- frameworks/manufacturing.stml - J400400

CNC Production Specialist

Minimum Age for Industry Examinations	None
Minimum Clock Hours	<u>600</u>
Examination Fees	<u>\$110</u>
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	https://www.nims-skills.org/credentialing
Florida Department of Education Curriculum	<u>https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2024-25-frameworks/manufacturing.stml - J200300</u>

Be aware that all licensure and industry certifications may be subject to background checks by the administering agency.

Veteran's Attendance Policy

(This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used)

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as <u>quarter hour, half hour and hour</u> absence.

Students exceeding 20% (percentage) total absences of scheduled hours in a <u>calendar month</u> will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

Standards of Academic Progress for VA Students (All standards must logically relate to graduation requirements)

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of <u>70%</u> each <u>phase.</u> (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA or percentage falls below 70% at the end of any <u>phase</u> (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 70%.

Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Signature:	_
Supervisor of Adult & Technical Education Date: 10/6/2017	
School Name: <u>SunCoast Technical Education Center</u>	
Address: <u>801 N. Broad Street</u>	
City, State, Zip Code: Brooksville, FL 34601	
BSA Form 1005 (November 2016)	





All visitors must check in at the Administration Office

Main Campus

17050 Spring Hill Drive, Brooksville, Florida 34604 352-797-7018

Extension Campus 14075 Ken Austin Pkwy Brooksville, Florida, 34613

TBD,

Director of Adult & Technical Education

BRIGHT. TECHNICAL. CAREERS.

Mission Statement

The mission of Wilton Simpson Technical College is to empower our community to grow and be successful by providing quality education through our innovative programs.

Vision Statement

To be leaders in adult and technical education.

Governance/Accreditation

Wilton Simpson Technical College (STC) is governed by five (5) elected officials who constitute the Hernando County School Board. The district superintendent is the chief administrative officer of all the schools in the district. STC's Director has the primary responsibility for the operation of the school.

STC, as part of Hernando County Public School System, is subject to certification standards for its faculty that are equivalent to those required in other public supported schools. Instructors are experienced in their respective fields and maintain high standards of instruction. STC's faculty members are certified by the Florida Department of Education and/or the Hernando County School Board on the basis of their technical qualification, actual work experience in the occupation they teach, and professional training as teachers. Thus, they must have technical competence as well as professional teacher training.

STC is served by an Institutional Advisory Committee whose function is to advise and make recommendations to the Director concerning the curriculum, equipment, operation and goals of STC. Committee members are selected for their interest, experience, and other qualities which enable them to make worthwhile contributions to the community. In addition, each program is served by an occupational advisory committee which is composed of men and women who are employed in the field or trade represented by the program. These people are of invaluable service in evaluating programs, keeping instructors abreast of current industrial needs and technological needs as they pertain to job skills and job placement.

STC is a public institution of the Hernando County School Board, certified by the Florida Department of Education and accredited by the Commission of the Council on Occupational Education.

Contact Information: Council on Occupational Education

7840 Roswell Road, Building 300

Suite 325

Atlanta, GA 30346



Dear Students,

Welcome to Wilton Simpson Technical College! I am honored to spend this year with you as you embark on your educational journey. I hope you find that the staff and faculty will do their best to help you be successful during your time with us.

Please take time to review this Program Handbook. There is information in the handbook that will be useful to you throughout this academic year.

Wilton Simpson Technical College offers many opportunities for you to gain valuable adult & technical training. Those who enroll in a technical training program will learn excellent training and employability skills each year. Whether you choose to go directly into the workforce or to go on to another postsecondary program, you will leave our school being empowered to compete with your peers.

On behalf of the faculty and staff at Wilton Simpson Technical College, we once again welcome you and look forward to working with you during this coming year.

Sincerely,

TBD

Director of Adult & Technical Education

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ACCREDITATION

Wilton Simpson Technical College is fully accredited with the Council on Occupational Education. Initial accreditation was granted on February 19, 2017 and is approved until 2028. The agency contact details are:

Council on Occupational Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 (770)-396-3898 www.council.org

Program accreditation is also held for our Automotive and Air Conditioning, Refrigeration and Heating Technology programs. Automotive is approved through NATEF (National Automotive Technicians Education Foundation) The agency contact details are:

> NATEF (National Automotive Technicians Education Foundation, Inc.) 101 Blue Seal Drive S.E. Suite 101 Leesburg, VA 20175 Tel: 703-669-6650 Fax: 703- 669-6125 www.natef.org

Air Conditioning, Refrigeration & Heating Technology is approved through HVAC Excellence. The agency contact details are:

HVAC Excellence PO Box 491 Mount Prospect, IL 60056 Tel: 800-394-5268 Fax: 800-546-3726 www.hvacexcellence.org

Licensing information for our Cosmetology program is held through:

Florida Department of Education 325 W. Gaines St Tallahassee, FL 32399 Tel: 850-245-9020 www.fldoe.org

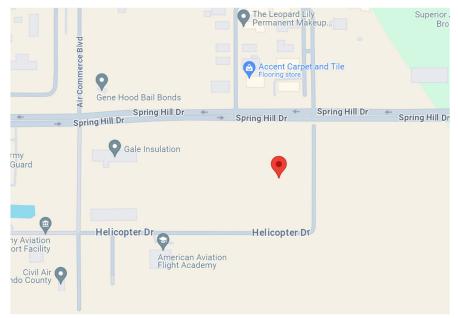
Accreditation documentation pertaining to the school and its accredited programs is available on request, and will be provided in paper format, through our administrative office.

General Information

Campus and Facilities

Main Campus

17050 Spring Hill Drive Brooksville, FL 34604



Extension Campus

Central High School 14075 Ken Austin Pkwy. Brooksville, FL 34613



ADMISSION REQUIREMENTS

Adult students and those over the age of 16 who have left formal secondary education may enroll in STC's adult and technical programs. Students entering 9th grade prior to the 2003-2004 school year or from an out of state school must take the CASAS test and meet the minimum standards for their selected program, unless they qualify for a basic skills exemption.

ADMISSION PROCEDURE

STC does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin. Students' age 16 years old and older with the goal of learning an adult and/or technical skill offered by STC are encouraged to apply. (Minor students should refer to the Administrative office for admission criteria). All programs are subject to space available.

- 1. Students interested in a technical program are encouraged to make an appointment for a tour of their program of interest with STC staff.
- 2. Students will need to submit all requested paperwork, including transcripts and/or diplomas, proof of Florida residency for in-state tuition rates (Two forms of identification are required) at orientation.
- 3. Submit the applicable tuition and fees and/or FASFA information.
- 4. Students needing financial assistance can contact the Administrative office who will direct students to agency funding sources.
- 5. Students must take the CASAS exam unless a basic skills exit requirement exemption exists. The exam is administered by STC Staff, and an appointment will be made for you within six weeks of class start date.

BASIC SKILLS EXIT REQUIREMENTS AND EXEMPTIONS

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A - 10.040 mandate that students who enroll in a program of 450 hours or more "may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program." STC provides the opportunity for students to demonstrate basic skill requirement through the CASAS exam. The Florida Department of education has placed basic skill levels on all programs in the curriculum frameworks. CASAS scores are valid for a period of one (1) year.

Based on Rule 6A - 10.040 and Rule 6A - 10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9th grade in Florida public school in the 2003-2004 school year or thereafter, and earned a Florida standard High School Diploma.
- The student who is serving as an active duty member of any branch of the United States Armed Services
- The student passes a state or national industry certification or licensure examination aligned to the career program in which the student is enrolled.
- A student is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen career program.

TRANSCRIPTS

At the completion of a program a certificate of completion along with a transcript will be issued to the student provided there are no outstanding fees. A \$2 charge will be required for each additional transcript request.

FINANCIAL AID COUNSELING

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial assistance. Prior to course start date all tuition and fees must be paid or accounted for.

Note: Financial Aid approval does not automatically result in admittance into Wilton Simpson Technical College.

PLACEMENT

Wilton Simpson Technical College and CareerSource Pasco Hernando has resources, both traditional and on-line, to provide placement assistance to students seeking employment upon completion of their occupational training. STC program instructors, administration and staff provide valuable information and resources to support job placement.

The CareerSource on-line link is https://www.careersourcepascohernando.com/ and provides much placement opportunities under the "Job Seekers" tab. The career center hosts local job vacancies under "Hot Jobs" that is updated frequently. CareerSource also utilizes the "Employ Florida Marketplace" to assist student to secure employment in their field of training.

TUITION AND FEES FOR ADULT GENERAL EDUCATION

Adult Education students are assessed \$30.00 per term for instruction in GED®, ESOL, Adult High School or Adult Basic Education classes. For short-term, fee-based classes, the full cost of instruction determines the cost of the class. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

Community Education course fees will vary. Please consult the website for the most up to date information.

Fees must be paid prior to the first day of classes. Payment can be made by cash, or check.

No fees shall be charged for co-enrolled classes.



EMPLOY FLORIDA

The Employ Florida Marketplace is your one-stop online resource for job listings, education and training opportunities, career building assistance and much more. By registering with Employ Florida and posting your resume you will be able to access many features and services to help you in your career search. A User Guide, accessed from the Employ Florida website, was developed to help students get started.

Listed below are a few of the services that are provided through Employ Florida:

• Help Finding Job Openings - You can review available jobs and apply online.

• Job Market Trends - Access current market trends based on available job orders. You can research regional labor market information, such as salaries.

• Resume Builder - This tool will provide you with a professional format to help you create, store, update and post your resume online.

• Letter Builder - This tool will help you create, store and update letters you will need during a job search.

• Employer Information - You can find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.

• Employers Posting Jobs - You will be able to view employers who have jobs available in the system.

• Virtual Recruiter - Let Employ Florida's Virtual Recruiter schedule a recurring search for job openings that meet your qualifications.

STC encourages student to register with Employ Florida during the last few weeks of the student's chosen Program. This will give students an opportunity to look for a job while completing the program. STC staff are available to assist students with placement needs.

Employ Florida Link: https://www.careersourcepascohernando.com/



HOUSING

Wilton Simpson Technical College does not provide dormitory space or any type of housing facility.

TRANSFER POLICY

Official transcripts from other colleges, technical centers and accredited institutions will be evaluated by an academic advisor and the instructor and credit may be given for the appropriate units of instruction.

Students with previous technical training from other institutions may receive credit for that training. An official transcript from a Florida public institute documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institute for the same technical program. An official transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/ program. Official transcripts from non-accredited institutions will be evaluated on an individual basis by the Coordinator of Career and Technical Education and the program instructor to determine if advanced placement in a given program is applicable. All documentation, including transcripts, must be received by Wilton Simpson Technical College prior to the student starting their program.

Students wishing to transfer programs within STC must submit a letter to the Coordinator of Career and Technical Education requesting a transfer. Students must be in good standing in their current program to be considered for transfer. Students transferring between programs may not change programs in the middle of the term but must wait until the start of the next term to enroll in a different program. Students granted permission to transfer to a new program will not be issued transfer hours.

WITHDRAWAL PROCEDURES

Students wishing to withdraw from a program prior to program completion need to meet with the Coordinator of Career and Technical Education. The Coordinator will review with the student the options that are available should the student want to return at a future date. The student will be given a short exit survey, the result of which will be used for data reporting purposes. The student must settle any financial obligations prior to leaving.

Students wishing to withdraw from a program prior to program completion must meet with a Financial Aid Specialist to determine if the student has to pay back any of his/her Pell award. Students are asked to confirm with the Administrative Office their current mailing and email addresses to facilitate quick processing of any refunds.

TECHNICAL PROGRAM LENGTH

Program lengths vary from 600 to 1200 clock hours. Please see individual program listings for additional information on the required program hours – hernandoschools.org/schools/stc

RE-ADMISSION POLICY

Students who withdraw or are administratively withdrawn due to a violation of the code of conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the Director of Adult and Technical Education. Students who are administratively withdrawn and wish to be considered for re-admission into the same program of study, must write an appeal letter to the Director requesting re-admission within seven (7) days of the notification of withdraw. If approved for readmission, the Director will be responsible for making the decision for the re-entry date. Any outstanding debt must be paid in full prior to re-admission.

INFORMATION DISCLOSURE

STUDENT INFORMATION DISCLOSURE POLICY

In accordance with federal and state laws, Hernando County School District and STC will obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Hernando County School District may disclose appropriately designated directory information without written consent UNLESS you advise Hernando County School District to the contrary.

STUDENT RECORDS

All matters concerning student records are processed, developed, and maintained by the Staff/Financial Aid department. Certificates are processed and issued; transcripts are prepared and provided at the student's request within a reasonable period of time. Fees may be associated with transcripts and some services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Annually, Wilton Simpson Technical College, informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The administrative office will disclose FERPA information by publishing a notice in the student catalog and on the appropriate web locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records, and file a complaint with the school.

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the administrative office, a written request that identifies the education record(s) they wish to inspect. If the records are not maintained by the administrative office, the school shall advise the student of the correct official to whom the request should be addressed. The appropriate school official will arrange for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without prior consent of the student is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a member of the faculty or staff, members of the HCSB School Board, or a person under contract to the school to perform a task such as a consultant, attorney or auditor. Student or community members of school committees are also included in the definition of school officials as are student employees assisting a school official in performing his or her tasks.

Inter-institutional disclosure may be made between the school and entities that administer or participate in joint programs or activities and that further a legitimate educational interest because such disclosures are considered made to "school officials". Directory Information at Wilton Simpson Technical College, is defined as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory Information will be made available to the general public unless the student notifies the administrative office in writing of the wish for privacy. A copy of the Non-Disclosure of Directory Information form is provided to each student at enrollment. Additional copies can be obtained at the administrative office.

The right to file a complaint concerning alleged failures by the Wilton Simpson Technical College, to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

<u>TBD</u>

Director of Adult and Technical Education 17050 Spring Hill Drive Brooksville, FL 34604 (352)797-7018

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records -- including your Social Security Number, grades, or other private information -- may be accessed without your consent. Covered under this provision are:

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities) who may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported program. The evaluation may relate to any program that is "principally engaged in the provision of education", such as early childhood education and job training, as well as any program that is administrated by an education agency or institution.

Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when the school objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and date security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal and State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FINANCIAL INFORMATION

FINANCIAL AID FOR TECHNICAL PROGRAMS

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. The amount of financial aid is dependent upon financial need; therefore, the amount awarded may vary from student to student. The attendance policy and satisfactory academic progress must be maintained throughout the length of the program to remain eligible for Federal Financial Aid. Students losing their benefits may re-enroll as self-pay until such time benefits can be reinstated.

Postsecondary students are assessed tuition, books/kits and lab fees. These fees are discussed during the enrollment period and are payable upon registration. Certain programs require the purchase of supplies, insurance, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current in state tuition rate is \$2.44 per clock hour. The out of state rate is \$9.32. There is also a \$5 student ID fee. Information on the cost of individual programs may be obtained on the Wilton Simpson Technical College website at hernandoschools.org/schools/stc

Payment for program tuition is made at the time of registration at the Administrative Office based at 17050 Spring Hill Drive, Brooksville, Florida, 34604. Payment of approved installment plans can also be made at the Administrative Office. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Potential payment issues should be discussed with the Coordinator of Career and Technical Education to rectify any issues. Students will be given a verbal reminder if installment plan is one day late. After two weeks a written reminder of payment due will be mailed to the student. After thirty days of non-payment a letter confirming withdrawal from the program will occur if payment is not received within fifteen days. After forty-five days a certified letter will be mailed to the student withdrawing them from the program. Re-entry into a Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

If third party funding fails to provide payment within 30 days, the student is responsible for the balance of the tuition and fees. Failure to provide payment within 7 days will result in withdrawal from the program.

In order for a program to be eligible for Title IV aid it must:

- 1) Admit as a regular student a person who meets one of the following:
 - a) Have a valid high school diploma
 - b) Have a GED diploma
 - c) Have a valid state authorized high school equivalency examination (HiSet,TASC etc...)
- 2) Offer a course that has supervised training of at least 600 clock hours in duration and leads to a certificate that prepares students for gainful employment in recognized occupations.

To be Eligible to receive Federal Student Aid, you will need to:

- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED 2014[®]) certificate, or by completing a high school education in a homeschool setting approved under state law.
- 2) Be enrolled or accepted for enrollment as a *regular student* in an eligible certificate program. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
- 3) Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- 4) Completed a FAFSA and the school must have a current SAR to start the initial eligibility process.
 - Sign certifying statements on the *FAFSA* stating that:

- you are not in **default** on a **federal student loan**
- do not owe a refund on a **federal** grant
- Sign the required statement that you will use federal student aid only for educational purposes
- 5) Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
- 6) The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

- 1) Be a U.S. CITIZEN or U.S. NATIONAL
 - a) You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- 2) Have a GREEN CARD
 - a) You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
 - a) Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - b) Refugee
 - c) Asylum Granted
 - d) Cuban-Haitian Entrant (Status Pending)
 - e) Conditional Entrant (valid only if issued before April 1, 1980)
 - f) Parolee
- 4) Have BATTERED IMMIGRANT STATUS
 - a) You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
- 5) Have a T-VISA
 - a) You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) U-Visa" holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
 - a) Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

STUDENTS' RIGHTS & RESPONSIBILITIES FOR FINANCIAL AID

As a student consumer, you have the RIGHT to:

• Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.

• Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will receive your benefits.

- Appeal any decision of the Financial Aid office with regard to your application.
- View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and rate of pay for any student job you accept.

It is your responsibility to:

- Complete all application materials correctly and submit them on time.
- Read all materials sent to you from the Financial Aid office.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid office.
- Use financial aid only for expenses related to attending post-secondary education.
- Maintain satisfactory academic progress.

• Notify the Financial Aid office of any resources not considered during your original need analysis and aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.

• Keep your local and permanent addresses current at the Registrar's office.

FEDERAL TITLE IV GRANT PROGRAMS

The purpose of the Title IV Program is to provide a foundation for financial assistance to students in higher education. Other programs are secondary or supplementary to Pell Grant. The Title IV Program makes funds available to eligible students attending approved colleges, community/ junior colleges, technical colleges, and other educational facilities through PELL or the Comprehensive Transition Postsecondary Program. To apply for Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA) at studentaid.gov in accordance with the instructions of the application and return that completed form to the Financial Aid office. Read instructions carefully; do not estimate. Take your financial information directly from your tax forms. The information will be transmitted electronically; the results which will be returned to the school in an Student Aid Report (SAR) within 3 - 4 days. Determination of the grant amount will be based on the student's Expected Family Contribution (EFC) contained in the Institutional Student Information Record, the cost of attendance at the eligible school of your choice, and the payment schedule issued to all eligible educational institutions by the US Department of Education. To be eligible to receive the Pell Grant, the student must be enrolled in a program that:

- Is at least 600 clock hours in length.
- Is postsecondary in nature. The student must also meet one of the following requirements:
 - ✤ A standard high school diploma or
 - ✤ A high school equivalent through a GED[®] certificate or
 - ♦ Qualifying assessments (TABE) within 6 weeks of start date

One of the criteria for financial aid eligibility is meeting and maintaining the financial aid academic progress requirement at STC defined by the school policy. It is the student's responsibility to read and understand these requirements

PELL GRANT PROCESS

After receiving the Student Aid Report (SAR), the applicant must return to the Financial Aid office for a review of the SAR and completion of the Financial Aid folder.

The following information is required for each folder:

- 1. Application for Vendor Status / Pell Grant Stipend.
- 2. W-9.
- 3. Certification of Financial Aid Information.

- 4. Student Data Form.
- 5. Non-filer Statement, if applicable.
- 6. Standards of Satisfactory Academic Progress.

7. Verification Worksheet, if selected for verification. Verification - is a required federal process of checking the accuracy of information that applicants supply on their financial aid applications. Applicants who apply for financial aid should be aware that they may be selected for verification. Selection is based on Federal Department of Education guidelines. If the applicant is selected, he/she will be notified. Applicants selected for verification are not eligible to receive financial aid funds until they have submitted all required verification information.

- 8. A copy of all Income Tax Return transcripts, if applicable.
- 9. Verification of all untaxed income reported on the FAFSA.

Obtaining information is the responsibility of the student. No federal funds can be disbursed until the student's financial aid folder is complete. If a student changes enrollment status or programs, it is important to notify the Financial Aid Office to ensure Financial Aid benefits are calculated accurately.

VOCATIONAL REHABILITATION

This is a service to conserve the working usefulness of persons with impairment who have reasonable expectations of becoming employed. Students who may qualify for vocational rehabilitation aid to attend post-secondary education should contact the office of Vocational Rehabilitation.

VETERANS' & DEPENDENTS' BENEFITS

Educational benefits are available to qualified veterans and children of deceased and disabled veterans. As a veteran or dependent, you may be entitled to certain benefits, and be eligible to participate in certain programs. For information, please contact the Financial Aid office.

VETERANS' AFFAIRS

As a veteran, you are entitled to certain benefits and are eligible to participate in certain programs. The following information should serve as a brief overview of these programs and your benefits. For additional information please contact the Financial Aid office. The office is open from 8:00 a.m. to 4:00 p.m., Monday - Friday.

APPROVED PROGRAMS

An excellent way for veterans to use their education benefits is pursuing an approved program of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by Department of Veteran Affairs for payment of benefits. All regular programs at STC are currently approved by the State Approving Agency.

HOW TO APPLY

Students may contact the Financial Aid office for assistance in applying for veteran benefits. The chapter under which you are filing will determine the documentation required by the Department of Veteran Affairs to certify your benefits. The website address www.benefits.va.gov/gibill has information to assist students.

ENROLLMENT CHANGES

If a veteran changes enrollment status or changes course or program, it is important to notify the Financial Aid office for certification purpose. If a VA student fails to notify the financial aid officer of changes, recertification will be delayed. A Change of Program or Status form is required by the Department of Veteran Affairs and may be obtained at the Financial Aid office.

STUDENT'S RESPONSIBILITY

As a student receiving Veterans' Educational Assistance, you are responsible for immediately notifying the Financial Aid office of any changes in your certificate program or reduction in your clock hours. STC requires that all tuition and any applicable fees be paid prior to the final program course start date.

OTHER FINANCIAL AID

Receiving veteran's benefits does not necessarily prevent a student from receiving other forms of financial aid. Applications and assistance are available in the Financial Aid office. Phone numbers for more information about applying for educational benefits are:

- STC Financial Aid office 352-797-7018 ext. 477
- Department of Veterans' Affairs; Atlanta office 1-888-442-4551

VETERAN'S ATTENDANCE POLICY

Students exceeding 20% total absent hours out of their total scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (equal or greater than 85% attendance) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance. If a student has violated the attendance policy stated above, they will be notified immediately in writing. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

ATTENDANCE VIOLATION APPEALS

Students who feel that they have grounds for appeal to an action taken as a result of the requirement may appeal to the director. Upon written notification of violation, a student has five calendar days to fill out the VA Attendance Policy Appeal Form (found in the back of this handbook) and set up an appointment with STC Administration. An immediate date will be scheduled for the appeal. The STC Financial Aid office will be notified of the final appeal decision within 15 calendar days of the student's initial receipt of violation notification and will communicate with VA accordingly.

VA ATTENDANCE APPEAL PROCESS

Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance.

• VA student attendance will be monitored on a monthly basis.

• Within five (5) calendar days of a detection of a less than 85% attendance percentage the VA student will be notified in writing of a termination of services.

• VA student has five calendar days to appeal the termination through the attendance appeal process.

- Fill out the VA Attendance Policy Appeal Form (found in the back of the student handbook or with VA officer)
- Attach documentation
- Return to administration and schedule an immediate hearing date
- VA student will be notified in writing of the administrative appeal decision within 15 calendar days of initial notification.

• A copy of the decision will be sent to the STC Financial Aid Office. A VA Certifying Official will immediately notify VA Education of the decision.

Veterans Policy Requirement When Payment is Delayed

This policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides their Certificate of Eligibility (COE) to Financial Aid Officer for entitlement to educational assistance under Chapter 31 or Chapter 33 and ending on the earlier of the following dates:

- 1. The date on which the payment from the VA is made to the institution; OR;
- 2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

This policy ensures that the educational institution does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or Chapter 33.

CHECK WRITING POLICY

If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a minimum processing fee of \$25.00 or the maximum amount allowed by law. Wilton Simpson Technical College uses Check Care for collection action on all returned checks. A copy of their graduated charges is available on request.

CANCELLATION AND REFUND POLICY:

<u>Three-Day Cancellation:</u> An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 45 days of receiving the notice of cancellation, the school shall initiate the process for the 100% refund.

<u>Other Cancellations</u>: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$30.

Refund after the commencement of classes:

- 1) Procedure for withdrawal/withdrawal date:
- 2) A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Administration Office. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - a.) For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - b.) A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
 - c.) All refunds will be initiated within 45 days of the determination of the withdrawal date.
 - d.) After the commencement of classes, the tuition refund, minus the registration fee of \$30 will be determined.
- 3) Tuition charges/refunds:
 - a.) Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$30.

RETURN OF TITLE IV, HEA POLICY

Introduction

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. STC will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at STC and are enrolled in Title IV aid. It is separate and distinct from the STC refund policy. (Refer to institutional refund policy found in the Program Catalog)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

TREATMENT OF TITLE IV, HEA AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

"OFFICIAL" WITHDRAWAL FROM THE SCHOOL

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid office or Administration Office in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1) Date student provided official notification of intent to withdraw, in writing or orally.

2) The date the student began the withdrawal from STC records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, STC will complete the following:

- 1) Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
- 2) Two calculations are performed:
 - a) The student's ledger card and attendance record are reviewed to determine the Calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b) Calculate the school's refund requirement (see school refund calculation)
- 3) The student's grade record will be updated to reflect his/her final grade.
- 4) STC will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
- 5) They will provide the student with a letter explaining the Title IV, HEA requirements:
 - a) The amount of Title IV assistance the student has earned. This amount is based upon the length of the time the student was enrolled in the program and based on scheduled attendance and the amount of funds the student received.
 - b) Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c) Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
- 6) Supply the student with ledger card record noting outstanding balance to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student from school, the Administrative Office and/or Financial Aid Specialist must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive calendar days will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

- 1) The education office will make three attempts to notify the student regarding his/her enrollment status;
- 2) Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- 3) The student's withdrawal date is determined as the date the day after 10 consecutive calendar days of absence;
- 4) Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
- 5) STC calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- 6) Calculate the school's refund requirement. (see school refund calculation)
- 7) STC's Financial office will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note the return on the student's ledger card.
- 8) If applicable, STC will provide the student with a refund letter explaining Title IV requirements:

a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

c) Supply the student with a final student ledger card showing outstanding balance due to the student and the school and the available methods of payment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

STUDENT AND INSTITUTION RESPONSIBILITIES

If you receive (or your school or parent receive on your behalf) excess Title IV, HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- 1) Your institutional charges multiplied by the unearned percentage of your funds.
- 2) The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV, HEA program funds.

INSTITUTION RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

STC's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs. The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

STUDENT RESPONSIBILITIES

- If your school is not required to return all of the excess funds, you must return the remaining amount.
- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds
- Student Responsibilities in regards to return of Title IV, HEA funds
- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration person at your school.

REFUND VS. RETURN TO TITLE IV, HEA PROGRAM FUNDS

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV, HEA program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

WITHDRAWAL BEFORE 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

WITHDRAWAL AFTER 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. STC measures progress in Clock Hours, and uses the payment period for the period of calculation.

THE CALCULATION FORMULA

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

 a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
 HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

STC will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

- 1) Repay the overpayment in full to STC
- 2) Sign a repayment agreement with the U.S. Department of Education.

ORDER OF RETURN

STC is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the "R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans

- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

EARNED AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid office.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

- If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.
- If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.
- The school must cease all attempts to disburse the funds and return them no later than 2 40 days after the date it issued the first check.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with STC or Department of Education to return the amount of unearned grant funds.

RETURN TO TITLE IV, HEA QUESTIONS

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid. gov.

* This policy is subject to change at any time, and without prior notice.

CREDIT BALANCE

A Credit balance is remaining Title IV funds after tuition, books and supplies and fees have been paid. Every Credit balance will be given to receiving student within three (3) days of receiving Title IV funds via the student receiving a check for remaining credit balance.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

A student must make satisfactory academic progress toward the completion of their academic program to be eligible for federal, state and institutional aid, and the institution must have a reasonable policy for monitoring that progress.

Wilton Simpson Technical College Office of Financial Aid and Scholarships reviews each student's satisfactory academic progress at the end of each payment period after grades have been posted.

All students, including those who have transfer credits, are required to meet three measures of academic progress in order to maintain eligibility for federal financial aid which includes grants, loans and work-study. The three requirements are:

- 1. Maintain a cumulative academic grade point average (GPA) of at least 2.0; and
- 2. Successfully complete at least 67% of credits attempted; and

3. Complete a certificate or degree within 150% of the published length of the program.

Students must meet all of the SAP requirements listed above to be eligible to receive federal financial aid. If the requirements are not met, students will be notified via certified mail.

COMPONENTS OF STC'S SAP POLICY FOR CLOCK-HOUR PROGRAMS

The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students at STC, including those payment periods during which the student did not receive federal financial aid funds or other types of financial assistance. Thus, a student who has not previously received federal financial aid may still be ineligible even though it is their initial financial aid application.

FREQUENCY OF EVALUATION FOR CLOCK-HOUR PROGRAMS

Federal regulations require an institution to evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. STC evaluates all components of SAP at the point when the student's scheduled clock hours for the payment period have elapsed regardless of whether the student attended those hours.

QUALITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

STC uses the student's cumulative academic grade point average (GPA) to measure qualitative progress. To meet this standard federal financial aid recipients are required to achieve and maintain a minimum cumulative academic GPA of 2.0 which is consistent with STC's graduation requirements. The cumulative GPA that STC uses to evaluate the student's SAP status is calculated based on all courses that have been attempted and apply toward the current certificate.

QUANTITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

Federal regulations require a quantitative component that evaluates the maximum timeframe in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. STC requires that all financial aid recipients successfully complete at least 67% of the clock-hours and weeks scheduled for each payment period. Successful completion for this standard is defined as earning a grade of 'A', 'B', 'C' or 'D' in most programs.

Financial aid recipients are also required to complete their program within 150% of the published length of the program as measured by the number of clock-hours and weeks in the program. (Note that a student in a clock-hour program cannot receive aid for hours beyond those required for the program. The maximum timeframe applies to the amount of time the student takes to complete the required hours.)

CHANGES IN PROGRAMS OF STUDY FOR CLOCK-HOUR PROGRAMS

Students are permitted to make one change to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students who change programs while failing SAP maintain their previous SAP status until the completion of the first payment period of their new program.

COURSE INCOMPLETES, WITHDRAWALS, AND NR GRADES FOR CLOCK-HOUR PROGRAMS

Successful completion of coursework is defined as earning a grade of 'A', 'B', 'C' or 'D' at STC. All other grades including 'I' (Incomplete), 'F' (Failure), 'FN' (Failure for non-attendance), 'NR' (Not Reported) and W (Withdrawn) are defined as unsuccessful completion. Accordingly, all courses having grades of 'I', 'F', 'FN', 'NR' and 'W' count as hours attempted and count as zero hours earned in the SAP calculation. The grade of 'F' additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of 'I' and 'W' are not counted when the qualitative SAP standard is assessed. Grades of 'I' and 'W' do not carry any quality points.

Students who have grades of 'I' or 'NR' that result in an unsatisfactory standing may have their SAP status recalculated if those grades are later reported as an 'A', 'B', 'C' or 'D'. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as the end of the same academic year has not occurred and all other eligibility criteria are met.

WARNING STATUS

Students who are not meeting the qualitative (GPA) or quantitative (67%) components of SAP will be given a status of 'Warning' for one term or payment period. Students in a warning status may continue to receive federal aid.

NOT MEETING SAP

Students who fail to meet the SAP standards after the end of their 'Warning' term or payment period are considered to be 'Not Meeting' SAP. As a result, they are ineligible to receive federal aid for any future coursework attempted. Students in a 'Not Meets' SAP status may appeal this status provided there are extenuating circumstances which interfered with their academic progress.

APPEALING A SAP STATUS

Students who experienced extenuating circumstances which interfered with their academic progress may submit an appeal to have their 'Not Meets' SAP status reviewed by a financial aid representative under the guidance of the Director of STC. Extenuating circumstances include but are not limited to accidents, medical situations, death in the immediate family or difficult personal situations.

Students who do not meet SAP due to exceeding 150% of the required hours for their program and have a valid reason for exceeding the maximum timeframe may submit an appeal to have their SAP status reviewed by a financial aid representative under the guidance of the Director of STC.

APPEAL PROCESS

GPA and Completion Rate

Students who fail SAP due to GPA or completion rate may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation. Please note: Students whose appeals are received after 30 days will have their appeal evaluated for future terms only.

- A written and signed explanation from the student describing the extenuating circumstance(s) which interfered with their ability to be academically successful.
- Documentation which supports the extenuating circumstance(s).
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Exceeding 150% of credits or hours

Students who fail SAP due to exceeding 150% of the attempted credits or hours for their program may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation:

- A written and signed statement from the student describing why they have exceeded 150% of attempted credits or hours in their program along with an explanation of their intended career goals.
- Documentation which supports the extenuating circumstance.
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Appeals submitted with incomplete or unsigned documentation or submitted beyond the 30-day deadline will not have their aid eligibility evaluated for the current term.

Students will be notified of the decision regarding their SAP appeal via certified mail within 30 days of receipt of their appeal. If an appeal is denied, then a student will have the ability to enroll as a self-paying student.

PROBATIONARY STATUS

If a student's SAP appeal is approved they will be assigned a status of 'probation'. Depending on their situation, they may be granted one to two additional terms or payment periods of federal financial aid eligibility. Failure to meet SAP standards after the probationary period will result in the termination of federal aid eligibility.

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL AID

A student's eligibility for federal student aid is re-established when they meet the minimum 2.0 GPA, have completed at least 67% of their attempted coursework and have attempted less than 150% of the credits or hours in their program of study.

UNDERSTANDING SAP STATUS

Meeting SAP – Student has a cumulative academic GPA of 2.0 or higher, has completed at least 67% of all attempted credits and has attempted less than 150% of the maximum timeframe for their program of study.

Warning - Student has not met the GPA or completion rate requirements for one term or payment period.

Not Meets – Student has not met the GPA or completion rate requirements for two terms or payment periods.

Probation – Student has successfully appealed their 'Not Meets' SAP status and has been granted one or two terms or payment periods of federal aid eligibility.

Termination – Student has failed to meet SAP during their probationary status and cannot appeal their status.

ATTENDANCE POLICY

STC strives to provide the best educational opportunities possible to prepare students for their chosen occupation. **Students are to be on time and attend <u>all</u> classes**, consistent with attendance expectations in the workplace. However, Wilton Simpson Technical College recognizes there may be times when students cannot attend school due to extreme circumstances. In that case the student must notify the instructor to inform of his/her absence. In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy. Time missed due to arriving late or leaving early count toward absences. Students whose attendance falls below 90% (rounded up) of the scheduled clock hours, per term, will have their situation reviewed with the possibility of a warning and/or academic plan. Students who are absent 10 consecutive days will be removed from the program. Students who are withdrawn due to excessive absences will not be entitled to reimbursements. Make up time has been built into each program calendar. Please note students receiving financial aid must adhere to minimum attendance progress to continue to receive aid.

EXCUSED ABSENCES IN CLOCK-HOUR PROGRAMS

In a clock-hour program, a limited number (10%) of excused absences, per term, are permitted. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to receive the degree or certificate for the program. Students must bring in documentation to the Director for approval. The school will prioritize make up days over excused absences, which will be reserved for extreme circumstances outside of the student's control.

MAKE-UP HOURS

Due to extenuating circumstances, we understand that there may be times that are unavoidable to miss school. Therefore, makeup days have been made available for each program.

LEAVE OF ABSENCE

Under certain circumstances such as a death in the family or major illness, a student may put in writing their request for a Leave of Absence. A Leave of Absence can be for no more than 8 days and must be approved by the Director of Adult Education. The leave of absence will alter the graduation date for the student and will only be granted once.

GRADING SYSTEM

Students must maintain an overall grade of 70 percent or higher in all attendance, theory, clinical and/or shop performance during each evaluation period and complete the minimum number of competencies within the pacing guide for each program for the evaluation period. Some programs have higher standards and students must adhere to these standards to make satisfactory academic progress.

Student grades include the following:

- Participation
- End of Course exam
- Workbook/Assignment
- Quiz/Chapter work

Grading Scale:

• A = 100 - 90

- B = 89 80
- C = 79 70
- D = 69 60
- F = Below 60

Failure to make Satisfactory Academic Process may result in the student being withdrawn from the program.

INSTITUTIONAL INFORMATION

ACADEMIC PROGRAM IMPROVEMENT

Each program at Wilton Simpson Technical College is subject to review through a variety of mechanisms. Each year we ask our students to complete a questionnaire on the program and the school. We review the feedback and make appropriate adjustments as necessary. We also meet with industry partners twice a year to review the program curriculum, lab areas and equipment. Notes are kept, and any suggestions for program improvements are noted and actioned per administration. We also ensure our instructors participate in relevant professional development training to ensure academic standards are maintained.

ACCIDENTS AND INJURIES

In the event of an accident or injury on campus, you should immediately notify the instructor or other Wilton Simpson Technical College personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have First-aid kits, and additional kits are also located in the business office. Emergency medical services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the administrative office.

BOOKS

It is the student's right to have a real and reasonable opportunity to purchase books elsewhere other than through Wilton Simpson Technical College. If students choose to purchase books from STC, then they will need to sign a form that we have given them every opportunity to purchase books on their own from other vendors. If students choose to use Financial Aid to purchase books, then students will have to sign a form authorizing STC to take the full book amount from student's first Pell check.

CAMPUS SAFETY AND SECURITY

STC may utilize Deputies from the Hernando County Sheriff's office to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at www.cleryact.info.

Sexual Misconduct –Wilton Simpson Technical College prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of administration, Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the technical center is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action, which may result in expulsion from the college.

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning.

Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

<u>Sexual Harassment</u> – Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well and may be exploited in ways that are damaging to either party. Students would therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's full enjoyment of educational/professional opportunities, or an action that induces conformance stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

<u>Sexual Assault</u> – Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

<u>Dating Violence</u> - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of the interaction between the persons involved in the relationship.

<u>Domestic Violence</u> – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Florida, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Florida. Students requiring immediate assistance are encouraged to contact the Dawn Center 24-Hour Crisis Hotline (352)686-8430.

 \underline{Rape} – The penetration, not matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

<u>Stalking</u> – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

More information on available resources can be found on the technical center's website at hernandoschools.org/schools/stc.

Reporting Sexual Misconduct: Dating Violence, Domestic Violence, Sexual Assault & Stalking

The technical center encourages all sexual misconduct to be reported. Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

- School Administration on (352) 797-7018
- Hernando County Sheriff's Office on (352) 754-6830

In the event of a crime including dating violence, sexual assault

Sexual Misconduct Prevention and Warning Signs

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship. While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in an abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex
- Has a history of bad relationships
- Has a strong belief in extreme gender roles

In all relationships, it is important to trust your instincts. If your intuition tells you something is wrong, you shouldn't ignore it.

Bystander Intervention

Bystander intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous – to tell some, intervene, get help, or speak up. So how do you do it?

Use the 3 D's: Direct, Delegate, and Distract

Direct: Do something yourself (like ask someone to stop what they're doing or check on someone you might be worried about).

Delegate: If you can't do something yourself because of your barriers, ask a friend, a faculty or staff member, or a trusted peer to help.

Distract: If you don't want to address the situation directly or even acknowledge that you can see it, try to think of a distraction that will diffuse the situation or calm things down in the moment. Distractions could be "accidentally' spilling a drink, asking to borrow the phone of someone who is in a risky situation, asking for a ride or starting an unrelated conversation.

If you see something, do something:

- Talk to your friends honestly and openly about sexual assault.
- Don't just be a bystander. If you see something, intervene in any way that you can without endangering yourself.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct! Ask someone who looks like they need help if they're okay.

- Get someone to help you if you see something. Delegate by enlisting a friend or bystander to step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at the party.
- Be aware if someone is deliberately trying to intoxicate, isolate or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.
- Understand that if someone does not or cannot consent to sex, its rape.
- Never blame the victim.

Safety on Campus

- 1. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises. Let the administrative team know of any concerns you have with safety on campus.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "<u>Crime Awareness and Campus Security Act</u>" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The School has no formal program, other than orientation, that disseminates this information. All faculty undergo an annual training on campus security and all students receive written confirmation of campus security procedures during enrollment and at their orientation. All information is available on request.
 - h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

Procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking

The procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking are dealt with the utmost urgency. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings. Additionally, both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding. A student found to have violated Wilton Simpson Technical College behavior standards related to domestic violence, dating violence or stalking may be suspended or expelled from STC for the first offense.

CANCELLED CLASSES DUE TO INCLEMENT WEATHER

In the event weather conditions are such that travel to and from Wilton Simpson Technical College would be hazardous or extreme temperature presents a problem of safety or comfort, the education center may be closed for the day or delayed in opening.

CELL/DIGITAL PHONES AND PAGERS

In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during classroom hours. You will not be permitted to use cell phones while class is in session. An office phone is available in the Administration office for emergencies.

CERTIFICATE REQUIREMENTS

A student must meet all of the following conditions to earn a Certificate of Program Completion from Wilton Simpson Technical College:

- Have attained a grade of "C" or better (2.0 GPA) for the program
- Complete the required curriculum
- Settled all school debt
- Meet Florida Basic Skills Levels in communications and mathematics
- Receive the instructor's recommendation

COLLEGE NAVIGATOR WEBSITE

Students may check College Navigator Website for our updated information at https://nces.ed.gov/collegenavigator/

COMPLAINT/GRIEVANCE PROCEDURE

In the event that there is a complaint or issue at the classroom level, the student should first speak to the instructor in private about their concern. If the complaint cannot be resolved at the classroom level, the student should submit the complaint to the Administrator on duty. If the complaint cannot be resolved at that level, the student may present the complaint formally, in writing, to the Director of Adult and Technical Education within three (3) days. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the Hernando County School District, 901 N Broad Street, Brooksville, FL, 34601. In the event a student cannot resolve a conflict concerning his/her technical training at the local level, he/she may contact the Florida Department of Education - Career and Adult Education at 325 West Gaines Street, Suite 734, Tallahassee, Florida, 32399-0400, 850-245-0446, http://www.fldoe.org/policy/cie/file-a-complaint.stml. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350, 800-917-2081, www.council.org.

COPYRIGHT INFRINGEMENT

Students who infringe copyright law infringement via unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as their own. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. All students shall abide by the provisions of United States Copyright Law (Title 17, United States Code, Sect. 101, et seq). Student who cheat, plagiarize, or infringe copyright law will face any or all of the following consequences:

- First Offense If the student is a minor, the student's parent will be contacted. The student will receive a failing grade for the assignment. The student may be suspended from school for one to five days.
- Second Offense will result in dismissal from the program.

Students who cheat on industry certification or licensing exams will be removed from the testing area. An incident report will be filed with the testing agency to determine if the student will be allowed to test again.

CRISIS RESPONSE PLAN

In the event of an extreme, dangerous, or emergency a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or administration immediately. Policies are in place, are provided to students at orientation and are clearly displayed in the program area. In extreme circumstances, call 911.

DISABILITY DISCLOSURE

Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.

To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

The following are acceptable forms of documentation and must include a diagnosis, impact of the diagnosed disability and recommended accommodations.

A 504 Plan

A Psychological Report

A letter from a physician

Please contact Sophia Watson, Director of Adult and Technical Education @ 352-797-7018 or Watson_s@hcsb.k12.fl.us to schedule an Intake Meeting.

DRESS CODE/UNIFORMS

The technical programs may require uniforms. If applicable, you will be expected to comply with uniform requirements. The instructor will provide specific information. You will be expected to comply with safety apparel requirements.

Under no circumstances will anyone be allowed to remain on campus, regardless of program, if their manner of dress in any way disrupts the educational process as determined by the onsite administrator.

Wilton Simpson Technical College prepares students to enter the job market. Therefore, students should dress in accordance with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area. However, the following minimum requirements apply for all programs:

- Hard-soled and closed toed shoes must be worn in all occupational areas. Sandals, flip-flops, open toe shoes and bare feet are not permitted. **NO EXCEPTIONS.**
- For safety and/or health reasons, students will follow established safety procedures and practices acceptable to their occupation. For example: Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length, remove jewelry, wear safe clothing.

DRIVING/PARKING

Parking is provided in designated areas for Wilton Simpson Technical College students. Parking in areas other than designated student parking lots is prohibited. The speed limit of 15 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

DRUG FREE CAMPUS POLICY

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on STC campus, both the Main Campus or at our extension Site at Central High School or while on STC sponsored trips involving students. Students not in compliance with STC campus policy will be immediately dismissed.

When administrative officials have reasonable suspicion that any student at the Wilton Simpson Technical College is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees. The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases, the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow-up testing that may be required by the administration.

The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student. All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately. Any person who has been given notice by an administrator and either fails to leave the premises or leaves but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser. While on STC sponsored trips, the following action may become necessary:

• Alcoholic beverages in possession of minors will be seized.

• Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S. LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED: REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212

EMERGENCIES

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, you must follow the directions provided by the instructor. In case of emergency situations requiring evacuation, you should follow evacuation routes that are posted by every designated exit. In other emergency situations, you should go to the designated safety areas inside the buildings as directed. An emergency contact will be requested upon application to Wilton Simpson Technical College.

EQUITY STATEMENT

The Hernando County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age, GINA, or disability in any of its programs, services or activities. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the Career & Technical Education programs.

Contact information for 504 Coordinator/Equity:

Jill Kolasa, Director of Student Services 1036 Varsity Dr. Brooksville, Florida 34601 352-797-7008 kolasa j@hcsb.k12.fl.us

Anna Jensen, Director of Exceptional Student Support Services 1036 Varsity Dr. Brooksville, Florida 34601 352-797-7022 jensen_a@hcsb.k12.fl.us Contact information for Equity Coordinator:

Alexis Brown, Supervisor of Human Resources Phone: 352-797-7019 919 N. Broad Street Brooksville, Florida 34601 brown_a1@hcsb.k12.fl.us

IDENTIFICATION BADGES

Picture identification badges are issued to all STC students each school year. A \$5.00 fee is assessed for the identification badges. A replacement fee of \$10 will be charged for any lost badges. Identification badges are to be worn at all times while students are on campus.

INTERNET & TECHNOLOGY POLICY

Wilton Simpson Technical College adheres to the Hernando County School Board Policy regarding internet usage which is displayed upon sign on. District provided computers shall not be used for personal or financial gain or for the benefit of private, "for profit" or "not-for-profit" organizations, or for any commercial or illegal activity. The student will not place any software on the district-provided computer without permission from the designated district technology specialist at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g.: no illegally duplicated software). The student will be responsible for lost or damaged computers and/or software.

LAB AND SHOP SAFETY

Safety and safe practices are of utmost importance at Wilton Simpson Technical College. You are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow shop and lab safety rules you may be dismissed from the program.

NAME, PHONE NUMBER OR ADDRESS CHANGE

Phone numbers are required as they are used to notify students in the event of an emergency or school closure. Please keep the office notified in case of a change of name, phone number or address so that accurate records may be maintained.

NET PRICE CALCULATOR

The Net price Calculator is located on our website at hernandoschools.org/schools/stc/financial-aid.

PROCEDURES FOR HANDLING ALLEGED SCHOOL RELATED CRIMES

- Any individual member of the technical center community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to the Administrative Office.
- After a preliminary investigation, the Director of Adult & Technical Education will determine if there is sufficient information to warrant disciplinary proceedings. At that time the Director may notify the Sheriff's Office if it has been determined that a crime has been committed.
- Disciplinary proceedings are initiated by the Director in a face-to-face disciplinary conference.
- The disciplinary conference shall take place no earlier than 48 hours from the date of notification, unless waived by the student.
- Cameras, camera phones and audio/video recording devices other than those belonging to the technical center are not permitted at a disciplinary conference.
- The Director may choose to adjourn the disciplinary conference at any time to obtain further information from other sources.
- At the conclusion of the disciplinary conference, the Director may dismiss all disciplinary charges or make a judgement to assign sanctions.

- A letter confirming the decision will be sent to the student and a copy placed in the student's permanent record.
- If at any time during the investigation the student is arrested for the offense that occurred at school, the student will be withdrawn immediately.

SEARCH OF PERSON

You may be subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the Wilton Simpson Technical College campus.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the CTE programs.

- Students enrolled in apprenticeship programs registered with the Florida Department of Education.
- Post-secondary students with a documented disability who are completing a post-secondary adult vocational program, but have been unsuccessful in obtaining the designated basic skills exit criteria, may have this requirement waived based on District procedures and statutory authority. Assessment of student mastery of basic skills will conform to State Board of Education Rule 6A-10.040. Our policy states:
 - Student will complete the TABE.
 - Student will provide documentation of their disability that would impact their test performance.
 - Wilton Simpson Technical College will make remediation available to the student through program instruction and/or AAAE (face to face instruction).
 - Student will retake the TABE.

If student with a documented testing disability does not meet minimum scores on the retest TABE, student will be exempt from meeting this completion requirement.

STUDENT BODY DIVERSITY

Students may find updated information on our STC Website (hernandoschools.org/schools/stc) and also the College Navigator website (https://nces.ed.gov/collegenavigator/).

STUDENT CODE OF CONDUCT

STC students are expected to adhere with the legal and ethical standards of the institution. STC reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct.

We believe that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all at Wilton Simpson Technical College will reach their goals.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

Therefore:

Wilton Simpson Technical College staff will treat all students enrolled, fellow staff members and members of the public with respect and will expect the same in return.

• Wilton Simpson Technical College staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.

• Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

STUDENT TIME RECORDS

It is imperative that students be in class on a daily basis. It is the students' responsibility to accurately record their attendance and clock hours for each class. It is the student's responsibility to fingerprint themselves in when they get to class and fingerprint themselves out when they leave so that accurate records can be kept. Accurate records of attendance are important as student attendance determines the pace of completion for the course as well as impacting final grades.

TARDY POLICY

Punctuality is crucial to student success in the classroom. If a student is late this will be reflected in their grade. If there are excessive tardiness, it will affect his or her program clock hours and will ultimately affect their final grade.

TOBACCO/SMOKE FREE CAMPUS POLICY

In accordance with Hernando County School Board Policy, STC is a tobacco and smoke free campus at both our Main Campus, and our extension campus, Central High School. Tobacco products or Smoking is not permitted on the campus. This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on or around campus. Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

TUITION AND FEES FOR TECHNICAL PROGRAMS

All STC courses are \$2.44 per program clock hour for in state tuition. The out of state tuition rate is \$9.78. There are additional fees for each program – please refer to the program supply lists found at hernandoschools.org/schools/stc for a breakdown of costs associated with each program. The registration fee is non-refundable. Tuition shall be waived for career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Any career center operated by the Board shall, within the nonresident student enrollment system-wide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

Payments for program tuition are made at the time of registration at the Administrative office. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Non-payment of agreed upon payment plan installments will result in automatic withdrawal from the career-technical program and all tuition paid to-date and fees will be forfeited. Re-entry into a Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

VACCINATION POLICY

Required vaccinations are program specific. Currently there are no programs at Wilton Simpson Technical College that require vaccinations. This policy is subject to change if our accreditation/licensing agencies require proof of vaccinations as a condition of enrollment.

VOTER REGISTRATION

Every applicant who goes through Orientation will be given a voter registration application to fill out if they are interested and it is posted on our website (hernandoschools.org/schools/stc).

WEAPONS

Anyone who has, carries, or conceals any gun, pistol, sword, knife, razor or other weapon on campus or in a vehicle parked on Wilton Simpson Technical College's campus will be withdrawn from Wilton Simpson Technical College and is subject to having criminal penalties imposed.

SERVICES TO STUDENTS

ASSISTANCE WITH ENROLLMENT

Staff are available to meet the needs of our students as required. Services cover school information, enrollment procedures, financial aid, security policies, completion rates and crime statistics. Contact can be made through the business office (Monday to Thursday 8.00am to 8.30pm and Friday 8.00am to 4.00pm) on 352-797-7018. Queries should be directed as follows:

Director of Adult & Technical Education – services for students with disabilities.

Coordinator of Career and Technical Education - completion rates, security policies and crime statistics.

Financial Aid Specialist – Title IV financial aid procedures and veteran's benefits.

Coordinator of Pathways to Student Success Academy and Adult Education – enrollment information, academy coordinator.

ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05, which can be picked up in the Administrative office.

AWARDS CEREMONY

Wilton Simpson Technical College conducts an awards and graduation ceremony each spring. Anyone who is completing a program will be invited to participate. Friends and family are invited to attend, but the number of available tickets may be limited.

COUNSELOR

Wilton Simpson Technical College has a Counselor available if you need to discuss class and/or personal issues and concerns. Appointments can be made with the administrative office.

CAREER PATHWAYS

Wilton Simpson Technical College has in place articulation agreements with Pasco-Hernando State College effective for the 2024-25 year.

To ensure students of each agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in the specific program agreements. In accordance with Section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. Furthermore, the award of credits described is contingent upon the conditions being met by Wilton Simpson Technical College, Pasco Hernando State College and the student.

Award of credit process:

- Students must meet with the designated college staff member to verify completion of the articulated program, initiate the credit award process, and discuss course requirements for intended program of study at the college.
- To be awarded the college credit guaranteed for a specific program agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within the specific program agreement must meet the admissions requirements of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., and Rule 6A-10.0315(2), Florida Administrative Code (F.A.C).
- Students must enroll at the Florida College System institution in the program specified within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

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Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements: http://www.careerpathways.me

CAREER DUAL ENROLLMENT

Career Dual Enrollment is an option for high school students to enroll in post-secondary courses to earn elective or vocational credit toward high school graduation requirements and to receive hours toward a career and technical program. Any interested high school students should be prepared to visit the program and instructor prior to beginning the registration process for the career certificate program.

The statutory eligibility requirements for career dual enrollment include a 2.0 unweighted GPA per s.1007.271, be at least 16 years of age, and be on target for graduation. Attendance and discipline records must be satisfactory. Recommendation for the application process to Wilton Simpson Technical College will be through school guidance counselors. Career dual enrollment courses offered that will lead to an approved Industry Certification from the Funding List of s.1008.44, F.S. are as follows: Applied Cybersecurity, Automotive Service Technology 1, Diesel Service Technician 1, Heating, Ventilation, Air Conditioning/Refrigeration 1 and Welding Technology.

Program	Course Code	Course Name	Course Code	Clock Hours	Credit Hours
Applied Cybersecurity	Y100300	Cybersecurity Associate	CTS0018	600	4
		Information Security Manager, or	CTS0019	150	1
		Data Security Specialist	CTS0021	150	1
				<mark>750</mark>	<mark>5</mark>
Automotive Service Technology 1	T400700	Automobile Services Assistor	AER0014	300	2
		Automotive Brake System Technician	AER0418	150	1
		Automobile Suspension and Steering Technician	AER0453	150	1
		Automotive Electrical/Electronic System Technician	AER0360	300	2
		Engine Repair Technician	AER0110	150	1
				<mark>1050</mark>	7

Heating, Ventilation, Air Conditioning/Refrigeration 1	C400410	Introduction to HVAC/R	ACR0000	250	1.5
		HVAC/R Fundamentals	ACR0001	250	1.5
		HVAC/R Service Practices	ACR0012	250	1.5
				<mark>750</mark>	<mark>4.5</mark>
Welding Technology	J400400	Welder Assistant 1	PMT0070	150	1
		Welder Assistant 2	PMT0071	150	1
		Welder, SMAW 1	PMT0072	150	1
		Welder, SMAW 2	PMT0073	150	1
		Welder	PMT0074	450	3
				<mark>1050</mark>	7

Continued eligibility for career dual enrollment requires successful completion of each course within the career certificate, prior to graduation of the career certificate program. Students must enroll at a time whereby they can successfully complete the career certificate program prior to graduation from high school. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Per s. 1007.271, F.S., and based on Dual Enrollment budget and seat constraints, Hernando County School District and Wilton Simpson Technical College will not deny dual enrollment participation to students who meet both the statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

A delineation of the high school credit earned for the completion of each career dual enrollment course and program will provide a clock hour to credit hour equivalency. The high school credit will only be awarded upon successful completion of the entire postsecondary course. The weighting for the dual enrollment courses will be weighted in line with Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses in calculating the GPA.

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements (http://www.careerpathways.me/).

Per s. 1007.271(3), F.S. will allow an exception to entrance based on grade point average to the agreement on the recommendation of all parties. Consideration is on a case-by-case basis.

The initial screening of potential applicants shall be the responsibility of high school guidance counselors to determine career readiness, appropriate GPA, attendance and behavior records. Reports will be provided throughout the sessions to high school counselors regarding the progress of all students. The Wilton Simpson Technical College administrative team will review progress throughout each session and take steps to ensure students stay on track. A sufficient GPA must be maintained throughout.

Wilton Simpson Technical College will enter grades and transmit to the school data entry at the school of record. Grades for dual enrollment will be entered on both the student's high school transcript and the postsecondary transcript. Credit hours upon completion of the courses transmission of the grades will be sent to the school of record in Hernando County School District.

Sections 1007.271 and 1009.25, F.S. provides that dual enrollment students are exempt from payment of tuition, fees including laboratory fees and registration fees. Due to space constrictions within the programs, places will be allocated to dual enrollment students based on budget and available seats. A wait list will be developed – students will be allocated a place based on the following criteria:

- 1. They meet the eligibility requirements.
- 2. If enrolled they would be able to complete the dual enrollment semester prior to graduating high school.
- 3. Allocation for placement will be given on a first come first served basis.

Exceptions may be made based on seat availability and/or Dual Enrollment budget constraints.

Dual enrollment students are responsible for arranging and paying for transportation to and from Wilton Simpson Technical College as well as all other dual enrollment related transportation. Parents/guardians assume all financial responsibility and liability for dual enrollment related transportation.

Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

DROP/ADD PERIOD FOR TECHNICAL PROGRAMS

1. A 100 percent refund shall be made if the student drops the class prior to the first class meeting.

2. A 100 percent refund shall be made if the student drops the class within the first 5 business days of the semester. Individuals withdrawing from a program within the first five days of the term must notify the Administrative Office in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.

Refunds due to course cancellation will be at one hundred percent (100%).

Refunds, when due, are made within thirty (30) days of the last day of attendance and will be initiated by bookkeeping office. The refund will be mailed to the person who made the payment. No refunds are available for General Education programs.

No refunds will be given on registration fees, books, supplies, insurance, testing or other fees.

PROGRESS REPORTS

Progress Reports are issued at the middle point and the end of each term to everyone enrolled in a technical program. Reports will be issued according to the Wilton Simpson Technical College school calendar.

TRANSCRIPTS & ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05.

If you have completed a program you may contact the administrative office for a copy of your transcripts. All requests are to be made by completing the Transcript Request form. Request forms are available in the administrative office or can be downloaded from www.hcsb.k12.fl.us/studentrecordsrequest. Same day service is not available.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
А	ACR0000	Introduction to HVAC/R	250 Hours	49-9021
В	ACR0001	HVAC/R Fundamentals	250 Hours	49-9021
С	ACR0012	HVAC/R Service Practices	250 Hours	49-9021
		Total Course Length	750 Hours	

Program Description

The Air-Conditioning, Refrigeration and Heating Technology Program includes classroom and shop instruction in the basic principles of air conditioning and refrigeration that apply to commercial and residential systems. Students entering this program will develop the basic knowledge and skills for entry level employment as installers or mechanics in the air conditioning, refrigeration and heating industry or provide supplemental training for persons previously or currently employed in this career field. Both classroom and laboratory work will be necessary for completion of the program.

Certificates available

EPA 608 refrigerant R410A Safety HVAC Excellence Employment Ready Exams Series

TABE Minimum Requirements

Area	Minimum Score
Communications	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the HVAC program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Applied Cyber-Security

OCP	Course Number	Course Title	Course Length	SOC Code
Α	CTS0018	Cybersecurity Associate	600 hours	15-1122
В	CTS0019	Information Security Manager, or	150 hours	15-1122
В	CTS0020	Data Security Specialist	150 hours	
		Total Course Length	750 hours	

Program Description

This course provides students with the skills to analyze cybersecurity issues from a variety of perspectives, Lead teams of cybersecurity professionals and make strategic decisions to protect entities from cyber threats.

Certifications available

CompTIA A+ CompTIA

Network+ Network

Security+

TABE minimum standards

Area	Minimum Score
Communications	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for this course is business casual attire.

Automotive Service Technology 1

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
А	AER0014	Automotive Services Assistor	300 Hours	49-3023
В	AER0418	Automotive Brake System Technician	150 Hours	49-3023
С	AER0453	Automobile Suspension & Steering Technician	150 Hours	49-3023
D	AER0360	Automotive Electrical/Electronic System Technician	300 Hours	49-3023
Е	AER0110	Engine Repair Technician	150 Hours	49-3023
		Total Course Length	1050 Hours	

Program Description

This program helps to prepare the student for employment in the automotive mechanics field. Students learn to diagnose malfunctions, repair, adjust or replace parts of the automobile, restoring it to the conditions and specifications recommended by the manufacturer.

Certifications available

ASE

TABE minimum standards

Area	Minimum Score
Communications	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the automotive program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Barbering

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
	COS0160	Barber 1A	320 hours	39-5011
	COS0161	Barber 2A	150 hours	39-5011
	COS0162	Barber 3A	300 hours	39-5011
А	COS0163	Barber 4A	130 hours	39-5011
		Total Course Length	900 Hours	

Program Description

The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination. Instruction includes a combination of class theory and practical experiences through practice with mannequins and patrons. Students will take a state board exam at the completion of the program for the Florida barbering license.

Certifications Available

Florida Board of Barbering License

TABE minimum standards

Area	Minimum Score
Communications	9
Math	8

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.

CNC Production Specialist

Program Structure

OCP	Course Number	Course Title	Teacher Certification	Length
А	PMT0026	CNC Production Technician I	ENG 7G	300 hours
В	PMT0027	CNC Production Technician II	MACH SHOP @7 7G METAL WORK 7G	300 hours

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster. This provides technical skill proficiency.

Certifications Available

Students will be prepared to take a NIMS Exam.

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily.

Cosmetology

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
	CSP0009	Grooming and Salon Services, Core, Facials and Nails	225 Hours	39-5012
	COS0002	Cosmetology and Hairdresser 1	300 Hours	39-5012
	COS0003	Cosmetology and Hairdresser 2	300 Hours	39-5012
А	COS0009	Cosmetology and Hairdresser 3	375 Hours	39-5012
		Total Course Length	1200 Hours	

Program Description

Cosmetology enables people to acquire technical knowledge and skills necessary to qualify for the Florida Cosmetology State License Examination. Instruction includes a combination of class theory and practical experiences through practice with mannequins and patrons. Students will take a state board exam at the completion of the program for the Florida cosmetology license.

Certifications Available

Florida Board of Cosmetology License

TABE minimum standards

Area	Minimum Score
Communications	9
Math	8

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.

Diesel

OCP	Course Number	Course Title	Teacher Certification	Length
А	DIM0101	Diesel Engine Mechanic/Technician Helper		150 hours
В	DIM0102	Diesel Electrical and Electronics Technician	DIESEL MECH @7 7G	300 hours
С	DIM0104	Diesel Engine Technician		300 hours
D	DIM0105	Diesel Brakes Technician		300 hours

Program Structure

Program Description

The course is multi-tiered and students entering this program will develop the knowledge and skills, both basic and intermediary, for employment in the diesel mechanic industry. Performs inspection, maintenance, repairs, and overhauls of diesel engines. Troubleshoots and diagnoses problems. Utilizes computer electronics systems to interpret failure modes.

Certifications Available

Students will be prepared to take an ASE (Automotive Service Excellence) Exam

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.

Florida Law Enforcement Academy

Instructor

Various instructors per course and FDLE requirements

Program Structure

OCP	Course Number	Course Title	Length	SOC Code
	CJK0002	Introduction to Law Enforcement	12 hours	
	CJK0016	Communication	24 hours	
	CJK0018	Legal	64 hours	
	CJK0019	Interviewing and Report Writing	56 hours	
	CJK0063	Fundamentals of Patrol	40 hours	
	CJK0021	Serving Your Community	34 hours	
	CJK0072	Crimes Against Persons	48 hours	
	CJK0073	Crimes Involving Property and Society	12 hours	
	CJK0079	Crime Scene Follow-up Investigations	34 hours	
	CJK0400	Traffic Incidents	12 hours	
Α	CJK0401	Traffic Stops	24 hours	
	CJK0402	Traffic Crash Investigations	30 hours	
	CJK0403	DUI Traffic Stops	24 hours	
	CJK0093	Critical Incidents	44 hours	
	CJK0020	Law Enforcement Vehicle Operations	48 hours	
	CJK0031	First Aid for Criminal Justice Officers	40 hours	
	CJK0040	Criminal Justice Firearms	80 hours	
	CJK0051	Criminal Justice Defensive Tactics	80 hours	
	CJK0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4 hours	
	CJK0096	Criminal Justice Officer Physical Fitness Training/Law Enforcement	60 hours	

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

Certifications Available

State Officer Certification Exam

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily.

Instructor

Various instructors per course and FDLE requirements

Program Structure

OCP	Course Number	Course Title	Length	SOC Code
	CJK0002	Introduction to Law Enforcement	12 hours	
	CJK0016	Communication	24 hours	
	CJK0018	Legal	64 hours	
	CJK0019	Interviewing and Report Writing	56 hours	
	CJK0063	Fundamentals of Patrol	40 hours	
	CJK0021	Serving Your Community	34 hours	
	CJK0072	Crimes Against Persons	48 hours	
	CJK0073	Crimes Involving Property and Society	12 hours	
А	CJK0079	Crime Scene Follow-up Investigations	34 hours	
	CJK0400	Traffic Incidents	12 hours	
	CJK0401	Traffic Stops	24 hours	
	CJK0402	Traffic Crash Investigations	30 hours	
	CJK0403	DUI Traffic Stops	24 hours	
	CJK0093	Critical Incidents	44 hours	
	СЈК0393	Cross-Over Program Updates	8 hours	
	CJK0020	Law Enforcement Vehicle Operations	48 hours	
	СЈК0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4 hours	

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

Certifications Available

State Officer Certification Exam

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily.

Welding Technology

OCP	Course Number	Course Title	Course Length	SOC Code
	PMT0070	Welder Assistant 1	150 hours	51-9198
А	PMT0071	Welder Assistant 2	150 hours	51-9198
	PMT0072	Welder, SMAW 1	150 hours	51-4121
В	PMT0073	Welder, SMAW 2	150 hours	51-4121
С	PMT0074	Welder	450 hours	51-4121
		Total Course Length	1050 Hours	

Program Description

The welding program includes classroom and shop instruction and prepare students for employment in the welding industry. The course is multi-tiered and students entering this program will develop the knowledge and skill both basic and intermediary, for employment in Shield Metal Arc Welding, Gas Metal Arc Welding, Flux-Core Arc Welding and Gas Tungsten Arc Welding to professional competency.

Certifications available

American Welding Society Examinations

TABE minimum standards

Area	Minimum Score
Communication	9
Math	9

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the welding program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class. Students must also provide their own approved welding helmet and gloves.

Appendix A



Automotive Services Technology 1

- ✓ Supplies and uniforms are <u>required</u> before first day of school*
- \checkmark Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.
- ✓ ASE registration and examinations at students own expense.

Туре	Description	Tuition & Fees		Quantity	Unit Cost	Tota	al Cost
Tuition	Automotive Services T	echnology 1 (Total Program Length)		1050 hrs.	\$2.44 p/hr.		\$2,562.00
Fee	Lab Fee			1	\$240.00		\$240.00
Fee	Registration Fee			1	\$30.00		\$30.00
Fee	Student ID			1	\$5.00		\$5.00
Book	CDX FAT3e textbook ISBN: 9781284271669 Student Workbook	– Textbook & 2 Year online access code, An	nd	1	\$338.00		\$338.00
							\$3,175
Fee	ASE Certification			4	\$53.00		\$212.00
Fee	ASE Registration			2	\$34.00		<u>\$68.00</u>
							\$3,455
Туре	Books, Uniform & Sup Description	plies		Quantity	Unit Cost		Total Cost
Supply	nWork Pants, Shop-Top Safety Glasses Ear Plugs	and oil resistant work shoes, close toed		1 1 1	\$150.00 \$10.00 \$9.89		\$150.00 \$10.00 \$9.89 \$169.89
	Tuition					\$2,5	62.00
	Fees NATEF Registration & e Books Uniforms & Supplies	examinations	PROGRA	AM TOTAL		\$27 \$28 \$33 <u>\$16</u> \$3,6	0.00 8.00



Barbering

- ✓ Supplies and uniforms are <u>required</u> before first day of school*
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.

Туре	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Cosmetology (Total Program Length)	900 hrs.	\$2.44 p/hr.	\$2,196.00
Fee	Lab Fee	1	\$165.00	\$165.00
Fee	Registration Fee	1	\$30.00	\$30.00
Fee	Student ID	1	\$5.00	\$5.00
Fee	Milady Online and Text Bundle (9780357812785)	1	\$280.00	\$280.00
	CIMA for Barbering & Print 6 th Edition Milady			
Fee	Cosmetology Tool Kit <u>(Required)</u>	1	\$412.79	*\$ <u>412.79</u>
				\$3,088.79

Supplies & Uniforms & Book/Online Recommendations

Uniform	Black Smock, Black Pants, Black Close Toed Shoes	1	\$150.00	\$150.00
Fee	PassPassPass online	1	39.00	39.00
Supply	Pack of Pens	1	\$7.00	\$7.00
Supply	1" Binder	1	\$4.99	\$4.99
Supply	Pack of Index Cards	1	\$2.29	\$2.29
Supply	Pack of Notebook Filler Paper	1	\$2.49	\$2.49
Supply	Box of Latex Gloves	1	\$9.39	<u>\$9.39</u>
				\$215.16
		Exams		
Exam	HIV/AIDS		\$20.00	\$20.00
Exam	Barbering Exam		\$16.50	\$16.50
Fee	Testing Center Fee		\$31.50	<u>\$31.50</u>
	-		·	\$68.00

PROGRAM TOTAL

\$3371.95

54

Items Included in Tool Kit:

Barber Jacket and Cutting Cape Black Collar Clips (06) Tapered Barber Combs/Styling Combs Cutting Comb/Barber Comb White (1) and Black (1) Clipper Comb Extra Large Nylon Tote Andis Barber Clipper/Trimmer Combo Andis Profoil Lithium Plus Shaver Paddle Razor with Replaceable Blade Soft n Style Cotton Towels (12)

*\$412.79

Rubber Base Styling Brush Ceramic Cushion Paddle Brush Ryan Deluxe Bearded Manikin Jake Budget Manikin Head Lock Manikin Holder Ninja Swordsman Duo Shear Set Tourmaline Ionic Ceramic Dryer Professional Shaving Mug/Brush Handheld Square Mirror Professional Shaving Brush



CNC Production Specialist

- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.
- ✓ ASE registration and examinations at students own expense.

Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	CNC Production Spec	cialist (Total Program Length)	600 hrs.	\$2.44 p/hr.	\$1,464.00
Fee	Lab Fee		1	\$300.00	\$300.00
Fee	Registration Fee		1	\$30.00	\$30.00
Fee	Student ID		1	\$5.00	\$5.00
Book	CNC Manufacturing	Technology, 2 nd Edition	1	\$129.60	\$129.60
	ISBN: 979-8-89118-1	75-5 – Textbook & Workbook			
					\$1,928.60
		Books, Uniform & Supplie	S		
Туре	Description		Quantity	Unit Cost	Total Cost
Uniform	Work Pants, Shop-To	op and oil resistant work shoes, close toed	1	\$150.00	\$150.00
Supply	Safety Glasses		1	\$10.00	\$10.00
Supply	Ear Plugs		1	\$9.89	\$9.89
					\$169.89

PROGRAM TOTAL	\$2,098.49
Uniforms & Supplies	<u>\$169.89</u>
Books	\$129.60
Fees	\$335.00
Tuition	\$1,464.00



Cosmetology

- ✓ Supplies and uniforms are <u>required</u> before first day of school*
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- \checkmark Students may purchase items below from the Distributor of their choice.

Туре	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Cosmetology (Total Program Length)	1200 hrs.	\$2.44 p/hr.	\$2,928.00
Fee	Lab Fee	1	\$165.00	\$165.00
Fee	Registration Fee	1	\$30.00	\$30.00
Fee	Student ID	1	\$5.00	\$5.00
Fee	Milady Online and Text Bundle (9780357921883) CIMA for Cosmetology & Print 14 th Edition Milady	1	\$280.00	\$280.00
Fee	Cosmetology Tool Kit <u>(Required)</u>	1	\$424.99	*\$ <u>424.99</u> \$3,832.99

Supplies & Uniforms & Book/Online Recommendations

Uniform	Black Smock, Black Pants, Black Close Toed Shoes		1	\$150.00	\$150.00
Fee	PassPassPass online		1	39.00	39.00
Supply	Pack of Pens		1	\$7.00	\$7.00
Supply	1" Binder		1	\$4.99	\$4.99
Supply	Pack of Index Cards		1	\$2.29	\$2.29
Supply	Pack of Notebook Filler Paper		1	\$2.49	\$2.49
Supply	Box of Latex Gloves		1	\$9.39	<u>\$9.39</u>
					\$215.16
		Exams			
Exam	HIV/AIDS			\$20.00	\$20.00
Exam	Cosmetology Exam			\$63.50	\$63.50
Fee	Testing Center Fee			\$31.50	<u>\$31.50</u>
					\$115.00

PROGRAM TOTAL

\$\$4,163.15

Items Included in Tool Kit:

Scalpmaster Nylon Crinkle Uniform Soft N Style Duck Bill Clips Steel (12) Soft 'n Style Bevel Spray Bottle 12oz Celebrity Selena Manikin Soft 'n Style 1lb 2oz Bobby Pins Satin Edge Hair Styling Kit right handed Soft 'n Style Butterfly Clamp 3" KB Innovations Mannequin Holder Wide Salon Chic 8.5 inch Marceling Carbon Comb Scalpmaster Detangling Brush – black Salonchic 8' Dual Purpose Carbon Comb Hot Tools ION Dryer

*\$424.99

Scalpmaster 7 PC Ceramic Brush Set Scalpmaster Nylon Styling Cape Celebrity Zoey Manikin (two) City Lights XL Nylon Tote DL Pro Manicure Kit 9 PC Soft 'n Style Butterfly Clamp 2" Scalpmaster Replacement Blades Satin Edge Slant Tweezer – red Scalpmaster Silicon Metal Tail Comb Salonchic 9.5" Rattail Carbon Comb Hot Tools 1" XL Flat Iron



Applied Cyber Security

- ✓ Supplies, textbooks, and uniforms are <u>required</u> before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- \checkmark Students may purchase items below from the Distributor of their choice.
- ✓ Industry examinations through CompTIA at students own expense prices subject to change.

Туре	Tuitions & Fees	Quantity	Unit Cost	Total Cost
Tuition Fee Fee Fee Fee	Applied Cyber Security (Total Program Length) Student Module Lab Fee Registration Fee Student ID	750 hrs. 2 2 1	\$2.44 p/hr. \$129.00 \$263.50 \$30.00 \$5.00	\$1,830.00 \$258.00 \$527.00 \$30.00 \$5.00 \$2,650.00
	Uniform & Supplies & Recomr	nended Guide	5	
Uniform Book	Collared Shirt, Long Pants, Closed Shoes The Official CompTIA A+ Core 1 Study Guide: Exams 220-1001	1 1	\$150.00 \$99.00	\$150.00 \$99.00
Book	(ISBN: 978-1-64274-133-9) 2019 The Official Comp TIA A+ Core 2 Study Guide: Exams 220-1002 (ISBN: 978-1-64274-145-2) 2019	1	\$99.00	\$99.00
Book	The Official CompTIA Network+ Study Guide: N10-007 (ISBN: 978-1-64274-145-2) 2018	1	149.00	149.00
Book	The Official Comp TIA Security+ Study Guide: SY0-501 (ISBN: 978-1-64274-008-0) 2018	1	159.00	159.00
Supply	Ream of Paper for Printer	1	\$6.49	\$6.49
Supply	Jump Drive 8 gig min.	1	\$12.99	\$12.99
Supply	Headphones	1	\$5.00	\$5.00
Supply	Notecards	1	\$5.89	\$5.89
Supply	USB Mouse	1	\$9.99	<u>\$9.99</u> \$696.36
	Tuition			\$1,830.00
	Fees			\$820.00
	Uniform, Supplies & Recommended Guides			\$696.36
		PROGRAM T	OTAL	\$3,346.36



Crossover from Correctional Officer to Law Enforcement Officer

- ✓ Supplies, textbooks, and uniforms are <u>required</u> before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable

	Type Pre-Enrollment Costs (anticipated costs)				Total Cost
\checkmark \checkmark	Exam Background Fee Examination				\$39.00 \$37.25 \$200.00
Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Crossover CO te	o LE (Total Program Length)	518 hrs.	\$2.44 p/hr.	\$1,263.92
Books	FL BRTP Law En ISBN: 978-1-71	forcement Academy, Vol 1, 2023 edition 147-162-4	1	\$11.00	\$11.00
	FL BRTP High Li ISBN: 978-1=71	ability Curriculum, Vol 2, 2023 edition 147-163-1	1	\$7.25	\$7.25
Fee			1	\$420.00	\$420.00
Fee	Student ID		1	\$5.00	\$5.00
Fee	Registration Fe	e	1	\$30.00	\$30.00
Fee	-	npany Access Code	1	\$55.00	\$55.00
Exam	State Officer Ce	ertification Exam	1	\$100.00	\$100.00
		Uniform & Supplies			
Fee	Uniform Costs ('Estimated)	1	\$250.00	\$250.00
Costs	Pre-Enrollment		\$1,263.92	\$276.25	Tuition
	Fees including l	ah	\$1,203.92		\$510.00
	Books				\$18.25
	Examination Fe	es			\$100.00
	Uniforms ⋑				\$250.00
	PROGRAM TOT				\$2418.42



Florida Law Enforcement Academy

- ✓ Supplies, textbooks, and uniforms are <u>required</u> before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable

	Туре	Pre-Enrollment Costs (anticipated costs)			Total Cost
\checkmark	Exam Background Fee Examination	CJBAT (Criminal Justice Basic Abilities Test) take prior to enrollment Fingerprints to be taken prior to admission Medical / Physical (estimate)		\$39.00 \$37.25 \$200.00	
Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost

Tuition	Law Enforcement Academy (Total Program Length)	770 hrs.	\$2.44 p/hr.	\$1,878.80
Books	FL BRTP Law Enforcement Academy, Vol 1, 2023 edition	1	\$11.00	\$11.00
	ISBN: 978-1-71147-162-4			
	FL BRTP High Liability Curriculum, Vol 2, 2023 edition	1	\$7.25	\$7.25
	ISBN: 978-1=71147-163-1			
Fee	Lab Fee to include Ammo, Firearm rental, equipment	1	\$925.00	\$925.00
Fee	Student ID	1	\$5.00	\$5.00
Fee	Registration Fee	1	\$30.00	\$30.00
Fee	CJS Testing Company Access Code	1	\$55.00	\$55.00
Exam	State Officer Certification Exam	1	\$100.00	\$100.00

Uniform & Supplies

Fee	Uniform Costs (Estimated)	1	\$250.00	\$250.00
	Pre-Enrollment Costs			\$276.25
	Tuition			\$1,878.80
	Fees including lab			\$1015.00
	Books			\$18.25
	Examination Fees			\$100.00
	Uniforms &Supplies			\$250.00
	PROGRAM TOTAL			\$3,538.30



Diesel Systems Technician 1

- ✓ Supplies and uniforms are <u>required</u> before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.
- ✓ ASE registration and examinations at students own expense.

Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Diesel Systems Technicia	in 1 (Total Program Length)	1050 hrs.	\$2.44 p/hr.	\$2,562.00
Fee	Lab Fee		1	\$240.00	\$240.00
Fee	Registration Fee		1	\$30.00	\$30.00
Fee	Student ID		1	\$5.00	\$5.00
Book		Textbook & 2 Year online access code,	1	\$374.21	\$374.21
	Including online Student	WORKDOOK			\$3,211.21
Fee	ASE Certification		4	\$56.00	\$224.00
Fee	ASE Registration		2	\$34.00	<u>\$68.00</u> \$3,503.21

Books, Uniform & Supplies					
Туре	Description	Quantity	Unit Cost	Total Cost	
Uniform	Work Pants, Shop-Top and oil resistant work shoes, close toed	1	\$150.00	\$150.00	
Supply	Safety Glasses	1	\$10.00	\$10.00	
Supply	Ear Plugs	1	\$9.89	\$9.89	
				\$169.89	

Tuition		\$2,562.00
Fees		\$275.00
NATEF Registration & examinations		\$292.00
Books		\$374.21
Uniforms & Supplies		<u>\$169.89</u>
	PROGRAM TOTAL	\$3,673.1



Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1

- ✓ Supplies, textbooks, and uniforms are <u>required</u> before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.
- ✓ EPA608, R-410A Safety and Employment Ready exams at student's cost.

Туре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	HVAC (Total Program L	ength)	750 hrs.	\$2.44 p/hr.	\$1,830.00
Books	Modern Refrigeration 8	& Air Conditioning 21st Edition	1	\$151.50	\$151.50
	(Text/WB/Lab) ISBN 97	8-1-64564-718-8)			
Fee	Lab Fee		1	\$255.00	\$255.00
Fee	Student ID		1	\$5.00	\$5.00
Fee	Registration Fee		1	\$30.00	<u>\$30.00</u>
					\$2,271.50
Exam	EPA 608		1	\$25.00	\$25.00
Exam	R-410A Safety		1	\$25.00	\$25.00
Exam	HVAC Excellence Emplo		1	\$15.00	\$15.00
Exam		oyment Ready Air Conditioning	1	\$15.00	\$15.00
Exam	HVAC Excellence Emplo	oyment Ready Heat Pump	1	\$15.00	<u>\$15.00</u>
					\$2,366.50
		Uniform & Supplies			
Uniform		Classed Chases	1	61F0 00	¢150.00
	Work pants, work shirt		1	\$150.00	\$150.00
Supply	Safety Glasses (ANSI ap		1	\$5.00	\$5.00 \$7.99
Supply	Calculator – Square Roo Black Electrical Tape	JL	1 1	\$7.99 \$3.98	\$7.99 \$3.98
Supply	Air Duct Calculator		1	\$3.98 \$5.00	\$3.98 \$5.00
Supply Tool	Tool Box or Tool Bag		1	\$3.00 \$19.99	\$3.00 \$19.99
Tool	•	Head Meter or equivalent	1	\$19.99 \$200.00	\$19.99 \$200.00
1001	Must do capacitors, oh	-	1	\$200.00	\$200.00
Tool	Wire Crimp Terminal Te	•	1	\$14.20	\$14.20
Tool	-	ver Set or 6 in one or 8 in one driver	1	\$14.20 \$20.25	\$14.20 \$20.25
Tool	Needle Nose Pliers – 6 ²		1	\$20.25 \$13.97	\$20.25 \$13.97
Tool	Lineman Pliers		1	\$17.99	\$13.97 \$17.99
1001	Enternant hers		Ŧ	رر.،⊥ب	Υ

Tool	Tub Cutter (mini IMP)	1	\$15.99	\$15.99
Tool	Imperial Tube Cutter – 127 FB	1	\$29.08	\$19.08
Tool	Imperial Eastman Flare/Swage Set	1	\$81.47	\$81.47
Tool	Tubing Bender ¼", 3/8", ½"	1	\$65.95	\$65.95
Tool	Inspection Mirror	1	\$9.23	\$9.23
Tool	Service Wrench – small	1	\$18.53	\$18.53
Tool	Wire Strippers	1	\$10.98	\$10.98
Tool	Refrigeration Gauges – R-22 & R-410 compatible 5'Hoses (yellow jacket)	1	\$60.00	\$60.00
Tool	Field piece ATC1 or ATC1R Pipe Temperature Clamp or equivalent	1	\$105.00	\$105.00
Tool	Adjustable Wrench 10", 8", 6"	1	\$30.00	\$30.00
Tool	Channel Lock Pliers	1	\$10.99	\$10.99
Tool	Hose Quick Disconnect (90 degree)	3	\$20.83	\$62.49
Tool	Valve Core Remover Tool – Yellow Jacket	1	\$35.00	\$35.00
Tool	Nut Driver – ¼" & 5/16" set, Long Shank	1	\$10.04	\$19.04
Tool	Alligator Clips or equivalent	2	\$1.80	\$3.60
Tool	Socket Set – 3/8" drive	1	\$37.87	\$37.87
Tool	Magnehelic 2" scale	1	\$88.50	\$88.50
Tool	Sling Psychrometer (digital is acceptable)	1	\$83.88	<u>\$83.88</u>
				\$1,215.97

Tuition	\$1,830.00
Fees	\$290.00
Book	\$151.50
Examination Fees	\$95.00
Uniforms & Supplies	\$1,215.97
PROGRAM TOTAL	\$3,582.47



Welding

- ✓ Textbooks, and uniforms are <u>required</u> before first day of school^{*}, supplies are optional.
- \checkmark Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from Distributor of their choice. Any listed below are merely suggestions.
- ✓ Certified Welder examination payable to testing center location chosen by student price can vary.

Туре	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Welding Technology (Total Program Length)	1050	\$2.44	\$2,562.00
Fee	Lab Fee	4	\$303.75	\$1,215.00
Fee	Student ID	1	\$5.00	\$5.00
Fee	Registration Fee	1	\$30.00	\$30.00
Book	Modern Welding ISBN: 978-1-63563-694-3 Textbook & WB	1	\$185.00	<u>\$185.00</u>
				\$3,997.00
Exam	American Welding Society Welding Test (student cost)	1	\$300.00	<u>\$300.00</u>
				\$4,297.00

Uniforms (Required), Tools and Supplies (Optional)

Uniform	Jeans & work shirt (100% cotton) - Required	1	\$65.49	\$65.49
Uniform	High-top leather safety steel toe boots - Required	1	\$49.99	\$49.99
Uniform	Fire Resistant welding jacket - Required	1	\$54.04	\$54.04
Uniform	Leather welding gloves - Required	1	\$16.88	\$16.88
Uniform	Welders hat or skullcap - Required	1	\$5.26	\$5.26
Supply	Clear safety glasses or prescription glasses with side shields	1	\$6.43	\$6.43
Supply	Face shield w/head gear (OFC & PAC)	1	\$24.95	\$24.95
Supply	Ear Plugs	1	\$9.89	\$9.89
Supply	Welding helmet	1	\$51.40	\$51.40
Supply	Welding filter plates #10	1	\$6.00	\$6.00
Tools	Carbon steel wire brush	1	\$8.08	\$8.08

Туре		Quantity	Unit Cost	Total Cost
Tools	Chipping hammer	1	\$7.98	\$7.98
Tools	Pliers, Wrenches, Clamps	1	\$86.85	\$86.85
Tools	12" adjustable wrench	1	\$27.98	\$27.98
Tools	10" groove or slip joint pliers	1	\$24.99	\$24.99
Tools	6" side or diagonal cutting pliers	1	\$5.98	\$5.98
Tools	10" vice grip pliers	1	\$16.48	<u>\$16.48</u>
				\$468.67
	Tuition Lab Fees Uniforms, Tools & Supplies Registration Fee Student ID Fee Book Exam Fee			\$2,562.00 \$1,215.00 \$468.67 \$30.00 \$5.00 \$185.00 \$300.00
		PROGRAM TO	DTAL	\$4,765.67

Heating, Ventilation, Air Conditioning,/Refrigeration (HVAC/R) 1

Minimum Age for Industry Examinations	None
Minimum Clock Hours	750
Examination Fees	EPA608 & R410A = \$25. Employment Ready exams + \$15 each
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	Non Applicable
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/architecture-construction.stml - C400410

Applied Cyber Security

Minimum Age for Industry Examinations	None
Minimum Clock Hours	750
Examination Fees	Comp TIA: A+ = \$219, Network+ = \$319, Security + = \$339
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	www.pearson.com
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/info-technology.stml - Y100300

Automotive Service Technology 1 Diesel Systems Technician 1

Minimum Age for Industry Examinations	18
Minimum Clock Hours	1050
Examination Fees	Registration: each \$36, Examination: each \$43
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	https://www.ase.com/ase-certification-tests
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/transportation-distribution- logistics.stml - T400730 https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024-

67

25-frameworks/transportation-distribution-
logistics.stml - T650100

Barbering

Minimum Age for Industry Examinations	16
Minimum Clock Hours	900

Examination Fees	Application = \$16.50, Testing Center Fees = \$31.50, HIV Test Fee = \$11.75
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	http://www.myfloridalicense.com/dbpr/
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career-adult- edu/career-tech-edu/curriculum-frameworks/2024- 25-frameworks/human-services.stml - 1120403

Cosmetology

Minimum Age for Industry Examinations	16
Minimum Clock Hours	1200
Examination Fees	Application = \$63.50, Testing Center Fees = \$30, HIV Test Fee = \$20
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	http://www.myfloridalicense.com/dbpr/
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career- adult-edu/career-tech-edu/curriculum- frameworks/2024-25-frameworks/human- services.stml - D500100

Welding Technology

Minimum Age for Industry Examinations	None
Minimum Clock Hours	1050
Examination Fees	Certified Welder - \$350+
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	None applicable
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career- adult-edu/career-tech-edu/curriculum- frameworks/2024-25- frameworks/manufacturing.stml - J400400

CNC Production Specialist

Minimum Age for Industry Examinations	None
Minimum Clock Hours	600
Examination Fees	\$110
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	https://www.nims-skills.org/credentialing
Florida Department of Education Curriculum	https://www.fldoe.org/academics/career- adult-edu/career-tech-edu/curriculum- frameworks/2024-25- frameworks/manufacturing.stml - J200300

Be aware that all licensure and industry certifications may be subject to background checks by the administering agency.

Veteran's Attendance Policy

(This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used)

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as <u>quarter hour, half hour and hour</u> absence.

Students exceeding 20% (percentage) total absences of scheduled hours in a <u>calendar month</u> will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of <u>70%</u> each <u>phase.</u> (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA or percentage falls below 70% at the end of any <u>phase</u> (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of <u>70%</u>.

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Signature:

d.

Date:

Title: Supervisor of Adult & Technical Education

10/6/2017

School Name: <u>SunCoast Technical Education Center</u>

Address: 801 N. Broad Street

City, State, Zip Code: Brooksville, FL 34601

BSA Form 1005 (November 2016)



Complete Section A or B; and C

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

Account Name	_		N	o Financial I	mpac	t					
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 <u></u> \$						
Funding Source						
Account Name						
Account Number						
_	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	Year Approved Budget:	\$
Prior	Year Actual Spent:	\$

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



Agenda Item # 10. 25-2600

10/22/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-09-01 for one (1) Year.

Executive Summary

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

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

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

Complete Section A or B; and C

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

_									
_	Fund	Function		Object		Cost Center		Project	Sub Project
+ -	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
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_	Fund	Function		Object		Cost Center		Project	Sub Project
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B. Item Currently Not Budgeted - Funding Source	**					
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

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**



Agenda Item # 11. 25-2601

10/22/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-09-02 for the remainder of the 2024-25 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from D. S. Parrott Middle School for the remainder of the 2024-25 School Year for committing Level III violations of the Student Code of Conduct.

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

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

Complete Section A or B; and C

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

_										
_	Fund		Function		Object		Cost Center		Project	Sub Projec
+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$		\$		\$		\$		\$		
_										
_	Fund		Function		Object		Cost Center		Project	Sub Projec
	Budget		Expenditures / Encumbrances	=	Current Available	_	Present Request	=	Remaining Balance	
	-	Budget + Amendments - \$	Budget + Amendments - - \$\$	Budget Expenditures / + Amendments - Encumbrances - To Date \$\$	Budget Expenditures / + Amendments - Encumbrances = - To Date \$\$	Budget Expenditures / Current + Amendments - Encumbrances = Available To Date Budget \$ \$ \$	Budget Expenditures / Current + Amendments - Encumbrances = Available - To Date Budget \$ \$ \$	Budget Expenditures / Current Present + Amendments - Encumbrances = Available - Request To Date Budget \$	Budget Expenditures / Current Present + Amendments - Encumbrances = Available - Request = - To Date Budget \$ \$ \$	Budget Expenditures / Encumbrances Current Available Present Request Remaining Balance Available \$ \$ \$ \$

Funding Source						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</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:		
now for ourfold rour.		
	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**



Agenda Item # 12. 25-2624

10/22/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-10-01 from the school bus for the remainder of the 2024-25 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from Fox Chapel Middle School from the school bus for the remainder of the 2024-25 School Year for committing Level II violations of the Student Code of Conduct.

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

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



Agenda Item # 13. 25-2625

10/22/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-10-02 from the school bus for the remainder of the 2024-25 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from Fox Chapel Middle School from the school bus for the remainder of the 2024-25 School Year for committing Level II violations of the Student Code of Conduct.

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

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



Agenda Item # 14. 25-2626

10/22/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-10-03 from the school bus for the remainder of the 2024-25 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from Fox Chapel Middle School from the school bus for the remainder of the 2024-25 School Year for committing Level II violations of the Student Code of Conduct.

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

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



Agenda Item # 15. 25-2627

10/22/2024

Title and Board Action Requested

Enter a Final Order Expelling the Student in Case No. E2025-10-04 from the school bus for the remainder of the 2024-25 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from Fox Chapel Middle School from the school bus for the remainder of the 2024-25 School Year for committing Level II violations of the Student Code of Conduct.

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

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



Agenda Item # 16. 25-2615

10/22/2024

Title and Board Action Requested

Citizen Input on agenda items (Green Form)

Executive Summary

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

<u>My Contact</u>

Ray Pinder Superintendent of Schools

2023-28 Strategic Focus Area Priority 3: Community Connection

Financial Impact

There is no financial impact

AGENDA ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/ PRINTED :	
LEGAL ADDRESS:	
PHONE: ()	-
Identify agenda item to be addressed:	
Ex.) Agenda item #: <u>10. 24-2100</u>	-
Agenda item #:	-
Agenda item #:	-

Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the School Board Meeting is called to order.
- The HCSD Code of Civility will be in effect at all times (see other side).
- The Board typically does not respond to remarks or questions made during Citizen Comments.

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

Signature of speaker: _____

Chairperson's Approval of form:

FOR OFFICE USE ONLY:	
Date Received:	
Time Received:	! 194

Hernando County School Board CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

*Any lack of civility by any person will result in that person being directed by the Superintendent, or Chairperson, to leave the premises. Failure to follow a directive will result in law enforcement assistance.

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.



Agenda Item # 17. 25-2604

10/22/2024

Title and Board Action Requested

Approval of the Personnel Recommendations (10/08/24)

Executive Summary

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

My Contact

Matthew Goldrick Director of Human Resources 352-797-7070 Ext. 451 goldrick_m@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

October 8, 2024

I. CONSENT AGENDA

A. Approval of Personnel Recommendation

1. Instruc	tional Leaves				
First Name	Last Name	Position	<u>Site</u>	From	<u>Through</u>
Aimee	Crisp	Teacher	ENDV	10/17/24	01/31/25
Colleen	Doulk	Teacher	CK8	09/23/24	06/03/25
Jennifer	Lane	Teacher	WES	09/03/24	10/14/24
Theresa	Maul	School Social Worker	Student Services	09/16/24	09/30/24
Julianne	Robledo	Teacher	SES	09/23/24	01/06/25
Veronica	Timm	Teacher	JDFES	12/02/24	03/14/25
Intermittent I	Leave				
First Name	Last Name	Position	<u>Site</u>	From	Through
Awilda	Hernandez	Teacher	CHS	08/08/24	06/02/25
Mary Alice	Thornton	Teacher	WWK8	08/05/24	06/03/25
Allyson	Truman	Teacher	JDFES	09/01/24	06/01/25

2. Instructional Appointments and Approval

First Name	Last Name	Position	<u>Site</u>	<u>Date</u>					
Savannah	Boone	Teacher	JDFES	09/12/24					
Ashilynn	Hodsdon	Teacher	FWSHS	09/10/24					
Adam	Jackson	Teacher	WHMS	09/19/24					
Alicen	McLeod	Certified School Counselor	CHS	09/04/24					
Laura	Metzger	Teacher	BES	09/03/24					
Carmen	Otero	Certified School Counselor	FCMS	09/09/24					

3. <u>Approve Out-of-Field Teachers: (Core Subject)</u> See Attached

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

5. Instruct	ional Transfers				
First Name	Last Name	<u>From</u>	<u>To</u>	<u>Date</u>	
Leif	Deen	Teacher, EK8	Teacher, HHS	09/09/24	
Bobbi	Smith	Teacher, JDFES	Teacher, CHS	09/09/24	
	onal Separations				
<u>First Name</u>	Last Name	Position	<u>Site</u>	<u>Date</u>	<u>Type</u>
Hanna	Cali	Speech/Language Assistant	Exceptional Student	09/06/24	Probationary
			Support		Release
Marco	Feola	Teacher	FWSHS	10/15/24	Retirement
Bernadette	Franco	Teacher	FWSHS	09/20/24	Resignation
Karen	Johnson	Teacher	WWK8	09/27/24	Resignation
Josh	Weaver	Teacher	PMS	09/12/24	Resignation
		fessional/Technical/Supervisory Le		_	
First Name	Last Name	Position	<u>Site</u>	From	Through
Sarah	Gabbard	Paraprofessional PK Handicap	SHES	09/23/24	03/14/25
Daniel	Murphy	Paraprofessional Auto Mechanics	NCTHS	09/03/24	09/16/24
Monique	Steenkamp	Secretary II	FCMS	10/09/24	01/09/25
Intermittent L	021/0				
Concetta	Melaccio	Secretary II	ENDV	09/18/24	06/30/25
Concetta	Melaccio	Secretary II		09/10/24	00/30/23
8. Non-instr	ructional and Prof	fessional/Technical/Supervisory Ap	pointments		
First Name	Last Name	Position	Site	<u>Date</u>	
Joann	Brinson	Paraprofessional ESE	JDFES	09/23/24	
Kelli	Crognale	Registered Nurse	Student Services	09/11/24	
Elizabeth	Fowler	Paraprofessional PK Handicap	MES	09/16/24	
Scott	Franzel	Bus Operator	Transportation Dept	09/03/24	
Enid	Luciano	Food & Nutrition Assistant Rover	Food & Nutrition Dept	09/03/24	
Edward	Martinez	Bus Operator	Transportation Dept	09/03/24	
Rosalie	Phannavinh	Food & Nutrition Assistant	PGES	09/06/24	
Mark	Rogers	Carpenter II	Maintenance Dept	09/09/24	
Georgia	Senensky	Food & Nutrition Assistant	PMS	09/03/24	
Marcia	Shuter	Paraprofessional ESE 1 on 1	EK8	09/09/24	

Transportation Dept 09/03/24

Bus Operator

Thomas

Stackel

April Deborah Larry Erlyn	Testa Vargas Vezina Weaver	Paraprofessional ESE 1 on 1 Food & Nutrition Assistant Bus Operator Food & Nutrition Assistant	WES CK8 Transportation Dept SES	09/16/24 09/09/24 09/03/24 09/09/24
9. Non-instr	uctional and Prof	essional/Technical/Supervisory Tr	ansfers	
First Name	Last Name	From	<u>To</u>	Date
Daniel	Arias	Environmental Services Tech I, FWSHS	Environmental Services Tech I, WWK8	09/02/24
Waleska	Castillo	Bus Operator, Transportation Dept	Food & Nutrition Assistant, FWSHS	09/03/24
Angel	Curran	Food & Nutrition Assistant Rover, Food & Nutrition Services	Food & Nutrition Assistant, SHES	09/09/24
Maurice	LaPlatney	Carpenter II, Maintenance Dept	Locksmith, Office of Safe School	09/11/24
Mariena	Lopez	Environmental Services Tech II, CK8	Environmental Services Tech III, CK8	09/03/24
Sarah	Madak	Food & Nutrition Assistant Rover, Food & Nutrition Services	Food & Nutrition Assistant, DSPMS	09/09/24
Heather	TenEyck	Switchboard Operator, Hernando County Public Schools Support Building	Secretary II, SHES	09/11/24
Migdalia	Vasquez	Office Clerk, FWSHS	Paraprofessional Clinic FWSHS	, 09/13/24

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

First Name	Last Name	Position	<u>Site</u>	<u>Date</u>	Type
Evelyn	Acosta-Luciano	Secretary II Conf	CK8	09/20/24	Resignation
Carlos	Cantero	Air Conditioning Mechanic II	Maintenance Dept	09/13/24	Resignation
Mickayla	Cooper	Bus Attendant	Transportation Dept	09/06/24	Resignation
Kathleen	Eudy	Paraprofessional ESE	PGES	09/27/24	Resignation
Michael	Fairchild	Environmental Services Tech I	PGES	09/17/24	Resignation
Samantha	Flynn	Paraprofessional ESE 1 on 1	WWK8	09/19/24	Resignation
Rachel	Garcia-Ortiz	Pre-Kindergarten Assistant	JDFES	09/06/24	Resignation
Flavia	Gonzalez	Paraprofessional II Middle	FCMS	09/09/24	Probationary
					Release
Cynthia	Lewis	Bus Operator	Transportation Dept	08/30/24	Probationary
					Release
Daniel	Martinez	Paraprofessional I Elementary	WWK8	09/05/24	Resignation
Cheryl	O'Brien	Bus Attendant	Transportation Dept	09/13/24	Deceased
Harley	Owens	Vehicle Technician Assistant	Transportation Dept	09/11/24	Resignation
Karen	Rockefeller	Food & Nutrition Assistant	DES	09/20/24	Resignation
Melissa	Schmidt	Food & Nutrition Assistant	PMS	09/09/24	Resignation
Marcia	Shuter	Paraprofessional ESE 1 on 1	EK8	09/12/24	Resignation
Anner	Urbina Dubon	Maintenance Helper	Maintenance Dept	09/06/24	Resignation
Brittany	Von Ehr	School Health Professional	MES	09/10/24	Resignation
11. Other					

Additional Duty, and/or Additional Days/Hours

Name	Position - Site	Activity	<u>Date</u>	Total Hrs	<u>Funding</u>
H Edward Fry	Teacher, NCTHS	After School Engineering Club	9/1/2024	40 Total	ESSER
Morgan	Teacher, FWSHS	After School CSI Club	9/1/2024	10 Total	ESSER
Gonzalez					
Charlotte	Teacher, DES	After School Robotics Club	9/12/2024	5 Total	ESSER
Norford					
Carrie	Certified School	Extra Duty for Jail Teacher	9/3/2024	6 Total	ESSER
Piechowicz	Counselor,				
	Hernando eSchool				

Approve Teacher(s), After School Gaming/eSports Club (WWHS) - 09/01/2024 - 20 Total Hrs. (ESSER)

First Name	Last Name
Adam	Buckey
Justen	Early

2

Approve Teacher(s), Extra Duty for Jail Teacher (ENDV) - 09/03/2024 - 6 Total Hrs. (General Fund)

First Name	Last Name
James	Jamnick
Nancy	McCarthy
Thomas	Montalbano
Kimberly	Webster

Adult Education Part Time Teacher(s) for 2024-2025 Year

First Name	Last Name
Robert	Bradley
Regina	Cooper
Grady	Craver
Rusty	Drummond

Approve In-District Trainers

First Name	Last Name
Kathleen	DiLorenzo-Francis
Deirdre	Longo
Leslie	Salinas

12. Drop Program Participant(s)

First Name	Last Name	Position	Site	Date
Shaizey	Beach	Teacher	NCTHS	01/31/25
Luz-Sarahi	Cruz	Teacher	FWSHS	09/01/24

13. Supplements - see attached list(s)

Running Total (Per Attached List) 2024-2025 School Year

\$ 1,723,923.44	Instructional
\$ 89,822.64	Noninstructional
\$ 1,813,746.08	Sub-Total
\$	Benefits (22.50%)
\$ 2,221,838.95	Total

BOARD APPROVED 24-25 Out Of Field Content Area Teachers

					Board
	Employee Last	Employee	Out of Field	Assignment	<u>Approval</u>
<u>School</u>	<u>Name</u>	<u>First Name</u>	<u>Area(s)</u>	<u>Date</u>	<u>Date</u>
MES	LUGO	EVELYN	Pre-K primary	9/16/2024	10/8/2024

								[
INSTRUCTIONAL SUPPLEM	ENTS/DIFFERENTIA	ITED PAY FOR ADDITIONAL DUTIES 2024-2025 Board Action 10/8/2024										
		50814 Action 10/0/2024										
Hudson, Lyndell Baker, Nicole	WHMS WHMS	Coach Football Head M.S. Coach Football Asst M.S.	\$ \$	1,627.50 1,354.50								
Bristol, Joseph	WHMS	Coach Football Asst M.S.	\$	1,354.50								
Hudson, Lyndell	WHMS	Coach Basketball Head M.S. Boys	\$	1,515.15								
Morris, Ryan Wondrash, Gary	WHMS WHMS	Coach Basketball JV/Asst Boys Coach Basketball Head M.S. Girls	\$ \$	1,354.50 1,515.15								
Hudson, Lyndell	WHMS	Coach Track Boys	\$	1,515.15								
Gaustad, Virginia	WHMS	Coach Track Girls (50/50 split w/Langworthy)	\$	757.57								
Gaustad, Virginia	WHMS	Coach Track Girls Equity (50/50 split w/Langworthy)	\$	450.00								
Rastatter, Patrick Wondrash, Gary	WHMS WHMS	Coach Tennis Boys/Girls Coach Golf Boys/Girls	\$ \$	945.00 945.00								
Gaustad, Virginia	WHMS	Coach Volleyball	\$	1,515.15								
Rastatter, Patrick	WHMS	Coach Volleyball Equity	\$	1,515.00								
Holton, Destiney	WHMS	Cheerleading Coach	\$	1,179.15								
Bristol, Joseph Scott, Laura	WHMS WHMS	Coach Flag Football - girls only Beta Club Sponsor	\$ \$	1,515.15 1,134.00								
Scott, Laura	WHMS	Club Flex	\$	1,134.00								
Gaustad, Virginia	WHMS	FFA	\$	1,134.00								
Woods, Megan	WHMS WHMS	Newspaper Advisor or Student Service Sponsor Production Assistant	\$ \$	487.00 1,576.00								
Woods, Megan Bristol, Joseph	WHMS	School History Fair	\$	670.00								
Richartz, Samantha	WHMS	School Science Fair	\$	670.00								
Smith, Jessica	WHMS	Choral Director	\$	1,300.00								
Woods, Megan Woods, Megan	WHMS WHMS	Yearbook Advisor CTE Flex	\$ \$	1,080.00								
Morris, Ryan	WHMS	CTE Flex	\$	1,134.00				1				
Smith, Jessica	WHMS	Theater Director	\$	1,300.00								
Seeholzer, Michelle	WHMS	Visual Arts	\$	250.00								
Rae, Lysandra Anderson, Shilah	WHMS WHMS	Lunch Duty Lunch Duty	\$ \$	1,050.00								
Bromfield, Joanne	WHMS	Lunch Duty	\$	1,050.00			l	1				l
Peters, Cassandra	WHMS	Lunch Duty	\$	1,050.00								
Braithwaite, Michelle	WHMS	Lunch Duty	\$	1,050.00								
Langworthy, Kristi Cooper, Karen	WHMS WHMS	Lunch Duty Lunch Duty	\$ \$	1,050.00								
Brendlinger-Buse, Jessica	WHMS	Lunch Duty	\$	1,050.00								
Irizarry, Bernice	WHMS	Lunch Duty	\$	1,050.00								
Mendoza, Rene Brendlinger-Buse, Jessica	WHMS WHMS	Team Leader 6th Gr Team Leader 7th Gr	\$ \$	1,352.00								
Richartz, Samantha	WHMS	Team Leader 8th Gr	\$	1,352.00								
Woods, Megan	WHMS	Team Leader Electives	\$	1,352.00								
Langworthy, Kristi	WHMS	Team Leader ESE Self Contained	\$	1,352.00								
Scott, Laura Carr, Juretta	WHMS WHMS	Team Leader ESE Inclusion Team Leader Science	\$ \$	1,352.00 1,352.00								
Becude, Thomas	WHMS	Team Leader Math	\$	1,352.00								
Rollo, Deborah	WHMS	Team Leader S/S	\$	1,352.00								
Basso, Tawana	WHMS WHMS	Team Leader ELA Team Leader Guidance	\$ \$	1,352.00 1,352.00								
Rae, Lysandra Peters, Cassandra	WHMS	Team Leader MTSS	\$	1,352.00								
Kinkade, Brandy	HR	ATS Mentor 1st Sem (PGES-Vance)	\$	750.00								
Kinkade, Brandy Denig, Lynn	HR HR	ATS Mentor 1st Sem (PGES-Walker)	\$ \$	750.00 750.00								
	HR	ATS Mentor 1st Sem (PGES-DuBuque) ATS Mentor 1st Sem (PGES-Smith)	\$	750.00								
Myers, Jennifer	HR	ATS Mentor 1st Sem (PGES-Devlin)	\$	750.00								
		ATS Mentor 1st Sem (PGES-Corsello Murphy)	\$	750.00								
Saint Leger, Jonita Saint Leger, Jonita	NCTHS NCTHS	Visual Arts Academic Competition Book Battle	\$ \$	250.00 1,134.00								
Balckom, Courtany	NCTHS	Cheerleading Coach JV	\$	1,590.75								
Webster, Kimberly	Endeavor	Team Leader - Endeavor	\$	1,352.00								
Arey, Erin McCarthy, Nancy	Discovery Endeavor	Team Leader - Discovery Lunch Duty	\$ \$	1,352.00 1,050.00								
Webster, Kimberly	Endeavor	Lunch Duty	\$	1,050.00								
Roberts, Timothy	Endeavor	Lunch Duty	\$	1,050.00								
Copeland, Horace Hall, Gina	Endeavor Endeavor	Lunch Duty Lunch Duty	\$ \$	1,050.00								
Odachowski, Greg	Endeavor	Lunch Duty	\$	1,050.00								
Hoblit, Tiffany	Endeavor	Lunch Duty	\$	1,050.00								
	Endeavor Endeavor	Lunch Duty Lunch Duty	\$ \$	1,050.00								
Ruiz, Peter	Endeavor	Lunch Duty	\$	1,050.00								
Fulton, Caroline	FES	Newspaper Advisor	\$	487.00								
	FES	Science Fair Director Student Council Sponsor	\$ \$	670.00 487.00								
Sheeder, Pamela Colon, Evelyn	FES	Yearbook Advisor	\$	668.00								
Timm, Veronica	FES	Elementary Music Director	\$	750.00								
Bartow, Laura Ann	FES	Team Leader - KG	\$	1,352.00				<u> </u>				
Anderson, Kara Cotto, Arlene	FES FES	Team Leader - 1st Gr Team Leader - 2nd Gr	\$ \$	1,352.00 1,352.00								
Meyvis, Karen	FES	Team Leader - 3rd Gr	\$	1,352.00								
Kristof, Jennifer	FES	Team Leader - 4th Gr	\$	1,352.00								
	FES FES	Team Leader - 5th Gr	\$ \$	1,352.00								
	FES	Team Leader - Specials Team Leader - ESE	\$	1,352.00 1,352.00		<u> </u>						
	FES	Lunch Duty	\$	1,050.00								
Miller, Terrianne	FES	Lunch Duty	\$	1,050.00								
Piazza, Karen Donohue, Stacey	FES FES	Lunch Duty Lunch Duty	\$ \$	1,050.00				<u> </u>				
	FES	Lunch Duty	\$	1,050.00								
Castellano, Dawn	FES	Lunch Duty	\$	1,050.00								
Boylan, Gloria												
Boylan, Gloria Brizek, Helen	WWK8	Student Services Sponsor	\$	487.00				-				
Boylan, Gloria Brizek, Helen Visceglie, Stacey	WWK8 WWK8	Student Services Sponsor PBS Sponsor	\$	487.00								
Boylan, Gloria Brizek, Helen Visceglie, Stacey Torres, Debbie	WWK8	Student Services Sponsor										

Lock, David	WWK8	Student Council Sponsor	\$	487.00							
Frazier, Tracy	WWK8	Academic Competition	\$	487.00							
Kronenfeld, Jennifer	WWK8	Yearbook Advisor	\$	668.00							
Ballard, Carol	WWK8	Elementary Music Director	\$	750.00							
Gamble, Cherie	WWK8	Theater Director	\$	750.00							
Mendez, Albert	WWK8	Visual Arts	\$	250.00							
Brown, Kathryn	WWK8	Team Leader - KG	\$	1,352.00							
Cox, Heather	WWK8	Team Leader - 1st Gr	\$	1,352.00							
McGregor, Kerrie	WWK8	Team Leader - 2nd Gr	\$	1,352.00							
Fremer, Bobbi	WWK8	Team Leader - 3rd Gr	\$	1,352.00							
Calderon, jennifer	WWK8	Team Leader - 4th Gr (50/50 split w/P.Steele)	\$	676.00							
Steele, Philip	WWK8	Team Leader - 4th Gr (50/50 split w/J. Calderon)	\$	676.00							
Breden, Amy Beth	WWK8	Team Leader - 5th Gr	\$	1,352.00							
Ploskonka, Tracie	WWK8	Team Leader - Specials	\$	1,352.00							
Hill, Jennifer	WWK8	Team Leader - ESE	\$	1,352.00							
Gellenbeck, Jacob	WWK8	Coach Football Head M.S.	\$	1,627.50							
Williamson, Robert	WWK8	Coach Football Asst M.S.	\$	1,354.50							
Perkins, Robert	WWK8	Coach Football Asst M.S.	\$	1,257.75							
Kronenfeld, Jennifer	WWK8	Coach Basketball Boys	\$	1,515.15							
Altimari, Nicholas	WWK8	Coach Basketball Girls	\$	1,515.15							
Suiters, Denise	WWK8	Coach Basketball JV Girls	\$	1,354.50							
Loffler, Leeann	WWK8	Coach Softball	\$	1,515.15							
Kronenfeld, Jennifer	WWK8	Coach Track Boys	\$	1,515.15							
Rooney, Nicole	WWK8	Coach Track Girls	\$	1,515.15							
Sabino, Tahiri	WWK8	Coach Track Asst. Equity	\$	900.00							
Badger, Sandra	WWK8	Coach Tennis Boys/Girls	\$	945.00							
Suiters, Denise	WWK8	Coach Golf Boys/Girls	\$	945.00							
Sabino, Tahiri	WWK8	Coach Volleyball	\$	1,515.15							
Loffler, Leeann	WWK8	Coach Volleyball Equity	\$	1,515.00							
Carroll, Savannah	WWK8	Coach Cheerleading M.S.	\$	1,179.15							
Blumengarden, Neil	WWK8	Beta Club Sponsor (50/50 split w/Kiss)	\$	567.00							
Kiss, Taylor	WWK8	Beta Club Sponsor (50/50 split w/Blumengarden)	\$	567.00							
Suiters, Denise	WWK8	Club Flex	\$	1,134.00							
Farrington, Julie Ann	WWK8	Student Services Sponsor	\$	487.00							
Mendez, Albert	WWK8	Production Assistant	\$	1,576.00		l				l	I
Visceglie, Stacey	WWK8	PBS Sponsor	\$	670.00	1		1	1	1		
Johnson, Karen	WWK8	School Science Fair Director	Ś	670.00							
Lock, David	WWK8	Student Council Sponsor (50/50 split w/Waterman)	\$	432.00	1		1	1	1		
Waterman, Kasey	WWK8	Student Council Sponsor (50/50 split w/Lock)	\$	432.00							
Falco, Shane	WWK8	Choral Director (50/50 split w/Ballard)	Ś	650.00							
Ballard, CArol	WWK8	Choral Director (50/50 split w/Falco)	\$	650.00							
Kronenfeld, Jennifer	WWK8	Yearbook Advisor	\$	1,080.00							
Frazier, Tracy	WWK8	Academic Competition	Ś	668.00							
Siegendorf, Jeff	WWK8	CTE Flex	\$	1,134.00							
Farrington, Julieann	WWK8	CTE Flex	\$	1,134.00							
Falco, Shane	WWK8	Theater Director (50/50 split w/Ballard)	ŝ	650.00							
Ballard, Carol	WWK8	Theater Director (50/50 split w/Falco)	\$	650.00							
Falco, Shane	WWK8	Visual Arts	\$	250.00							
Johnson, Karen	WWK8	Team Leader - Science	\$	1,352.00							
Shumate, Jeffrey	WWK8	Team Leader - Math	\$	1,352.00							
Mendez, Albert	WWK8	Team Leader - ELA	\$	1,352.00							
Carmen, Sheree	WWK8	Team Leader - Social Studies	\$	1,352.00							
Sabino, Tahiri	WWK8	Team Leader - Electives	\$	1,352.00							
Barber, Andrea	WWK8	Team Leader - ESE	\$	1,352.00							
Torres, Debbie	WWK8	Team Leader - 6th Gr	ŝ	1,352.00							
Blumengarden, Neil	WWK8	Team Leader - 7th Gr	\$	1,352.00							
Kronenfeld, Jennifer	WWK8	Team Leader - 8th Gr	\$	1,352.00							
Dancsak, Chrstina	ESE	Department Head - Speech/Language	\$	2,190.00							
Lancaster, Faith	SHES	Student Services Sponsor	\$	487.00							
Hubbard, Sarah	SHES	PBS Sponsor	\$	487.00							
Bass, Heather	SHES	School Science Fair Director	\$	670.00							
Perez, Ashley	SHES	School Initiative Sponsor	ŝ	515.00							
			\$ \$	515.00							
Andrade, Ashley McCaffery, Jerry	SHES SHES	School Initiative Sponsor Student Council Sponsor	\$	487.00		1				1	1
Hubbard, Sarah	SHES	Academic Competition	\$	487.00	-						
Jasztal, Victoria	SHES	Yearbook Advisor	\$	487.00						1	1
Jasztal, victoria Brown, Tasha	SHES	Elementary Music Director	\$	750.00	-						<u> </u>
	SHES		\$	750.00							
Brown, Tasha Jasztal, Victoria	SHES	Theater Director Visual Arts	\$ \$	250.00	-	1				1	-
Rodriguez, Maxine	SHES	Team Leader - KG	\$ \$	1,352.00	-						
Baldwin, Shalae	SHES	Team Leader - 1st Gr	\$ \$	1,352.00							
Dwyer, Toni	SHES	Team Leader - 2nd Gr	\$ \$	1,352.00	1						
McCaffery, Cerina	SHES	Team Leader - 3rd Gr	\$ \$	1,352.00	-						
Blanton, Kaitlyn	SHES	Team Leader - 4th Gr (50/50 split w/Samson)	ş Ş	676.00	1	1	1			1	-
Samson, Amanda	SHES	Team Leader - 4th Gr (50/50 split W/Samson) Team Leader - 4th Gr (50/50 split w/Blanton)	\$	676.00	-						
Samson, Amanda Martinez, Stephanie	SHES	Team Leader - 4th Gr (50/50 split W/Blanton) Team Leader - 5th Gr	\$ \$	1,352.00							
Bass, Heather	SHES	Team Leader - Specials	\$ \$	1,352.00	1						
		Team Leader - ESE	\$	1,352.00	-						
Albinger Nicole				1,352.00	-	<u> </u>	I				
Albinger, Nicole Williams, Laura	SHES	Team Leader - PreK									1
Williams, Laura	SHES	Team Leader - PreK	\$ \$								
Williams, Laura Godoy, Amanda	SHES SHES	Lunch Duty	\$	1,050.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes	SHES SHES SHES	Lunch Duty Lunch Duty	\$ \$	1,050.00 1,050.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca	SHES SHES SHES SHES	Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$	1,050.00 1,050.00 1,050.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica	SHES SHES SHES SHES SHES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam	SHES SHES SHES SHES SHES SHES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin	SHES SHES SHES SHES SHES SHES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross	SHES SHES SHES SHES SHES SHES SHES PMS	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S.	\$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly	SHES SHES SHES SHES SHES SHES SHES SHES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S. Advanced Degree - Specialist	\$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 3,500.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen	SHES SHES SHES SHES SHES SHES SHES PMS CHS CHS	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 3,500.00 2,220.81							
Williams, Laura Godzy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaitlyn	SHES SHES SHES SHES SHES SHES SHES CHS CHS CHS SES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 3,500.00 2,220.81 243.50							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaithyn Mazzuco, Lisa	SHES SHES SHES SHES SHES SHES SHES CHS CHS CHS SES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Sasters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 3,500.00 2,220.81 243.50 243.50							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaitlyn Mazzuco, Lisa Baker, Kelly	SHES SHES SHES SHES SHES SHES CHS CHS SES SES SES SES SES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,500.00 2,220.81 243.50 243.50 487.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaitlyn Mazzuco, Lisa Baker, Kelly Sutton, Shannon	SHES SHES SHES SHES SHES SHES SHES CHS CHS CHS CHS SES SES SES SES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor School Science Fair Director	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,500.00 2,220.81 243.50 243.50 487.00 670.00							
Williams, Laura Godzy, Amanda Alicea, Mercedes Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaitlyn Mazzuco, Lisa Baker, Kelly Sutton, Shannon Demaris, Christine	SHES SHES SHES SHES SHES SHES SHES CHS CHS SES SES SES	Lunch Duty Sand Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor School Science Fair Director School Initiative Sponsor	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,500.00 2,220.81 243.50 243.50 487.00 670.00 515.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin Wictarthy, Ross Micnear, Kelly McLeod, Alicen Brunner, Kaitlyn Mazzuco, Lisa Baker, Kelly Sutton, Shannon Demaris, Christine Pease, Shannon	SHES SHES SHES SHES SHES SHES SHES CHS CHS SES SES SES SES SES SES	Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor School Initiative Sponsor School Initiative Sponsor School Initiative Sponsor	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,220.81 243.50 243.50 243.50 487.00 670.00 515.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaitlyn Maztuco, Lisa Baker, Kelly Sutton, Shannon Demaris, Christine Pease, Shannon Baker, Kelly	SHES SES SES SES SES SES SES SES SES	Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor School Science Fair Director School Initiative Sponsor School Initiative Sponsor School Initiative Sponsor School Initiative Sponsor	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,500.00 2,220.81 243.50 243.50 487.00 670.00 515.00 515.00 487.00							
Williams, Laura Gody, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaitlyn Mazzuco, Lisa Baker, Kelly Sutton, Shannon Demaris, Christine Pease, Shannon Baker, Kelly Liebler, Shannon	SHES SHES SHES SHES SHES SHES SHES CHS CHS CHS SES SES <td>Lunch Duty Lunch Duty Sand Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor School Science Fair Director School Initiative Sponsor School Science Fair Director School Initiative Sponsor School Initiative Sponsor School School School Science School Initiative Sponsor School Science School Initiative Sponsor School Science S</td> <td>\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$</td> <td>1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,500.00 2,200.81 243.50 487.00 670.00 515.00 515.00 668.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Lunch Duty Sand Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor School Science Fair Director School Initiative Sponsor School Science Fair Director School Initiative Sponsor School Initiative Sponsor School School School Science School Initiative Sponsor School Science School Initiative Sponsor School Science S	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,500.00 2,200.81 243.50 487.00 670.00 515.00 515.00 668.00							
Williams, Laura Godoy, Amanda Alicea, Mercedes Stewart, Rebecca Sobeck, Angelica Lopez, Adam White, Kristin McCarthy, Ross Minnear, Kelly McLeod, Alicen Brunner, Kaitlyn Maztuco, Lisa Baker, Kelly Sutton, Shannon Demaris, Christine Pease, Shannon Baker, Kelly	SHES SES SES SES SES SES SES SES SES	Lunch Duty Band Director, M.S. Advanced Degree - Specialist Advanced Degree - Masters (eff. 9/4/24) Student Services Sponsor (50/50 split w/Mazzuco) Student Services Sponsor (50/50 split w/Brunner) PBS Sponsor School Science Fair Director School Initiative Sponsor School Initiative Sponsor School Initiative Sponsor School Initiative Sponsor	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 2,500.00 2,500.00 2,220.81 243.50 243.50 487.00 670.00 515.00 515.00 487.00							

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NONINSTRUCTION	NAL, PROFESSIONAL/TE	CHNICAL & ADMINISTRATIVE SUPPLEMENTS 2024-2	025	
		Board Action 10/8/24		
Rayford, Shauna	NCTHS	School Health Prof - CAN	\$	1,750.00
Shano, Carla	Endeavor	School Health Prof - LPN	\$	2,500.00
Torres, Evelyn	FES	Translator 249/8	\$	996.00
Tracy, Justin	Maintenance	Crew Chief - eff 9/2/24	\$	1,638.55
Muller, Kelly	SHES	School Health Prof - LPN	\$	2,500.00
Valentin, Sandra	SES	Translator 186/7	\$	647.50
Cascante, Helvetia	Transportation	Translator 249/8	\$	996.00
Penaranda, Marcia	WWK8	Translator 186/7	\$	647.50
VonEhr, Brittany	MES	School Health Prof - CNA (ended 9/10/24	\$	(1,510.54
Urbina Dubon, Anner	Maintenance	Crew Chief - ended 8/30/24	\$	(1,638.56
		Total From Previous Agenda 9/24/24	\$	81,296.19
		Total Noninstructional/PTS/Adm. Supplements	\$	89,822.64



Agenda Item # 18. 25-2631

10/22/2024

Title and Board Action Requested

Approval of the Personnel Recommendations (10/22/24)

Executive Summary

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

My Contact

Matthew Goldrick Director of Human Resources 352-797-7070 Ext. 451 goldrick_m@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

I. CONSENT AGENDA A. Approval of Pers

A. Approval of Personnel Recommendation

А. Ар	proval of Persor	inel Recommenda
1.	Instructional	Leaves

1. Instructi	onal Leaves				
First Name	Last Name	Position	Site	From	Through
Laura	Bartow	Teacher	JDFES	09/03/24	11/01/24
Veronica	Timm	Teacher	JDFES	12/02/24	03/14/25
Intermittent L	eave				
First Name	Last Name	Position	<u>Site</u>	From	Through_
			PMS	09/30/24	
Carlos	Carrasquillo	Teacher			06/04/25
Theresa	Maul	School Social Worker	Student Services	09/30/24	12/31/24
Return From	Leave Early				
First Name	Last Name	Position	Site	Date	
Jennifer	Lane	Teacher	WES	09/23/24	
2. Instructi	onal Appointmen	ts and Approval of Probationary Con	tract		
First Name	Last Name	Position	Site	Date	
Rachel	Boat	Program/Staffing Specialist	Exceptional Student	09/23/24	
Rachei	DUal	Program/Staming Specialist		09/23/24	
			Support		
Angelina	Desmond	Teacher	EK8	09/23/24	
Hanna	Diemer	Teacher	FCMS	10/07/24	
Dennis	Smith Jr	Behavior Specialist	Exceptional Student	09/23/24	
			Support		
Michael	Stevenson	Teacher	CHS	09/20/24	
3. Approve	Out-of-Field Tead	chers: (ESOL) See Attached			
on <u>Approve</u>					
4 Instructi	onal Transfers				
		France	т.	Data	
First Name	Last Name	From	<u>To</u>	<u>Date</u>	
Heather	Arnold	Reading Coach, Academic Services	Reading Coach, EK8	09/23/24	
DeAnna	Molina	Teacher MTSS, WES	ESE Specialist,	09/24/24	
			Exceptional Student		
			Support		
5. Instructi	onal Separations				
First Name	Last Name	Position	<u>Site</u>	Date	Type
Laura	Exford	Teacher	WWHS	10/14/24	Retirement
					Retirement Probationary
Laura	Exford	Teacher	WWHS	10/14/24	Retirement
Laura Stanley	Exford Garthwait	Teacher Teacher	WWHS	10/14/24	Retirement Probationary
Laura Stanley 6. Administ	Exford	Teacher Teacher	WWHS	10/14/24	Retirement Probationary
Laura Stanley	Exford Garthwait	Teacher Teacher	WWHS	10/14/24	Retirement Probationary
Laura Stanley 6. Administ	Exford Garthwait	Teacher Teacher	WWHS CHS	10/14/24 09/30/24	Retirement Probationary
Laura Stanley 6. Administ First Name	Exford Garthwait rrative Appointme Last Name	Teacher Teacher Ents Position Director of Adult & Technical	WWHS CHS <u>Site</u>	10/14/24 09/30/24 Date	Retirement Probationary
Laura Stanley 6. Administ First Name	Exford Garthwait rrative Appointme Last Name	Teacher Teacher Position	WWHS CHS <u>Site</u>	10/14/24 09/30/24 Date	Retirement Probationary
Laura Stanley 6. Administ <u>First Name</u> Radiah	Exford Garthwait trative Appointme Last Name Dent	Teacher Teacher Position Director of Adult & Technical Education	WWHS CHS <u>Site</u> Adult Education	10/14/24 09/30/24 Date	Retirement Probationary
Laura Stanley 6. Administ First Name Radiah 7. Non-inst	Exford Garthwait trative Appointme Last Name Dent ructional and Pro	Teacher Teacher Ents Position Director of Adult & Technical Education fessional/Technical/Supervisory Lea	WWHS CHS <u>Site</u> Adult Education	10/14/24 09/30/24 Date 09/18/24	Retirement Probationary Release
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Laura Stanley 6. Administ First Name Radiah 7. Non-inst First Name Johanka Monique 8. Non-inst First Name Kari Heather Flavia Lisa John Jeannette Nicolette Beth Brian	Exford Garthwait Garthwait Carthwait Carthwait Carthwait Carthwait Carthwait Carthwait Carthwait Christip Floyd Gonzalez Hansen Horning Krohn Melucci Rogers Schwartz	Teacher Teacher Teacher Position Director of Adult & Technical Education fessional/Technical/Supervisory Lea Position Environmental Services Tech I Secretary II fessional/Technical/Supervisory App Position Bus Operator Environmental Services Tech II Paraprofessional II ESOL Food & Nutrition Assistant Rover Bus Operator Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Computer Lab Manager Bus Operator	WWHS CHS Site Adult Education Ves Site CHS FCMS Pointments Site Transportation Dept EES EK8 Food & Nutrition Dept Food & Nutrition Dept EK8	IO/14/24 09/30/24 Date 09/18/24 From 10/01/24 09/23/24 Date 09/16/24 09/23/24	Retirement Probationary Release <u>Through</u> 10/22/24
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Laura Stanley 6. Administ First Name Radiah 7. Non-inst First Name Johanka Monique 8. Non-inst First Name Kari Heather Flavia Lisa John Jeannette Nicolette Beth Brian Jayne	Exford Garthwait Garthwait <u>Last Name</u> Dent ructional and Pro Last Name Llanes Ascano Steenkamp ructional and Pro Last Name Chrislip Floyd Gonzalez Hansen Horning Krohn Melucci Rogers Schwartz Waskey	Teacher Teacher Teacher Position Director of Adult & Technical Education fessional/Technical/Supervisory Lea Position Environmental Services Tech I Secretary II fessional/Technical/Supervisory App Position Bus Operator Environmental Services Tech II Paraprofessional II ESOL Food & Nutrition Assistant Rover Bus Operator Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Computer Lab Manager Bus Operator Food & Nutrition Assistant	WWHS CHS Site Adult Education Ves Site CHS FCMS Dointments Site Transportation Dept EES EK8 Food & Nutrition Dept Transportation Dept Food & Nutrition Dept Food & Nutrition Dept Food & Nutrition Dept EK8 Transportation Dept JDFES	IO/14/24 09/30/24 Date 09/18/24 From 10/01/24 09/23/24 Date 09/16/24 09/23/24	Retirement Probationary Release <u>Through</u> 10/22/24
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Laura Stanley 6. Administ First Name Radiah 7. Non-inst First Name Johanka Monique 8. Non-inst First Name Kari Heather Flavia Lisa John Jeannette Nicolette Beth Brian Jayne 9. Non-inst	Exford Garthwait Garthwait Cast Name Dent Cuctional and Pro Last Name Llanes Ascano Steenkamp Chrislip Floyd Gonzalez Hansen Horning Krohn Melucci Rogers Schwartz Waskey	Teacher Teacher Teacher Position Director of Adult & Technical Education fessional/Technical/Supervisory Lea Position Environmental Services Tech I Secretary II fessional/Technical/Supervisory App Position Bus Operator Environmental Services Tech II Paraprofessional II ESOL Food & Nutrition Assistant Rover Bus Operator Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Computer Lab Manager Bus Operator Food & Nutrition Assistant	Site Adult Education Ves Site CHS Pointments Site Transportation Dept EES EK8 Food & Nutrition Dept Sites Transportation Dept JDFES nsfers To Environmental	IO/14/24 09/30/24 Date 09/18/24 From 10/01/24 09/23/24 Date 09/16/24 09/23/24 09/26/24 09/26/24 09/26/24 09/26/24 09/16/24 09/16/24 09/16/24 09/16/24 09/16/24	Retirement Probationary Release <u>Through</u> 10/22/24
Laura Stanley 6. Administ First Name Radiah 7. Non-inst First Name Johanka Monique 8. Non-inst First Name Kari Heather Flavia Lisa John Jeannette Nicolette Beth Brian Jayne 9. Non-inst First Name	Exford Garthwait Garthwait Cast Name Dent Cuctional and Pro Last Name Llanes Ascano Steenkamp Chrislip Floyd Gonzalez Hansen Horning Krohn Melucci Rogers Schwartz Waskey Cuctional and Pro Last Name	Teacher Teacher Teacher Position Director of Adult & Technical Education fessional/Technical/Supervisory Lea Position Environmental Services Tech I Secretary II fessional/Technical/Supervisory App Position Bus Operator Environmental Services Tech II Paraprofessional II ESOL Food & Nutrition Assistant Rover Bus Operator Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Computer Lab Manager Bus Operator Food & Nutrition Assistant fessional/Technical/Supervisory Tra From	Site Adult Education Ves Site CHS Pointments Site Transportation Dept EES EK8 Food & Nutrition Dept Food & South Food & South South Food & South Food & South Food & South Food & South South South South South Food & South Sout	10/14/24 09/30/24 Date 09/18/24 From 10/01/24 09/23/24 Date 09/16/24 09/23/24 09/26/24 09/26/24 09/16/24 09/16/24 09/16/24 Date	Retirement Probationary Release <u>Through</u> 10/22/24
Laura Stanley 6. Administ First Name Radiah 7. Non-inst First Name Johanka Monique 8. Non-inst First Name Kari Heather Flavia Lisa John Jeannette Nicolette Beth Brian Jayne 9. Non-inst First Name James	Exford Garthwait Garthwait Carthwait Carthwait Carthwait Carthwait Carthwait Carthwait Chrislip Floyd Gonzalez Hansen Horning Krohn Melucci Rogers Schwartz Waskey Curtional and Pro Last Name Fifield	Teacher Teacher Teacher Position Director of Adult & Technical Education fessional/Technical/Supervisory Lea Position Environmental Services Tech I Secretary II fessional/Technical/Supervisory App Position Bus Operator Environmental Services Tech II Paraprofessional II ESOL Food & Nutrition Assistant Rover Bus Operator Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Computer Lab Manager Bus Operator Food & Nutrition Assistant fessional/Technical/Supervisory Tra Erom Environmental Services Tech I, NCTHS	WWHS CHS Site Adult Education Ves Site CHS FCMS Dointments Site Transportation Dept EES EK8 Food & Nutrition Dept Food & Sutrition Dept Food & Sutrition Dept Food & Sutrition Dept JDFES Insfers To Environmental Services Tech, FWSHS	IO/14/24 09/30/24 Date 09/18/24 From 10/01/24 09/23/24 Date 09/16/24 09/23/24 09/23/24 09/23/24 09/23/24 09/23/24 09/23/24 09/23/24 09/23/24 09/23/24 09/23/24 09/23/24 09/16/24 09/16/24 09/16/24 09/16/24 09/16/24 09/16/24 09/16/24 09/23/24	Retirement Probationary Release <u>Through</u> 10/22/24
Laura Stanley 6. Administ First Name Radiah 7. Non-inst First Name Johanka Monique 8. Non-inst First Name Kari Heather Flavia Lisa John Jeannette Nicolette Beth Brian Jayne 9. Non-inst First Name	Exford Garthwait Garthwait Cast Name Dent Cuctional and Pro Last Name Llanes Ascano Steenkamp Chrislip Floyd Gonzalez Hansen Horning Krohn Melucci Rogers Schwartz Waskey Cuctional and Pro Last Name	Teacher Teacher Teacher Position Director of Adult & Technical Education fessional/Technical/Supervisory Lea Position Environmental Services Tech I Secretary II fessional/Technical/Supervisory App Position Bus Operator Environmental Services Tech II Paraprofessional II ESOL Food & Nutrition Assistant Rover Bus Operator Food & Nutrition Assistant Rover Food & Nutrition Assistant Rover Computer Lab Manager Bus Operator Food & Nutrition Assistant fessional/Technical/Supervisory Tra From	Site Adult Education Site Adult Education Ves Site CHS FCMS Dointments Site Transportation Dept EES EK8 Food & Nutrition Dept Food & Sutrition Dept Food & Sutrition Dept Food & Sutrition Dept JDFES nsfers To Environmental Services Tech, FWSHS Paraprofessional PK	10/14/24 09/30/24 Date 09/18/24 From 10/01/24 09/23/24 Date 09/16/24 09/23/24 09/26/24 09/26/24 09/16/24 09/16/24 09/16/24 Date	Retirement Probationary Release <u>Through</u> 10/22/24
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Terrell	Роре	Food & Nutrition Assistant, BES	Environmental	09/23/24	
	i ope		Services Tech, BES	00,20,21	
April	Testa	Paraprofessional ESE 1 on 1, WES	Paraprofessional ESE 1 on 1, SES	09/16/24	
10. Non-inst	ructional and Pro	fessional/Technical/Supervisory Se	eparations		
First Name	Last Name	Position	Site	Date	Type
Amanda	Carlisle	Secretary II	NCTHS	10/11/24	Resignation
Holly	Cook	Food & Nutrition Assistant	EES	10/04/24	Resignation
Rosalie	Phannavinh	Food & Nutrition Assistant	PGES	09/12/24	Probationary Release
John	Richman	Safety Guardian	Office of Safe Schools		Resignation
Kitaki	Roberts	Food & Nutrition Assistant	WWK8	09/23/24	Resignation
					5
Taina	Rosa	Paraprofessional Clinic	WWK8	10/07/24	Resignation
Jeffery	Reinertsen	District Tech Support Specialist	TIS Dept	09/17/24	Probationary
Vanessa	Tiburske	Paraprofessional ESE	EES	09/27/24	Release Resignation
11 Other					
11. Other Additional Du	ıty, and/or Additi	onal Days/Hours			
Name	Position - Site	Activity	Date	Total Hrs	Funding
Ivonne Agard	Paraprofessional	Title I Annual Meeting Support	10/10/24	3 Total	Title I
Mercedes	II ESOL, JDFES Paraprofessional	Title I Annual Meeting Support	10/09/24	3 Total	Title I
Alicia	II ESOL, SHES	The I Annual Meeting Support	10/09/24	5 10101	The I
Jeannie Barber	Secretary II, WWK8	Website Management	08/05/24	60 Total	General Fund
	Paraprofessional Clinic	Youth Mental Health First Aid Training		35 Total	Mental Health
Teresa Erickson	Paraprofessional II ESOL, WES	Title I Annual Meeting Support	09/26/24	2.5 Total	Title I
	Paraprofessional II ESOL, SHES	Title I Annual Meeting Support	10/09/24	3 Total	Title I
Casey Farmer	Teacher, DSPMS	After School Robotics Club	09/01/24	15 Total	ESSER
Catherine Ferraro	Teacher, EES	After School Steam Club	09/01/24	20 Total	ESSER
Yamil Figueroa	Teacher, DSPMS	Afer School Careers Club	09/01/24	15 Total	ESSER
Yenny Guarin Barrera	Paraprofessional II ESOL, WHMS	Title I Annual Meeting Support	10/03/24	3 Total	Title I
Andrea Kreisman	Teacher, DSPMS	After School Animation-ish Club	09/01/24	15 Total	ESSER
Mason Lewis	Teacher, HHS	After School eSports Club	09/19/24	10 Total	ESSER
Anne McHugh	Employment Specialist-ESE, Exceptional	Extra duty for Anger Management Sessions	09/04/24	112 Total	General Fund
Rebecca	Student Support Behavior	Extra duty for Anger Management	09/04/24	112 Total	General Fund
Notaro	Specialist, Exceptional Student Support	Sessions	09/07/27	112 10(a)	General Fund
James Skipper	Teacher, WWHS	Website Management	08/06/24	60 Total	General Fund
	Teacher, DSPMS	After School Gaming Club	09/01/24	15 Total	ESSER
Sandra	Paraprofessional	Title I Annual Meeting Support	09/26/24	2.5 Total	Title I
Valentin	II ESOL, SES	2			
Sofia Vance	Associate Teacher Substitute, PGES	Title I Annual Meeting Support	10/01/24	3 Total	Title I
Eileen Vazquez Velazquez	- Paraprofessional II ESOL, MES	Title I Annual Meeting Support	10/10/24	3 Total	Title I
Ashley Velez	Paraprofessional II ESOL, EES	Title I Annual Meeting Support	10/02/24	2.5 Total	Title I
Approve Teac	<u>cher(s), After Sch</u>	<u>ool Tutoring (ENDV) - 10/16/2024</u>	- 60.75 Total Hrs. (Ti	tle I <u>)</u>	
First Name	Last Name				
Kevin	Ballard				

I II SU Marrie	Last Name
Kevin	Ballard
Calvin	Brown
Michelle	Cooper
Gina	Hall
Kallie	Hilyard
James	Jamnick

Greg	Odachowski
Caroline	Strachan
Kimberly	Webster

Approve ESOL/Lead Teacher(s), ESOL Professional Learning Session (Title I) - 10/15/2024 - 3 Total Hrs (Title III)

First Name	Last Name
Jennifer	Bradley
Pamela	Gauvin
Angelina	Haripersad
Dyane	Maxey
Lizette	Moreno
Rosa	Pease
Katia	Valdeos

Adult Education Part Time Teacher(s) for 2024-2025 Year

First Name Last Name Jean Altenord Roseann Barile Laura Hill Barbarita Hinton

Part-time Hernando eSchool Teacher(s) for 2024-2025 Year

Last Name First Name Richard Gomez

Approve In-District Trainers

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

12. Supplements - see attached list(s)

Running Total (Per Attached List) 2024-2025 School Year

\$ 2,091,104.36	Instructional
\$ 99,374.64	Noninstructional
\$ 2,190,479.00	Sub-Total

2,190,479.00 Sub-Total

492,857.78 Benefits (22.50%)

\$ \$ 2,683,336.78 Total

	2024 - 2025 ESOL: Out-of-Field Teachers Agenda October 22, 2024											
Site	Name		Assignment	Total Points Needed	Required Points This Year	Total Points Completed as of 10/03/24	Class Taken	Category				
PGES	Dolphie	Susan	Elem Ed	300	60	0	0	1				
PGES	Marchant	Stacia	Elem Ed	300	60	0	0	1				
PGES	Smythe	Octavia	Elem Ed	300	60	0	0	1				
SHS	Hodsdon	Ashilynn	ELA 9-12	300	60	0	0	1				
EK8	Ryan	Lindsay	Elem Ed	300	60	0	0	1				
SHES	Chomyn	Noelle	Elem Ed	300	60	0	0	1				
DES	Gray	Tiffany	ESE	300	60	0	0	1				
EK8	Waga	Leanne	ESE	300	60	0	0	1				

			1				1		,	
INSTRUCTIONAL SUPPLEN	IENTS/DIFFERENTIA	ATED PAY FOR ADDITIONAL DUTIES 2024-2025								
	-	Board Action 10/22/2024								
McCarthy, Michelle	СК8	Band Director M.S.	\$	2,500.00						
Farrell, Stephen Pope, ClevAndre'	CK8 CK8	Football Head Coach Football Assistant Coach	\$ \$	1,627.50					┝───┦	
Goodworth, Elizabeth	СКВ	Football Assistant Coach	\$	1,354.50						
Scott, Paige	CK8	Softball Coach	\$	1,515.15						
Barrett, David Carr, Rebecca	CK8 CK8	Track Boys Coach Tennis Coach (Boys & Girls)	\$ \$	1,515.15 945.00						
Gomez, Richard	СК8	Golf Coach (Boys & Girls)	\$	945.00						
Nichols, Carly	CK8 CK8	Cheerleading Coach	\$ \$	1,179.15 900.00					 	
Brening, Shannon Carr, Rebecca	CK8	Volleyball Asst Coach - Equity Beta Club Sponsor	\$	1,134.00						
Lovett, Catherine	СК8	Club Flex	\$	1,134.00						
Nieto, Melissa Prescott, Mary Ann	CK8 CK8	Newspaper Advisor or Student Service Sponsor Production Assistant	\$	487.00 1,576.00					┝───┦	
Kryk, Jonathan	СК8	School History Fair Director or PBS Sponsor	\$	670.00						
Zipperer, Andrew	CK8	Student Council Sponsor	\$ \$	864.00 1,300.00						
Gomez, Richard Prescott, Mary Ann	CK8 CK8	Choral Director Yearbook Advisor M.S.	\$	1,080.00						
Nelson Hill, Schandell	СК8	Academic Competition	\$	668.00						
Prescott, Mary Ann Radtke, Jennifer	CK8 CK8	CTE Flex CTE Flex	\$ \$	1,134.00					┝───┦	
Reiter, Melinda	СК8	Theater Director	\$	1,300.00						
Radtke, Jennifer	CK8	Visual Arts	\$	250.00					 	
LeVasseur, Jennifer Reiter, Melinda	CK8 CK8	Lunch Duty Lunch Duty	\$ \$	1,050.00						
Barrett, David	СК8	Lunch Duty	\$	1,050.00						
Lovett, Catherine	CK8	Lunch Duty	\$ \$	1,050.00					 	
Armenteros, Barbara Pellito, Thomas	CK8 CK8	Lunch Duty Lunch Duty	\$	1,050.00 1,050.00						
Uzwiak, Sheryl	СК8	Team Leader 6th Gr (50/50 split w/Kloiber)	\$	676.00						
Kloiber, Michele Nichols, Carly	CK8 CK8	Team Leader 6th Gr (50/50 split w/Uzwiak) Team Leader 7th Gr	\$ \$	676.00 1,352.00					 	
Brening, Shannon	CK8	Team Leader 8th Gr	\$	1,352.00						
Gembicki, Danielle	CK8	Team Leader ELA	\$	1,352.00						
Uzwiak, Sheryl Kean, Jason	CK8 CK8	Team Leader Math Team Leader S/S	\$ \$	1,352.00 1,352.00					 	
Quinn, MacKenzie	СК8	Team Leader Science	\$	1,352.00						
Prescott, Mary Ann Barrett, David	CK8 CK8	Team Leader Electives Team Leader PE	\$ \$	1,352.00					┝───┦	
Long, Denise	CK8	Team Leader ESE	\$	1,352.00						
Carr, Rebecca	СК8	Team Leader Gifted/Quest	\$	1,352.00						
Carlo, Lauren Barrett, Kelly	CK8 CK8	Team Leader Guidance School History Fair Director or PBS Sponsor	\$ \$	1,352.00 487.00						
Bailey, Cassandra	СК8	School Science Fair Director	\$	670.00						
Barrett, Kelly	CK8	School Initiative Sponsor	\$	515.00					 	
Kryk, Jonathan Zipperer, Andrew	CK8 CK8	School Initiative Sponsor Student Council Sponsor - Elem.	\$ \$	515.00 487.00					 	
Nelson Hill, Schandell	СК8	Academic Competition - Elem.	\$	487.00						
Prescott, Mary Ann Gomez, Richard	CK8 CK8	Yearbook Advisor M.S. Music Director - Elem.	\$ \$	668.00 750.00						
Jackson, Jessica	CK8	Visual Arts - Elem.	\$	250.00						
Nelson, Sara Brockhoff, Bonnie	CK8 CK8	Team Leader - KG Team Leader - 1st Gr	\$ \$	1,352.00					┝───┦	
Liberty, Megan	CK8	Team Leader - 2nd Gr	\$	1,352.00						
Greenwald, Jessica	CK8 CK8	Team Leader - 3rd Gr (50/50 split w/Ladines) Team Leader - 3rd Gr (50/50 split w/Greenwald)	\$ \$	676.00 676.00					 	
Ladines, Michelle Cornillow, Caroline	CK8	Team Leader - 3td Gr (50/50 split w/Greenwald)	\$	1,352.00						
Reynolds, Marisa	СК8	Team Leader - 5th Gr	\$	1,352.00						
Ellis, Amy Hayden, Julia	CK8 CK8	Team Leader - Specials Team Leader ESE	\$ \$	1,352.00						
Sylvia, Kelly	СК8	Team Leader - Gifted/Quest	\$	1,352.00						
Curet-Millayes, Rosana Dsouza, Roselle	CK8 CK8	Lunch Duty Lunch Duty	\$ \$	1,050.00					 	
Powell, Nicole	CK8	Lunch Duty	\$	1,050.00						
Larose, Stacee Bailey, Cassandra	CK8 CK8	Lunch Duty Lunch Duty	\$ \$	1,050.00					 	
Brady, Amanda	CK8	Lunch Duty	\$	1,050.00						
Hogan, Renee	WWK8	Lunch Duty	\$	1,050.00						
Demaria, Joy Penaronda, Marcia	WWK8 WWK8	Lunch Duty Lunch Duty	\$ \$	1,050.00						
Ovsianik, Terry	WWK8	Lunch Duty	\$	1,050.00						
Gleason, Sheryl Perkins, Robert	WWK8 WWK8	Lunch Duty Lunch Duty	\$ \$	1,050.00					┝───┦	
Lindsey, Gretchen	WWK8	Lunch Duty	\$	1,050.00						
Brizek, Helen	WWK8	Lunch Duty	\$	1,050.00						
Sharrer, Allison Burlett, Tabbitha	WWK8 WWK8	Lunch Duty Lunch Duty	\$ \$	1,050.00					├┦	
MacLenna, Michelle	WWK8	Lunch Duty	\$	1,050.00						
Scargle, John Jr.	HHS	Football Head Coach (Fall)	\$ ¢	3,360.00			<u> </u>			
Scargle, John Jr. Spaulding, Brice	HHS HHS	Football Head Coach (Spring) Football Assoc. Coach (Fall)	\$ \$	840.00 1,680.00						
Spaulding, Brice	HHS	Football Assoc. Coach (Spring)	\$	420.00						
Pauliot, Nickolas Pauliot, Nickolas	HHS HHS	Football JV Asst. Coach (Fall) Football JV Asst. Coach (Spring)	\$ \$	1,512.00 378.00						
Gaustad, Jakob	HHS	Basketball Boys Head Coach	\$	2,735.25						
Flowers, Brittany	HHS	Basketball Girls Head Coach	\$	2,735.25						
Laing, Jeff Sims, Michael T.	HHS HHS	Baseball Asst. Coach (True Flex) Baseball Head Coach	\$ \$	1,590.75 2,735.25			-			
Pritz, David	HHS	Wrestling Boys Head Coach	\$	2,735.25						
Scargle, John Jr.	HHS	Weightlifting Boys Head Coach	\$ ¢	1,590.75]	
Bruns, Travis Bruns, Jessica	HHS HHS	Cross Country B&G Head Coach Cross Country B&G Asst. Coach	\$ \$	1,590.75 945.00						
Ellis, Casey	HHS	Golf Coach - Girls	\$	1,590.75						
Bailey, Robin Elowers Brittany	HHS HHS	Volleyball Head Coach Volleyball Asst. Coach	\$ \$	2,735.25 1,590.75						
Flowers, Brittany	1	VolicyJali Asst. Coach	د	1,290.72	1	1	1	I		L

Champney, Nicholas HHS Shrader, David HHS Paselio, Robin HHS	Soccer Boys Head Coach	\$	2,735.25						
Paselio, Robin HHS	Conserved Circle Hand Co.								
	Soccer Girls Head Coach	\$	2,735.25	 +	+				
Whitehouse, Crystal HHS	Cheerleading Coach Competitive Varsity Cheerleading Coach Sideline Varsity	\$ \$	2,735.25 2,413.95	 <u> </u>	+				
Demitro, Kelly HHS	Swim Coach Varsity Boys & Girls	\$	2,413.95	1	1	1			
Day, Kenneth HHS	Wrestling Girls Head Varsity Coach	\$	1,590.75	1	1	1			
Pritz, David HHS	Wrestling Girls Asst Varsity Coach	\$	945.00						
Flournoy, Hugh HHS	Color/Saber Guard	\$	1,458.00						
Downing, Heather HHS	Club Flex	\$	1,134.00	 					
Howie, Lori HHS	FBLA	\$	1,134.00	 					
Dill, Jennifer HHS	CTE Flex	\$	1,134.00						
Nelson, Taylor HHS Michaels, Heather HHS	FFA Supplement National Honor Society	\$	1,134.00 1,134.00						
Lewis, Mason HHS	National Technical Honor Society	\$	1,134.00						
Dell, Victor HHS	Newspaper Advisor	\$	595.00						
Flournoy, Hugh HHS	ROTC Drill Tream	\$	1,458.00						
Downing, Heather HHS	School History Fair Director	\$	670.00						
Jones, Latressa HHS	Student Council Sponsor	\$	1,458.00						
Jones, Latressa HHS	Choral Director	\$	1,700.00						
Dell, Victor HHS	Yearbook Advisor H.S.	\$	1,389.00	 					
Jones, Latressa HHS	Theater Director	\$	1,700.00	 					
Greene, Janice HHS	Freshman Class Sponsor	\$	1,458.00						
Paselio, Robin HHS Michaels, Heather HHS	Sophomore Class Sponsor Junior Class Sponsor	\$ \$	1,458.00 2,322.00	 -					
Brown, April HHS	Senior Class Sponsor	\$	2,322.00						
Lewis, Mason HHS	Department Head CTE (10)	\$	2,322.00						
Burback, Brenda HHS	Department Head Reading/ESOL/English (12)	\$	2,190.00						
Lee, Jennifer HHS	Department Head Guidance & Assessment (5)	\$	701.00						
Cabrera, Regina HHS	Department Head Math (10)	\$	1,458.00						
Jones, Latressa HHS	Department Head ROTC/PE/Fine Arts (8)	\$	1,458.00						
Day, Ashley HHS	Department Head School Improvement (6)	\$	1,458.00						
Jacobs. Nancy HHS	Department Head SBLT (6)	\$	1,458.00	I	<u> </u>				
Michaels, Heather HHS	Department Head Science (6)	\$	1,458.00	 -	-				
Galante, Lisa HHS	Department Head S/S (9)	\$	1,458.00	 I					
Williams, Brian HHS	Department Head Special Programs (6) 50/50 split	\$	729.00	 +	+				
Brown, April HHS	Department Head Special Programs (6) 50/50 split	\$	729.00	 	+				
Pusateri, James CHS Abbene, Donald CHS	Football Varsity Head Coach (Fall) Football Varsity Assistant Coach (Fall)	\$ \$	3,360.00 1,512.00	 +	+				
Kern, Paul CHS	Football Varsity Assistant Coach (Fall) Football JV Head Coach (Fall)	\$	1,512.00		-				
Stafki, Allison CHS	Softball Coach Varsity Head	\$	2,735.25						
Kern, Paul CHS	Weightlifting Boys Head Coach	\$	1,590.75						
Nestor, Joseph CHS	Weightlifting Girls Head Coach	\$	1,590.75						
Greenwood, Patricia CHS	Track Girls Varsity Head Coach	\$	2,735.25						
Greenwood, Patricia CHS	Cross Country Varsity Head Coach	\$	1,590.75						
Lee, Mark CHS	Golf Coach Varsity Boys	\$	1,101.33						
Gressick, Penelope CHS	Golf Coach Varsity Girls	\$	1,590.75	I	<u> </u>	<u> </u>			
Gebhardt, Maria CHS	Volleyball Varsity Coach	\$	2,735.25	 		<u> </u>			
Gerondidakis, Alexis CHS	Volleyball JV Head Coach	\$	1,590.75	 +	+				
Nestor, Joseph CHS	Flag Football Varsity Head Coach	\$	1,590.75	 +	+				
Gerondidakis, Alexis CHS	Beach Volleyball Varsity Head Coach	\$ \$	1,590.75	 					
Gebhardt, Maria CHS Worden, Kim CHS	Beach Volleyball Asst Coach Beta Club Sponsor	\$	945.00 1,134.00	 1	1	1			
Santiago, Michael CHS	Color/Saber Guard	\$	1,134.00	1		1			
Gournaris, Carrie CHS	Club Flex (50/50 split w/Brunner)	\$	567.00	1	1	1			
Brunner, Matthew CHS	Club Flex (50/50 split w/Brunner)	\$	567.00	1	1				
Colamarco, Franco CHS	Club Flex	\$	1,134.00						
Worden, Kim CHS	DECA Club	\$	1,134.00						
McDuffie, Sandy CHS	FBLA Club Sponsor	\$	1,134.00						
Knecht, Keith CHS	CTE Flex	\$	1,134.00						
Cruz, Christian CHS	CTE Flex	\$	1,134.00	<u> </u>	<u> </u>	<u> </u>			
Kennedy, Kathleen CHS	HOSA Sponsor	\$	1,134.00	 		-			
Canfield, Stacie CHS	Academic Competition - High Q	\$	1,134.00	 ł	+	+			
Hyde, Heidi CHS	National Honor Society	\$	1,134.00	 +	+	+			
Brooks, Bethann CHS Kingdom, Rachel CHS	National Technical Honor Society	\$	1,134.00 595.00	 +	+				
Kingdom, Rachel CHS Lawyer, Rachel CHS	Newspaper Advisor Production Assistant	\$	1,576.00	 +	+				
Cruz, Christian CHS	ROTC Drill Tream	\$	1,458.00	 1	1	1			
Brooks, Bethann CHS	PBS Sponsor	\$	670.00	1	1	1			
Brunner, Matthew CHS	School Science Fair Director	\$	670.00	L	L				
Gressick, Penelope CHS	Student Council Sponsor	\$	1,458.00						
Schildbach, Steven CHS	Choral Director	\$	1,700.00						
Nelski, Madison CHS	Yearbook Advisor	\$	1,389.00	 I	L				
Lawyer, Rachel CHS	Theater Director	\$	1,700.00	 -	-				
Minnear, Kelly CHS	Sophomore Class Sponsor (50/50 split w/Willman)	\$	729.00	 					
Willman, Chad CHS	Sophomore Class Sponsor (50/50 split w/Minnear)	\$	729.00	 +	+				
Gournaris, Carrie CHS Souza, Jonathan CHS	Junior Class Sponsor (50/50 split w/Souza)	\$ \$	1,161.00 1,161.00	 <u> </u>					
Souza, Jonathan CHS Brooks, Bethann CHS	Junior Class Sponsor (50/50 split w/Gournaris) Senior Class Sponsor (50/50 split w/Hazen)	\$	1,161.00	 1	1	1			
Hazen, Jordan CHS	Senior Class Sponsor (50/50 split w/Hazen) Senior Class Sponsor (50/50 split w/Brooks)	\$	1,161.00	1	1	1			
Kern, Paul CHS	Department Head - ESE (7)	\$	1,458.00	1	1	1			
Domico, Marianne CHS	Department Head - ELA (12)	\$	2,190.00	1	1	1	1		
Canfield, Stacie CHS	Department Head - Math (10)	\$	2,190.00						
Seitz, Christopher CHS	Department Head - Social Studies (8)	\$	1,458.00						
Becker, Holly CHS	Department Head - Guidance (6)	\$	1,458.00						
Brooks, Bethann CHS	Department Head - CTE & Fine Arts (8)	\$	1,458.00						
Treider, Sheila CHS	Department Head - Science (9)	\$	1,458.00	 I	I				
Nestor, Joseph CHS	Department Head - PE/Foreign Lang (9)	\$	1,458.00	 					
Schou, Tracy CHS	Department Head - Reading (5)	\$	701.00	 					
Cruz, Christian CHS	Department Head - ROTC (4)	\$	701.00	 					
Becker, Holly CHS Gressick, Penelope CHS	Department Head - MTSS (12)	\$ \$	2,190.00 1,050.00	 <u> </u>					
Gressick, Penelope CHS	Lunch Duty Lunch Duty	\$	1,050.00	 +	+	+			
Sorronting Albert			1,050.00	 1	+	1			
Sorrentino, Albert CHS Worden, Kim CHS									
Worden, Kim CHS	Lunch Duty Lunch Duty	\$ \$							
	Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$	1,050.00						
Worden, Kim CHS Amadu, Yenukwa CHS	Lunch Duty	\$	1,050.00						
Worden, Kim CHS Amadu, Yenukwa CHS Garcia, Socorro CHS	Lunch Duty Lunch Duty	\$ \$	1,050.00 1,050.00						

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Colamarco, Franco	CHS	Lunch Duty	\$	1,050.00								
Papadopoulos, Jason	CHS	Lunch Duty	\$	1,050.00								
Jernigan, Kristi Mel ain, Torry	BES	Newspaper Advisor	\$ ¢	487.00								
McLain, Terry Vascellaro, Rachel	BES	School History Fair Director School Science Fair Director	\$ \$	487.00 670.00								
Gibson, Patricia	BES	School Initiative Sponsor	ş Ş	515.00								
Jernigan, Kristi	BES	School Initiative Sponsor	\$	515.00								
Lovelock, Nancy	BES	Student Council Sponsor	\$	487.00								
Lovelock, Nancy	BES	Academic Competition	\$	487.00								
Jernigan, Kristi	BES	Yearbook Advisor	\$	668.00								
Jernigan, Kristi	BES	Elementary Music Director	\$ \$	750.00 750.00								
Jernigan, Kristi Dilly, Melanie	BES	Theater Director Visual Arts	\$ \$	250.00								
Capel, Sandy	BES	Team Leader - KG	\$	1,352.00								
Massey, Cathy	BES	Team Leader - 1st Gr	\$	1,352.00								
Brown, Theresa	BES	Team Leader - 2nd Gr	\$	1,352.00								
Spears, Caitlin	BES	Team Leader - 3rd Gr	\$	1,352.00								
Schuler, Brittany	BES	Team Leader - 4th Gr	\$	1,352.00								
Mousel, Jennifer	BES	Team Leader - 5th Gr Team Leader - Specials	\$	1,352.00								
Lovelock, Nancy Lancaster, Jenna	BES	Team Leader - Specials	\$ \$	1,352.00								
Vascellaro, Rachel	BES	Lunch Duty	\$	1,050.00								
Lovelock, Nancy	BES	Lunch Duty	\$	1,050.00								
Coleman, Camden	BES	Lunch Duty	\$	1,050.00								
Huber, Bradford	BES	Lunch Duty	\$	1,050.00								
Stenstrom, Debra	NCTHS	Beta Club Sponsor (50/50 split w/Polchowicz)	\$	567.00								
Mraz, Lindsay	CHS	Freshman Class Sponsor (50/50 split w/Dunham)	\$	729.00								
Dunham, Kelly Schildbach, Steven	CHS	Freshman Class Sponsor (50/50 split w/Mraz) Band Director H.S.	\$ \$	729.00 4,200.00								
Schildbach, Steven Stewart, Darrell	CHS EES	School Science Fair Director	\$	4,200.00								
Frampton, Brandon	EES	School Initiative Sponsor	\$	515.00								
Seifried, Victoria	EES	Student Council Sponsor	\$	487.00								
Brandhuber, Christina	EES	Academic Competition	\$	487.00								
Smith, Veronica	EES	Yearbook Advisor	\$	668.00								
Smith, Veronica	EES	Visual Arts	\$	250.00								
Hemmerle, Tracy	EES	Team Leader - KG	\$	1,352.00								
Lombardo, Keara Reves Melissa	EES	Team Leader - 1st Gr	\$ ¢	1,352.00								
Reyes, Melissa Gallagher, Meghan	EES	Team Leader - 2nd Gr Team Leader - 3rd Gr	\$ \$	1,352.00								
White, Lynnette	EES	Team Leader - Stu Gr	\$ \$	1,352.00								
Deleveaux, Joli	EES	Team Leader - 5th Gr	\$	1,352.00								
Ferraro, Catherine	EES	Team Leader - Specials	\$	1,352.00								
LeDoux-Weiler, Mary	EES	Team Leader - ESE	\$	1,352.00								
Licht, Kristie	DES	Newspaper Advisor	\$	487.00								
Gendron Angeletti, Amy	DES	School History Fair Director	\$	487.00								
Donaghy, Garrett	DES	School Science Fair Director	\$	670.00								
Koulouris, Renee	DES	School Initiative Sponsor	\$ ¢	515.00								
Steele, Michelle Gendron Angeletti, Amy	DES DES	School Initiative Sponsor Student Council Sponsor	\$ \$	515.00 487.00								
Norford, Charlotte	DES	Academic Competition	\$ \$	487.00								
Marion, Elizabeth	DES	Yearbook Advisor	\$	668.00								
Spallino, Josephine	DES	Elementary Music Director	\$	750.00								
Spallino, Josephine	DES	Theater Director	\$	750.00								
Benckert, Raymond	DES	Visual Arts	\$	250.00								
Mack, Alicia	DES	Team Leader - KG (50/50 split w/Flaschenriem)	\$	676.00								
Flaschenriem, Heather Makohon-Pidhorodecky, Sophia	DES DES	Team Leader - KG (50/50 split w/Mack) Team Leader - 1st Gr (50/50 split w/Stanton)	\$ \$	676.00 676.00								
Stanton, Barbara	DES	Team Leader - 1st Gr (50/50 split w/Stanton) Team Leader - 1st Gr (50/50 split w/Makohon-Pidhorodecky)	\$ \$	676.00		<u> </u>						
Hill, Stacie	DES	Team Leader - 2nd Gr	\$	1,352.00								
Montesani, Mariann	DES	Team Leader - 3rd Gr (50/50 split w/McAuley)	\$	676.00								
McAuley, Shea	DES	Team Leader - 3rd Gr (50/50 split w/Montesani)	\$	676.00								
Piazza, Brenda	DES	Team Leader - 4th Gr	\$	1,352.00								
Dibble, Julie	DES	Team Leader - 5th Gr (50/50 split w/Fink)	\$	676.00								
Fink, Andrea	DES	Team Leader - 5th Gr (50/50 split w/Dibble) Team Leader - Specials	\$ \$	676.00								
Norford, Charlotte Guarante, Kathleen	DES	Team Leader - Specials Team Leader - ESE (50/50 split w/Hill)	\$	1,352.00 676.00								
Hill, Kenneth	DES	Team Leader - ESE (50/50 split w/film) Team Leader - ESE (50/50 split w/Guarante)	\$	676.00			l					l
Lewis, Christina	DES	Lunch Duty	\$	1,050.00								
McAuley, Shea	DES	Lunch Duty	\$	1,050.00								
Dibble, Julie	DES	Lunch Duty	\$	1,050.00								
Karczewski, Linda	DES	Lunch Duty	\$	1,050.00								
Fink, Andrea	DES NCTHS	Lunch Duty Swim Coach Asst. Varsity Boys & Girls (Eff 9/6-9/16)	\$ \$	1,050.00 145.38								
Galioto, Traci Rhoads, Brittany	WES	Swim Coach Asst. Varsity Boys & Girls (Eff 9/6-9/16) Student Service Sponsor	\$	145.38 487.00								
Woop, Maria	WES	PBS Sponsor	ې \$	487.00								
Blevins, Christine	WES	School Science Fair Director	\$	670.00								
Molina, DeAnna	WES	School Initiative Sponsor	\$	515.00								
Baeza, Cheryl	WES	School Initiative Sponsor	\$	515.00								
Ballard, Loren	WES	Student Council Sponsor	\$	487.00		_		_				
		Academic Competition	\$	487.00								
Schauss, Chelsi	WES		~	C							1	1
Kelly, Jennifer	WES	Yearbook Advisor	\$ ¢	668.00								
Kelly, Jennifer Lane, Jennifer	WES WES	Yearbook Advisor Elementary Music Director	\$	750.00								
Kelly, Jennifer Lane, Jennifer Kelly, Joshua	WES WES WES	Yearbook Advisor Elementary Music Director Theater Director	\$ \$	750.00 750.00								
Kelly, Jennifer Lane, Jennifer	WES WES	Yearbook Advisor Elementary Music Director	\$	750.00								
Kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather	WES WES WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts	\$ \$ \$	750.00 750.00 250.00								
kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle	WES WES WES WES WES WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane)	\$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 676.00 676.00								
Kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl	WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 2nd Gr	\$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 676.00 676.00 1,352.00								
Kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa	WES WES WES WES WES WES WES WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 2nd Gr Team Leader - 3rd Gr	\$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 676.00 676.00 1,352.00 1,352.00								
kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca	WES WES WES WES WES WES WES WES WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 2nd Gr Team Leader - 2nd Gr Team Leader - 4th Gr	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 676.00 676.00 1,352.00 1,352.00 1,352.00								
Kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine	WES WES WES WES WES WES WES WES WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 3rd Gr Team Leader - 4th Gr Team Leader - 4th Gr	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 676.00 1,352.00 1,352.00 1,352.00 1,352.00								
Kelly, Jennifer Lane, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine Cohen, Daniel	WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 3rd Gr Team Leader - 3rd Gr Team Leader - 4th Gr Team Leader - 5th Gr Team Leader - Specials	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 1,352.00 676.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00								
Kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine	WES WES WES WES WES WES WES WES WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 3rd Gr Team Leader - 4th Gr Team Leader - 4th Gr	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 676.00 1,352.00 1,352.00 1,352.00 1,352.00								
kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine Cohen, Daniel Ferro, Christine	WES WES WES WES WES WES WES WES WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 2nd Gr Team Leader - 2nd Gr Team Leader - 4th Gr Team Leader - 5th Gr Team Leader - 5th Gr Team Leader - 5th Gr	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 676.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,350.00								
kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshock, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine Cohen, Daniel Ferro, Christine Covey, Rebecca Erickson, Teresa Harris, Sherry	WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 2nd Gr Team Leader - 2nd Gr Team Leader - 4th Gr Team Leader - 5th Gr Team Leader - 5th Gr Team Leader - 5th Gr Team Leader - 5th Cr Team Leade	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 676.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,050.00								
kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine Cohen, Daniel Ferro, Christine Covey, Rebecca Erickson, Teresa Harris, Sherry Kelly, Jennifer	WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 2nd Gr Team Leader - 2nd Gr Team Leader - 4th Gr Team Leader - 4th Gr Team Leader - 5th Gr Team Leader - 5SE Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,050.00 1,050.00 1,050.00								
kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine Cohen, Daniel Ferro, Christine Covey, Rebecca Erickson, Teresa Harris, Sherry Kelly, Jennifer Kelly, Junia	WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 3rd Gr Team Leader - 3rd Gr Team Leader - 4th Gr Team Leader - 5th Gr Team Leader - 5th Gr Team Leader - 5EE Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 676.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,050.00 1,050.00 1,050.00								
kelly, Jennifer Lane, Jennifer Kelly, Joshua Cohen, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine Cohen, Daniel Ferro, Christine Covey, Rebecca Erickson, Teresa Harris, Sherry Kelly, Julia Reny, Natasha	WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 2nd Gr Team Leader - 3rd Gr Team Leader - 3rd Gr Team Leader - 4th Gr Team Leader - 5th Cr Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 676.00 1.352.00 1.352.00 1.352.00 1.352.00 1.352.00 1.352.00 1.352.00 1.352.00 1.050.00 1.050.00 1.050.00								
Kelly, Jennifer Lane, Jennifer Lane, Jennifer Cohran, Daniel Hagen, Krista Cochrane, Heather Parshook, Danielle Baeza, Cheryl Thibodeaux, Alyssa Fields, Rebecca Blevins, Christine Covey, Rebecca Ferro, Christine Covey, Rebecca Harris, Sherry Kelly, Jennifer Kelly, Julia	WES WES	Yearbook Advisor Elementary Music Director Theater Director Visual Arts Team Leader - KG Team Leader - 1st Gr (50/50 split w/Parshook) Team Leader - 1st Gr (50/50 split w/Cochrane) Team Leader - 3rd Gr Team Leader - 3rd Gr Team Leader - 4th Gr Team Leader - 5th Gr Team Leader - 5th Gr Team Leader - 5EE Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty Lunch Duty	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 250.00 676.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,352.00 1,050.00 1,050.00 1,050.00								

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Manco, Nicholas	DSPMS	School Science Fair Director	\$	670.00						
Goodworth, Elizabeth	CK8	Athletic Director M.S.	\$	1,760.85						
Boat, Rachel	ESE	Advanced Degree - MA (eff 9/23/24)	\$	2,055.83						
Otero, Carmen	FCMS	Lunch Duty - eff 9/9/24	\$	939.23						
Mormando, Dustin	FCMS	Basketball Asst Head Boys Coach M.S.	\$	1,354.50						
Hughes, William	FCMS	Track Boys Coach M.S.	\$	1,515.15						
McPhail, Adam	NCTHS	Basketball Boys Asst Coach - True Flex	\$	1,590.75						
Pisarcik, Dave	NCTHS	Basketball Boys Head Varsity Coach	\$	2,735.25						
Olmstead, Gerard	NCTHS	Softball Varsity Coach	\$	2,735.25						
O'Connell, Kimberlee	NCTHS	Softball Asst Coach	\$	1,590.75	•					
Arcidiacono, Tyler	NCTHS	Soccer Varsity Boys Coach	\$	2,735.25						
Calabrese, Saverio	NCTHS	Soccer Boys JV Coach	\$	1,590.75						
Rastatter, Patrick	NCTHS	Basketball JV Coach Boys	\$	1,590.75						
Wright, Dean	NCTHS	Baseball JV Coach	\$	1,590.75						
Gressle, Melissa	DSPMS	Yearbook Advisor CANCELLED - no \$ due	\$	(1,080.00)						
Cook, Heather	NCTHS	Beta Club Sponsor (50/50 split) CANCELLED-no \$ due	\$	(567.00)						
· · · ·										
		Total From Previous Agenda 10/8/24	\$	1,723,923.44						
		Total Instructional Supplement/Differentiated Pay		2,091,104.36						
			1							
			1							
			1							
			1							
		1	1							

NONINSTRUCTIONAL, PROFESSIONAL/TECHNICAL & ADMINISTRATIVE SUPPLEMENTS 2024-2025						
		Board Action 10/22/24				
De des Deste		Colored Hardth Des Construct / CNAA	<i>c</i>	4 750 00		
Bowden, Paola	WWK8	School Health Professional / CMA	\$	1,750.00		
Velez, Ashley	EES	Translation 186/7	\$	647.50		
Sosa, Rosa	CK8	Translation 249/8	\$	996.00		
Camacho, Migdalia	CHS	Translation 249/8	\$	996.00		
Valdespino, Mara	SHS	Translation 249/8 Split 50/50	\$	498.00		
Montero, Walkiria	SHS	Translation 249/8 Split 50/50	\$	498.00		
Otero, Carmen	FCMS	Translation 197/7.75 (eff 9/9)	\$	666.50		
Martinez, Valerie	BES	School Health Professional / CNA	\$	1,750.00		
Balastsos, Laura	СК8	School Health Professional / CNA	\$	1,750.00		
		Total From Previous Agenda 10/8/24	\$	89,822.64		
		Total Noninstructional/PTS/Adm. Supplements	\$	99,374.64		



School Board Regular Meeting

Agenda Item # 19. 25-2598

10/22/2024

Title and Board Action Requested

Approve out of state travel for teachers from Reach Academy to the Ron Clark Academy in Atlanta, Georgia - December 11th through December 13th.

Executive Summary

The Director of Federal Programs on behalf of the Assistant Superintendent of Teaching and Learning, hereby requests the Board approve the Title I funded out of state travel for teachers and administration at Reach Academy to attend the Ron Clark Academy's Professional Learning session Ron Clark Academy Experience on December 12th and 13th in Atlanta Georgia.

My Contact

Magen Schlechter Director of Federal Programs 919 N. Broad Street Brooksville, FL 34601 352-797-7000 ext. 295 Schlechter m@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

\$6,510.48 (cost for the agenda item). 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.



The Ron Clark Academy Experience

Revolutionary Professional Development for Educators

The Ron Clark Academy is a model school and accepts visitors from all over the world. Our innovative and energetic approaches yield results, and we enjoy sharing our methods for instilling a passion for learning and helping all children achieve great levels of success.

Each week, educators visit the Ron Clark Academy to witness our dynamic and research-based teaching methods. Through classroom observations and workshops, participants in our training program learn ways to increase student engagement, ensure academic rigor, and create a climate and culture that leads to success.

Join the thousands of educators, principals, and superintendents who have already engaged in this powerful and transformative professional development experience. Be a part of the revolution!

SCHEDULE

DAY 1	8:15-8:30am 8:30-9:00am 9:00-12:00pm 12:00-1:30pm 1:30-2:30pm 2:30-3:00pm 3:00-4:00pm	Educator Check-in Welcome Classroom Observations & Workshops Lunch (provided) Workshops Q&A Slide Certific tion
DAY 2	8:15-9:00am 9:00-12:00pm 12:00-1:30pm 1:30-2:30pm 2:30-3:00pm 3:00-4:00pm	Keynote Classroom Observations & Workshops Lunch (provided) School Tour Wrap-Up House Cheers & Closing Ceremony

Participants will rotate through active classrooms and staff development workshops taught by Ron Clark, Kim Bearden, and other members of the RCA faculty. All workshops take place at the Academy, and guests will have the opportunity to observe Ron Clark and other teachers in their classrooms, take atour of the school, and get "slide certified! During the Ron Clark Academy Educator Training, participants learn ways to increase student engagement, ensure academic rigor, and create a climate and culture that leads to success.

Climate and Culture

The climate and culture of a school should ignite a passion for learning, provide support and encouragement, reflect high expectations for student behavior, promote parental involvement, and ensure a safe, secure environment for all.

The climate and culture of a school is something that one can feel upon entering the building, and participants in *The RCA Experience* are able to witness it firsthand in a very tangible way. Some of the programs/methods that are taught and observed include, but are not limited to, the following:

- Techniques for promoting discipline and respect, such as *The Essential 55*
- Methods for creating a sense of urgency and a standard of high expectations
- Strategies for engaging parents in the learning process
- Ways to begin the school year, from the Meet and Greet to the first days of school
- Techniques for building student confidence, respect, and enthusiasm
- Ideas for instilling a sense of tradition
- Ways to engage students with members of the community
- Tips for building a sense of school spirit and pride, such as through our house system

Rigor

A rigorous classroom is one that teaches students to understand, analyze, and synthesize complex and challenging content. Academic rigor is essential for promoting student success, and through *The RCA Experience*, educators are able to watch lessons that exemplify rigor in a variety of subjects and through a variety of methods, such as:

- Strategies for higher order questioning
- Techniques for maximizing academic learning time
- Ways to set high expectations for all learners
- Varied methods for monitoring student progress
- Methods for engaging students in academic discussions and collaboration
- Lessons that require creativity, curiosity, and problem-solving

Student Engagement

Students must be actively engaged for authentic learning to take place, and at the Ron Clark Academy, the level of student engagement is exceptionally high. Educators who participate in *The RCA Experience* are able to get a clear picture of what student engagement looks like and sounds like when they observe our classes in session. Some of the methods that promote student engagement include the following:

- Techniques for effective teacher movement
- Methods for teaching students to track the teacher and one another
- Ways to integrating music and the arts into the curriculum
- Techniques for infusing energy and passion into lesson planning and delivery
- Ideas for teaching the content creatively
- Methods for adding movement into any classroom
- Ideas for interactive, cooperative games that promote student engagement
- Techniques for keeping all students on task
- Ways to celebrate student success

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

A. Item Currently Budget	led -						
Account Name		Title I, Part A					
Account Number		4210E	6400	3340	9462	82500	99990
,		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	
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<u></u> ,			\$	<u>ş</u> 1,100110	<u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u>	<u>\$</u>	-
Account Name		Title I, Part A	. <u>\$</u>				-
Account Name		Title I, Part A 4210E	6400	7300	9462	82500	99990
			5 6400 Function				- 99990 Sub Project
Account Name	<u>\$</u> + -	4210E	Function Expenditures /	7300	9462	82500	

B. Item Currently Not Budgeted	**- 1					
Funding Source						
Account Name						
Account Number						
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Eurodian Osumus						
Funding Source						
Account Name						
Account Number						
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
	Prior Year Approved Budget:	\$
	Prior Year Actual Spent:	\$

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



School Board Regular Meeting

Agenda Item # 20. 25-2602

10/22/2024

Title and Board Action Requested

Approve the Memorandum of Understanding between Pasco Hernando Workforce Board, Inc. dba Career Source Pasco Hernando and its Mandatory Partners

Executive Summary

The Director of Adult and Technical Education, on behalf of the Superintendent of Schools, hereby requests the Board approve the Memorandum of Understanding between Pasco Hernando Workforce Board, Inc. dba Career Source Pasco Hernando and its mandatory partners.

My Contact

Dr. Radiah Dent Director, Adult and Technical Education 352-797-7018

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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

ADDENDUM TO UMBRELLA MEMORANDUM OF UNDERSTANDING BETWEEN PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO, PASCO HERNANDO WORKFORCE DEVELOPMENT CONSORTIUM, AND HERNANDO COUNTY SCHOOL BOARD

This Addendum to Umbrella Memorandum of Understanding (this "Addendum") between **Pasco Hernando Workforce Board, Inc.**, DBA CareerSource Pasco Hernando, a Florida non-profit corporation ("CareerSource Pasco Hernando"), **Pasco Hernando Workforce Development Consortium** (the "Consortium"), and **Hernando County School Board** ("HCSB").

WITNESSETH:

WHEREAS, CareerSource Pasco Hernando, the Consortium and HCSB have agreed to enter into that certain Umbrella Memorandum of Understanding (the "MOU"), which contains the global terms and conditions applicable to mandatory partners as provided and required by federal, state and local law, including but not limited to the Workforce Innovation and Opportunity Act (WIOA);

WHEREAS, CareerSource Pasco Hernando, the Consortium and HCSB desire to enter into this Addendum to establish terms and conditions that solely govern the relationship between CareerSource Pasco Hernando, the Consortium and HCSB for so long as HCSB is a mandatory partner under the MOU;

WHEREAS, CareerSource Pasco Hernando, the Consortium and HCSB further desire to enter into this Addendum to better address the operations of the local one-stop delivery system, provisions of programs and services, and apportionment of costs for HCSB as provided within the MOU;

WHEREAS, HCSB is not a co-located Partner and is authorized under Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR 38; Final Rule, published December 2, 2016); and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties to this Addendum agree as follows:

SECTION I: INDIVIDUAL PARTNER CONTRIBUTION OF SERVICES

1.1 HSCB's oversees a district that is fully accredited school district located on the centralwest coast of Florida. The district has over 24,000 students and employs approximately 3,100 staff members through different educational facilities consisting of high schools, middle schools, elementary schools, charter schools and adult/technical education centers.

1.2 Provision of Services

The Hernando County School Board agrees to provide the following:

- Hernando Adult Education Program refers students to CareerSource Pasco Hernando for needed services through the Crosswalk online referral platform.
- Accept and process customers/students referred by other Pasco Hernando Onestop System agencies/organizations to determine their eligibility for Adult Basic Education/GED, Title 1 Literacy and Career and Technical education services.
- List job openings through CareerSource Pasco Hernando. Refer customers demonstrating interests in, and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando or the Pasco Hernando Workforce Board receive prior approval from appropriate marketing staff.
- Ensure HCSB staff attend, participate in, and contribute to Pasco Hernando One-stop system cross training activities designed to increase partner awareness of services available.
- Participate in the development and implementation of other One-stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by HCSB is entered into state and local data collections systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of HCSB's operations. Provide this information to the One-stop Operator at least quarterly.
- The Hernando Adult Education Program agrees to maintain a presence within the local CareerSource Pasco Hernando office in order to better assist students.
- Distribute the information provided by CareerSource Pasco Hernando to students.
- ◆ Inform CareerSource Pasco Hernando of student's attendance and progress.
- Provide wages and fringe benefits for all HCSB staff assigned to positions within the Pasco Hernando One-stop.
- Fund all HCSB supplies, and resource materials related to the delivery of HCSB services.
- Pay the HCSB portion of costs for office spaces and common area usage as agreed to by the HCSB, the CSPH and the One-stop operator.
- HCSB provides virtual and digital presence for student/customers on all digital platforms to create greater awareness to resources available through CSPH.
- List all HCSB job openings through CareerSource Pasco Hernando.

This is set forth and required by the 2021 Reimagining Education and Career Help (REACH) Act, and the 2023's Senate Bill 240.

SECTION II: COST ALLOCATION BASIS/ METHOD TO DETERMINE BENEFITS

2.1 Pursuant to Subsection E, Section XVI: One-Stop Operating Budget and Infrastructure Funding of the MOU, the following chart summarizes the cost allocation basis used for HCSB to determine the benefit received from the use of the one-stop system.

Co-	Partner	Partner	Method to Determine
located	Organization	Program	Benefit/Allocation Base
No	Hernando County School Board	WIOA	10% of 1 FTE

SECTION III: PARTNER CONTRIBUTION

3.1 Pursuant to Subsection F, Section XVI: One-Stop Operating Budget and Infrastructure Funding of the MOU, the following chart summarizes the mandatory annual proportionate share that HCSB must make to CareerSource Pasco Hernando as part of HCSB's obligations under the MOU.

Partner Organization	Partner Program	Partner Annual Proportionate Share (1)	FTE (1)
Hernando County School Board	WIOA	\$1,452.08	10% of 1 FTE

The Partner Annual Proportionate Share amount is subject to amendment each fiscal year, consistent with Section XVI: One-Stop Operating Budget and Infrastructure Funding set forth in the Umbrella MOU.

SECTION IV: MISCELLANEOUS PROVISIONS

4.1 HCSB specifically agrees to be bound by Section XVI: One-Stop Budget and Infrastructure Funding terms as provided in the MOU and the method of HCSB's annual proportionate share calculation.

4.2 HCSB specifically agrees to be bound by Section XVII: Modification terms as provided in the MOU and the method of amending the MOU and this Addendum.

4.3 HCSB specifically agrees to be bound by Section XVIII: Termination/ Separation terms as provided in the MOU.

4.4 HCSB and CareerSource Pasco Hernando agree that the terms and conditions regarding dispute resolution within the Exhibit (defined below) for disputes that are solely between HCSB the Consortium and CareerSource Pasco Hernando, such terms will control. However, if the dispute is between HCSB, the Consortium CareerSource Pasco Hernando, and another party to the MOU, the terms and conditions of Section XIX: Dispute Resolution of the MOU shall control.

4.5 HCSB also acknowledges the terms of Section XX: Authority and Signatures and warrants that the signature of the person to this Addendum has the authority to bind HCSB to the terms and conditions of the MOU and this Addendum.

4.6 This Addendum shall be construed with the MOU as one document. This Addendum shall also be construed with the laws of the State of Florida and venue shall be as provided in the MOU. This MOU and the Addendum constitute all the complete terms and conditions between CareerSource Pasco Hernando, the Consortium and HCSB, and supersede all previous oral and written agreements between the parties. If any term of this Addendum or MOU is deemed illegal or unenforceable, such term shall be severed and the remaining terms and conditions shall remain in effect. HCSB, the Consortium and CareerSource Pasco Hernando waive and release the right to a jury trial for any litigation that arises.

4.7 As additional requirement for HCSB to enter into the MOU and this Addendum, attached hereto this Addendum as Exhibit A is HCSB's Standard Addendum to Agreements with The Hernando County School Board (the "Exhibit"). Unless provided otherwise, any conflicting terms and conditions between this Addendum and this Exhibit, the terms and conditions of the Exhibit shall control.

SECTION V: DESIGNATED REPRESENTATIVE

The Designated Representative for this MOU for HCSB is:

Name:	
Title:	
Address:	
Phone:	
Email:	

[SIGNATURE PAGE FOLLOWS]

BY HAND SUBSCRIBED, this Addendum to the MOU is the product of local discussion and negotiation, and is an agreement developed and executed between CareerSource Pasco Hernando, Pasco Hernando Workforce Development Consortium, and the Partner hereunder, relating to the operation of the One-stop delivery system in the local area. See CFR 463.500.

 Hernando County School Board
 Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H

 Signature
 3:42 pm, Aug 12, 2024

 Print Name
 Title

 Date
 Date

BY HAND SUBSCRIBED, this Addendum to the MOU is the product of local discussion and negotiation, and is an agreement developed and executed between CareerSource Pasco Hernando, Pasco Hernando Workforce Development Consortium, and the Partner hereunder, relating to the operation of the One-stop delivery system in the local area. See CFR 463.500.

Pasco Hernando Workforce Board, Inc. dba CareerSource Pasco Hernando

Signature

Print Name

Title

Date

BY HAND SUBSCRIBED, this Addendum to the MOU is the product of local discussion and negotiation, and is an agreement developed and executed between CareerSource Pasco Hernando, Pasco Hernando Workforce Development Consortium, and the Partner hereunder, relating to the operation of the One-stop delivery system in the local area. See CFR 463.500.

Pasco Hernando Workforce Development Consortium

Signature

Print Name

Title

Date

EXHIBIT A

APPROVED BUDGET 2023-2024 Budget approved by board on 9/17/2023

Your financial contribution will be based on actual when **you provide documentation to reconcile** to actual financial information. Actual will be based on the number of square feet, the number of staff located at the centers.

*This is only a snapshot.

GL Account:	Description:	Amount:
5225	Contracted Services	213,914.78
5227	One Stop Operator	25,000.00
5230	Insurance	45,000.00
5400	Leases/Facilities	332,275.31
5410	Utilities	42,247.20
5340	Staff Training	
5420	Leases/Office Equipment	36,540.00
5425	Repairs & Maintenance	60,000.00
5430	Vehicle Maintenance	10,000.00
5440	Communications - Internet	35,000.00
5441	Communications - Telephone	24,000.00
5445	Postage & Delivery	5,000.00
5450	Outreach	5,000.00
5460	Office Supplies	5,000.00
5470	Operating Supplies/Software	192,000.00
5475	Equipment <\$5K	
5480	Equipment >\$5K	
7300	One Stop Cost Pool	-
Total 903	One Stop Cost Pool	1,030,977.29

The table below reflects the estimated annual value of an FTE based on the number of days of staff-assisted services.

# of Days per Week	% of FTE	Annual Value of FTE Equivalent budget
1/2 Day	10% of 1 FTE	1,452.08
1 Day	20% of 1 FTE	2,904.16
2 Days	40% of 1 FTE	5,808.32
3 days	60% of 1 FTE	8,712.48
4 days	80% of 1 FTE	11,616.65
5 days	100% of 1 FTE	14,520.81

Complete Section A or B; and C

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

Account Name	_		N	o Financial I	mpac	t					
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 <u></u> \$						
Funding Source						
Account Name						
Account Number						
_	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	Year Approved Budget:	\$
Prior	Year Actual Spent:	\$

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



School Board Regular Meeting

Agenda Item # 21. 25-2623

10/22/2024

Title and Board Action Requested

Approve the School Health Services Plan Between the Hernando County School District and the Hernando County Health Department for 2024-2026.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the School Health Services Plan for 2024-2026 and its local implementation strategies, activities, and designations of local agency responsibility. The purpose is to comply with the Florida Statutes and the Department of Education (DOE) as it relates to mandated basic Health services for students in all public schools. Additionally, the Health Department receives funding for comprehensive programs that provide enhanced services to high-risk children. The Health Department provides Health Care Professionals as liaisons between the Health Department and Hernando County School District and the services provided by the Health Care Professionals are funded by these comprehensive programs.

My Contact

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

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

The cost for this agenda item is \$ 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.

Hernando_County



Mission: To protect, promote & improve the health of all people in Florida through integrated state, county, and community efforts.

2024 – 2026 School Health Services Plan

for

Hernando County

Due by September 16, 2024

E-mail Plan as an Attachment to: <u>HSF.SH_Feedback@flhealth.gov</u>

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 10:26 am, Oct 04, 2024

2024 - 2026 School Health Services Plan Signature Page

My signature below indicates that I have reviewed and approved the 2024 - 2026 School Health Services Plan and its local implementation strategies, activities, and designations of local agency responsibility as herein described:

County Health Department Health Officer Danielle Taylor County Health Department Nursing Director Director County Health Department Nursing Director Grace Sittord County Health Department School Health Coordinator Dorine Eckert Dorine Eckert Dorine Eckert School District School District Printed Name School Health Advisory Committee Printed Name	Position	Name and Signatu	ture Date	
Health Officer Jour Plant officer County Health Department Nursing Director Grace Gifford County Health Department School Health Coordinator Dorine Eckert Dorine Eckert Dorine Eckert School District School District School District Printed Name School District School District Printed Name School District School District Printed Name Junce Date Junce Date School District Printed Name Junce Date Junce Date School District Printed Name School Health Coordinator Printed Name		Danielle Taylor		
County Health Department Nursing Director Frinted Name 1000000000000000000000000000000000000		Abreele taylor	9/10/20	X1
County Health Department School Health Coordinator Dawne 9/44/24 School District Signature Date School District Printed Name Unda Prescott School District Ray Pinder Date School District Signature Date School Health Coordinator Signature Date School Health Advisory Committee Signature Date School Health Advisory Committee Printed Name Signature	County Health Department	grace giffie Apme	916 20	4
School Board Chairperson Linda Prescott Linda Prescott Signature Date Ray Pinder Ray Pinder Image: Comparison of the state of the	County Health Department	Darese Printed Name		
School District Ray Pinder Superintendent Printed Name School District Signature Jill Kolasa Date Jill Kolasa Printed Name School Health Coordinator Signature Dorine Eckert Dorine Eckert V Printed Name		Linda Prescott		
School District School Health Coordinator Printed Name School Health Advisory Committee Dorine Eckert	School District	Ray Pinder Printed Name		
School Health Advisory Committee	School District	Printed Name		
Chairperson Dirice Cilent 9/4/24 Signature Date		Dorine Eckert Darine Printed Name	114/24	
School Health Services Printed Name Public / Private Partner Signature Date				

SUMMARY - SCHOOL HEALTH SERVICES PLAN 2024-2026

Statutory Authority: Section (s.) 381.0056, Florida Statutes (F.S.) requires each county health department (CHD) to develop, jointly with the school district and school health advisory committee, a School Health Services Plan (referred herein as the "Plan") that outlines the provisions and responsibilities to provide mandated health services in all public schools. Rule 64F-6.002, Florida Administrative Code (F.A.C.) requires the plan to be completed biennially. Please note that items that are colorized blue are internet links that enable you to directly view the relevant reference material.

The Plan format is arranged in 4 parts relating to the services provided and funding streams, as follows:

- Part I: Basic School Health Services General school health services which are available to all students in Florida's public and participating nonpublic schools in all 67 school districts.
- Part II: Comprehensive School Health Services Includes increased services in section 381.0057, Florida Statutes, for student health management, interventions and classes. These services promote student health; reduce high-risk behaviors and their consequences (substance abuse, unintentional/intentional injuries and sexually transmitted diseases); provide pregnancy prevention classes and interventions; and provide support services to promote return to school after giving birth.
- Part III: Full Service School (FSS) Health Services– Includes basic school health services and additional specialized services that integrate education, medical, social and/or human services such as nutrition services, basic medical services, Temporary Assistance for Needy Families (TANF), parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parent/guardian and adult education to meet the needs of the high-risk student population and their families. These services are required of schools as defined in section 402.3026, Florida Statutes.
- Part IV: Detailed Description of Local Agency(s) Roles and Responsibilities: The local agencies determine their roles and responsibilities for
 providing the services as described. Local agencies include CHD, Local Educational Agency (LEA), School Health Advisory Committee (SHAC),
 and other public and private partners providing school health services described within parts 1-3.

The Plan contains 3 columns, as follows:

- Column 1 Statute and/or Rule References. This column includes Florida Statutes, administrative rules and references demonstrating best practices related to school health.
- Column 2 Program Standard/Requirement. This column provides specific requirements related to the statutes, administrative rules and references listed in column 1.
- Column 3 Local Implementation Strategy & Activities. This column describes the implementation strategies and activities to fulfill requirements in columns 1 and 2.

Plan submission:

(1) If the Plan signature page has not been signed by all parties on or before September 15, 2024, you may submit the plan at that time and submit the scanned signature page as a PDF file when it is fully signed.

PART I: BASIC SCHOOL HEALTH SERVICES			
Statute and/or Rule References	Program Standard/Requirement	Local Implementation Strategies and Activities	
s. School Health Services Plan; Basic School Health Services; Comprehensive School Health Services and Full-Service Schools: Rule 64F-6.002, F.A.C.; ss. 381.0056, 381.0057; 402.3026, F.S.	1a. Each local School Health Services Plan shall be completed biennially and approved and signed by, at a minimum, the superintendent of schools, the school board chairperson and the (CHD) administrator/ director/health officer.	The School Health Coordinator biennially completes the School Health Services plan in cooperation with the District School Health Coordinator. Once completed, it is submitted to the DOH Health officer and the county school board and district school superintendant for approval and signatures. Services that are provided by the district and DOH are dependent upon the statutory requirement and availability of resources.	
	1b. The local school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the school district superintendent and the CHD administrator/director/health officer and forwarded to the School Health Services Program office.	Updates to the plan are made after review each year if they are necessary. If the plan is updated, any amendment is reviewed by the superintendent of schools, the school board and the DOH health officer and is forwarded to the School Health Services Program Office as required by Florida Statute.	
	1c. The local school health services plan shall describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of the funding source.	School health clinic staff is hired by the school district of Hernando County. Each staff member is trained by both the DOH and DOE RN's and are under the supervision of both the DOH and the DOE nurses, the administrator for each school in which they are employed and the Director of Student Services The administrator of each school is also responsible for the hiring and retention of clinic staff. Both the DOH and DOE nurses are available to assist in the interview and hiring process. Once hired and cleared for duty, the staff is required to attend training for clinic staff to include clinic procedures, medication training, child specific training and other clinic duties and responsibilities. Current CPR and first aid is required per policy. Supervision is provided by the RN assigned to each school and the Administrative staff for each school. The nurse for the District or the Health Department is on site as much as needed initially and then atleast weekly thereafter. Periodic reevaluation of skills is performed on a regular basis. Reeducation is provided as the need arises.	

	Hernando County Clinic Policy Manual "School Health Professional Training."
1d. Each CHD uses annual Schedule C funding allocation to provide school health services pursuant to the School Health Services Act and the requirements of the Schedule C Scope of Work.	Hernando County uses schedule C Title XX! Funding and School Health General Revenue funding. Any shortfalls are supplemented with NCGRV to close the funding gap.
1e. The CHD and LEA shall each designate one person, RN recommended, to be responsible for the coordination of planning, development, implementation and evaluation of the program. These individuals should collaborate throughout the school year to assure program compliance and to plan and assess the delivery of program services.	A designee is established from both the DOH and LEA. The DOH designee is the Nursing Program specialist for school health and is an RN and is also the coordinator for school health services. The LEA designee is the Director of Student Services. Both persons work together to assure program compliance, provide staff with the needed educational support, and to assure the delivery of program services.
1f. Protocols for supervision of school health services personnel shall be described in the local school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards and are consistent with the Nurse Practice Act.	Once training (instructional and hands on) is provided to school health services personnel a return demonstration of the task is required. The checklist of competency is completed and a copy is kept in the school clinic and updated periodically when return demonstrations are requested. The RN will only delegate the responsibility to the school health services person if in their judgement the procedure/task can be completed in a safe and timely manner and meets all the requirements of a task that may be delegated.
1g. Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the CHD medical director in conjunction with district school boards, local school health advisory committees, the school district medical consultant if employed or the student's private physician.	The DOH epidemiology department works closely with the school health nurses to inform LEA staff about specific communicable diseases. LEA staff track these illnesses and have written information re: reportable diseases in Florida. LEA staff have written guidelines in reference to any suspected or confirmed communicable disease present in schools.

	1h. Establish procedures for health services reporting in Health Management System (HMS) and the annual report, to include services provided by all partners.	School district employees submit their EARS weekly to the DOH and the services are entered into HMS by the School Health Nursing Program Specialist as they are received. The information gathered in HMS is utilized in the annual school health report and also in providing administrators with information on the activity in their clinics.
	1i. Each SHAC should include members representing the eight components of the Centers for Disease Control and Prevention's Coordinated School Health (CSH) model. The SHAC is encouraged to address the eight CSH components in the school district's wellness policy.	Hernando County SHAC is working to incorporate all 8 components of the CSH model. We have made some progress in having staff and community partners attend and participate in our committee. This year we will be welcoming 2 new members. Our meetings are held 2-3 times per school year and minutes are recorded.
2. Health Appraisal s. 381.0056(4)(a)(1), F.S.	2a. Determine the health status of students.	Health records are reviewed annually for students in Hernando Schools. The physical exam is reviewed for any medical conditions. If a student is found to have a medical condition, a parent packet is sent home for parent to complete and return. Once this is returned or the RN is provided with information of a medical condition, the parent is then contacted by the RN and an assessment is made. Each care plan is individually created to address the specific needs of the child. Both an IHP and EP are developed for each student and is shared with need to know staff. Training is provided on an individual and group basis to teachers, coaches, administrators, bus drivers, food and nutrition staff and clinic staff based on the individual needs of each student. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs® PL # 5320, 5112 and also in the Hernando county clinic policy manual under maintenance of health records.
3. Records Review s. 381.0056(4)(a)(2), F.S.; s.1003.22(1)(4) F.S.; Rules 64F-6.005(1), F.A.C.; 64F-6.004(1)(a), F.A.C.	3a. Perform initial school entry review of student health records, to include school entry physical, immunization status, cumulative health record, emergency	As per statute, the health record of all incoming students will be reviewed and maintained by the school clinic ans also the RN assigned to each school. At minimum these records must contain a physical dated within one year of entry into a Florida school, FL 680 form certified, emergency

	information, school health screenings and student-specific health related documents.	contact information, health screenings as applicable and consent for treatment. Currently this information is stored both electronically in SKYWARD and paper copy in the Health Cumulative folder. (Red Folder). <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL policy 5320 and in the Clinic Policy Manual under maintenance of health records and record keeping
	3b. Emergency information card/form for each student shall be updated each year.	Each year the emergency information card is to be updated by parents. This update is either done on paper or electronically in SKYWARD. It is the responsibility of the clinic staff to make sure these cards are updated annually. The clinics are provided weekly with a list of those parents who have provided the updated information. Clinic staff then are responsible to contact those who have not updated their contact information for their student. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL policy 5341, and in the Clinic Policy Manual under maintenance of health records and record keeping
4. Nurse Assessment s. 381.0056(4)(a)(3), F.S.; Rules: 64F-6.001(6), F.A.C.; 6A-6.0253, F.A.C; 6A-6.0252, F.A.C.; 6A- 6.0251, F.A.C.	4a. Perform nursing by a Registered Nurse (RN) assessment of student health needs.	A Registered nurse assessment is performed on any student with a health concern with parental consent. The assessment is formulated based upon several factors, visual inspection, in person conversation with the student, in person or phone conversation with parent and/or physician and information provided in writing either through a parental care plan or physician orders. Information may also be obtained by the teacher and other school employees. Once the assessment is completed, the nurse then creates a child specific plan of care for the student based upon the information gathered. This assessment/plan is fluid and may change several times during the school year based on each students individual needs. Nursing interventions are developed for day to day and emergency care of the student. Trainings for school based individuals such as, teachers, coaches, clinic staff, counselors dietary workers are provided as needed. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs® PL policy 5335 and in the policy manual under Students with Health care needs.</u>

	4b. For day-to-day and emergency care of students with chronic and/or complex health conditions at school, the RN develops an individualized health care plan (IHP) and Emergency Care Plan (ECP).	The RN develops the health care plan using the nursing process. As required, the IHP and EP is created for each student and is passed out to need to know staff. Child specific training is provided for staff with contact with each student. This training includes day to day care of the student with a health condition and also emergency care and treatment of each student. Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs [®] PL policy # 5335,8330 and 8350, 2410 and in the policy manual under Students with Health care needs
5. Nutrition Assessment s. 381.0056(4)(a)(4), F.S.; Florida School Health Administrative Resource Manual, 2017	5a. Identify students with nutrition related problems and refer to an appropriate health care provider.	LEA food and nutrition dept., school cafeteria staff, school administration and RNs from the district as well as the DOH are notified of students with nutritionally related conditions. Dietary modification is made after physician documentation and instruction is provided if necessary. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601</u> (352)797-7000 BoardDocs [®] PL# 5335 and 5335.01
6. Preventive Dental Program s. 381.0056(4)(a)(5), F.S.	6a. Provide services such as oral health education, screenings and referrals, dental sealants, fluoride varnish and/or fluoride rinse as appropriate.	Premier provides dental services to our school age students through their Mobile unit. Parental consent is obtained and services such as cleanings, fluoride treatment, sealants, SDF, Exams and xrays if needed. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL policy # 2410 E
7. Health Counseling s. 381.0056(4)(a)(10), F.S.	7a. Provide health counseling as appropriate.	The RN will discuss treatment and interventions with parents, student and school staff that are specific to each student with parental consent. They will counsel as needed to maintain the students health during the school day and provide instruction as needed to assure students safety in school and on the way to school. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL policy # 5335,8330 and 8350, 2410 and in the policy manual under Students with Health care needs
8. Referral and Follow-up of Suspected and Confirmed Health Problems s. 381.0056(4)(a)(11), F.S.	8a. Provide referral and follow-up for abnormal health screenings, emergency health issues and acute or chronic health problems. Coordinate and link to community health resources.	Health screenings are conducted in the grades required by statute. Those grades are kg, 1,3 and 6, and those students new to the Florida public school system in kg-5 th grade. Health screenings are only conducted on those students whose parents have given written consent for such screenings. It is the responsibility of the school health staff

		to diligently work to obtain these consents. If a student is
		screened and fails the mass screening, a referral is sent
		home to the parent or guardian. Every student screened in
		the district gets a school health report card that documents
		the results of each screening provided to the student
		Parents who have received the referral letter are given
		ample time to follow up with their provider. If there is no
		follow up, the parent is contacted and possible linkage to
		care is provided. Heiken vision provides free eye exam and
		glasses and Kiwanis has been known to assist in Dr. visits
		and follow up appointments if parent is unable to afford
		these services.
		Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,
		(352)797-7000 BoardDocs® PL policy # 2410 Clinic policy manual
		and clinic procedure manual.
9. Provisions for Screenings	9a. Provide mandated screenings unless	
s. 381.0056(4)(a)(6-9), F.S.; Rule	the parent requests in writing an exemption:	1. Screenings are provided to students in the mandatory
64F-6.003(1-4), F.A.C.	(1) Vision screening shall be provided, at	school grade and with written parental concent. For
	a minimum, to non-exempted students	vision, screenings are required for all kg, 1,3 and 6 th
	in grades kindergarten, 1, 3 and 6 and	grade and any student entering a florida school for the
	students entering Florida schools for	first time. School health professionals set up the date
	the first time in grades kindergarten –	and time for each grade screenings and the students
	5.	are then screened a minimum of one time. If the
	(2) Hearing screening shall be provided,	student passes the initial screening no referral is made.
	at a minimum, to non-exempted	If the student fails the screening, the student is referred
	students in grades kindergarten, 1	to the RN and is re-screened on a later date. If the
	and 6; to students entering Florida	student has failed both times, the referral is made and
	schools for the first time in grades	sent home to the parent.
	kindergarten – 5; and optionally to	2. The hearing screening is conducted the same way as
	students in grade 3.	the vision screening for students in grades kg,1 and 6.
	(3) Growth and development screening	If the student passes the initial screening no referral is
	shall be provided, at a minimum, to non-exempted students in grades 1, 3	made. If the student fails the screening, the student is referred to the RN and is re-screened on a later date. If
	and 6 and optionally to students in grade 9.	the student has failed both times, the referral is made
	(4) Scoliosis screening shall be provided,	and sent home to the parent.3. For growth and development, each student in grade 1, 3
	at a minimum, to non-exempted	and 6 is measured for height and is weighed and the
	students in grade 6.	RN calculates the BMI percentage. Students who fall
		under the 5% are considered underweight and a referral
	L,	ander the one are considered underweight and a felenal

	 is made. Students who fall in the 95% and higher are considered obese and a referral is made. 4. Students in 6th grade are tested for scoliosis by the RN. If the student is found to have positive results, the student is rescreened by another RN. If the student fails both the initial screening and the rescreen a referral is made. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs[®] PL policy # 2410 F,G,H,I and in the Clinic Policy Manual under duties of the School Health Professional.</u>
9b. Provide screening services to all specified students pursuant to s. 381.0056(4)(a) unless a parent/guardian requests exemption from the screening services in writing.	Florida statute states that if a parent does not wish their child to be screened, they must submit this request in writing. If a refusal form is received, that student has been opted out of screenings and shall not be screened. It is the responsibility of the clinic staff to obtain the consent for treatment and screening and to abide by the wishes of the parent/guardian. On the day of screenings, each student whose parent has declined services will not be screened. Clinic Procedure Manual under screenings.
9c. The school shall obtain parent/guardian permission in writing prior to any invasive screening, (e.g. comprehensive eye exam, covid testing).	Invasive screenings are not performed in Hernando county schools regularly. This year we are working to partner with Heiken vision to schedule comprehensive eye exams for those students who fail the initial and 1 subsequent vision screening. This program is provided on an opt in basis and the parent will need to provide the Heiken program with consent for the eye exam. Seventh grade immunizations may be offered at school open house events for 7 th grade students who need the Tdap vaccine. Parent/guardian presence and informed consent are required at these free clinics offered by the FDOH in Hernando. The consent is signed by parent/guardian prior to student immunization.
9d. Refer students with abnormal screening results to service providers for additional evaluation and/or treatment (e.g. state contracted vision service providers).	Students failing the vision screening two times are referred to the Heiken program for a free eye exam and glasses or they may see their own provider for vision services. Students failing the hearing screening are referred to their provider as well. Assistance may be available through our local Kiwanis club. Additionally, students testing positive in

		their scoliosis screen or measuring below the 5% or over the 95% are referred to their private physician for evaluation. Located in the Clinic Policy Manual under Responsibilities of the School Health Professional and in the Procedure Manual under Screenings.
10. Meeting Emergency Health Needs s. 381.0056(4)(a)12., F.S.; s. 1006.165, F.S.; Rule 64F-6.004(1), F.A.C.; Emergency Guidelines for Schools, 2019 Florida Edition	10a. Ensure written health emergency policies and protocols are maintained and include minimum provisions. Ensure that student emergency information forms/cards are updated annually and completed for each student listing contact person, family physician, allergies, significant health history and permission for emergency care.	The Emergency information form will be distributed annually for updating information. This information is easily accessible for responsible staff in SKYWARD. Each clinic has a copy (2019 the most recent) of the Emergency Guidelines for Schools. Staff is encouraged to have this book at the ready if needed. Emergency procedures are reviewed at the Orientation at the beginning of the year as well. Additionally, these procedures are in the Procedure Manual for the district.
		Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs® PL policy 5341
	10b. Ensure health room staff and two additional staff in each school are currently certified in cardiopulmonary resuscitation (CPR) and first aid and a list is posted in key locations.	Trainings for school staff are available throughout the year at no cost to staff through a community partner. School health staff and other staff are encouraged to use this partner for their cpr and first aid trainings. No school health staff may work in a school clinic prior to obtaining this training and proof of training must be provided to enroll for clinic training. Additionally, a copy of the cpr and first aid class card is kept on file in the clinic and the list of trained staff is posted in the clinic, at the AED and in 1 or 2 other places, for example wood shop, cafeteria, gym etc.
		Located in the Clinic Policy Manual under Inservice for School Health Professionals.
	10c. Assist in the planning and training of staff responsible for emergency situations.	Clinic staff attend training as do any teachers that have students with emergency medications. These trainings are conducted in groups and then on an individual basis for each specific student. In addition, the Emergency Guidelines manual is in every clinic. It is reviewed at orientation and clinic staff are encouraged to refer to it and review it regularly for procedure.

	Located in the Clinic Policy Manual under Inservice for School Health Professionals
10d. The school nurse shall monitor adequacy and expiration of first aid supplies, emergency equipment and facilities.	The nurse audits her clinic annually and checks for expire or near expiring supplies. The school health professional encouraged to audit her own supplies frequently and rid th clinic of any expired supplies. Student medication and the expiration dates are maintained on a log so the parent/guardian may be contacted prior to medication expiration and a new medication may be brought in.
10e. The school principal (or designee) shall assure first aid supplies, emergency equipment and facilities are maintained.	Each school is given a clinic budget to order first aid supplies for the year. The administrator of each school assigns a designee (usually the bookkeeper) to be responsible for ordering the supplies requested by school health staff. If there are any questions in reference to the necessity of any item to be purchased, the administrator w reach out to the nurse to answer any of these questions of concerns.
10f. All injuries and episodes of sudden illness referred for emergency health treatment shall be documented and reported immediately to the principal or the person designated by the principal or the acting principal.	Depending upon the nature of the incident, reports are fill out for accidents, injuries or any sort of trauma and this is completed by the person witnessing the event and then given to the administrator or designee. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs® PL #8442 and 5340
 10g. It is the responsibility of each school that is a member of the Florida High School Athletic Association to: (1) Have an operational automatic external defibrillator (AED); (2) Ensure employees expected to use the AED obtain appropriate training; and (3) Register the AEDs with the county emergency medical services director. 	Each school in the district has at minimum 1 AED on campus. District policy states that the AED for each camp must be registered with EMS and that staff are trained on its use. Names of those employees that are trained in cpr and first aid are posted on the list with the AED and in othe places in the school. Those that are trained must provide the clinic with the most up to date certificate for CPR and AED and first aid. Online classes are not accepted unless there is an in person hands on test prior to certification per School District policy.
	Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs® PL policy 8452

11. Assist in Health Education Curriculum s. 381.0056(4)(a)(13), F.S.	11a. Collaborate with schools, health staff and others in health education curriculum development.	Health classes are offered to schools as requested by each school. Health Education curriculum in compliance with required instruction statutes is taught for grades 6-12 students.
12. Refer Student to Appropriate Health Treatment s. 381.0056(4)(a)(14), F.S.	12a. Use community or other available referral resources. Assist in locating referral sources for Medicaid eligible, uninsured and underinsured students.	Families with no health insurance are directed to our local FQHC for eligibility. They are referred to the DOH WIC program if eligible and the Crescent clinic. In addition, Heiken Vision and Sertoma services are used for vision referrals as needed.
13. Consult with Parent/Guardian Regarding Student's Health Issues s. 381.0056(4)(a)(15), F.S.; Rule 64F-6.001(1), F.A.C.	13a. Provide consultation with parent/guardian, students, staff and physicians regarding student health issues.	The RN consults with parents for care plan development whenever possible. Additionally, contact with the medical provider may be necessary to clarify or elaborate on condition, treatment, limitations etc. These consultations provide the RN with necessary information in providing the most effective and appropriate care for the student. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL po 5335
14. Maintain Health-Related Student Records s. 381.0056(4)(a)(16), F.S.; s. 1002.22, F.S.; Rule 64F-6.005(1)(2), F.A.C.	14a. Maintain a cumulative health record for each student that includes required information.	A Health record is required for each student enrolled in a Florida public school. These records are kept in the clinic in a locked cabinet and follow the student throughout their entire academic career. Currently the record (health cum) is both electronic and paper. The health record includes, FL680,health history, screenings, health exam, IHP and EP, physicians orders and consents for meds or treatment. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL po 5320 and in the Clinic Policy Manual under maintenance of health records and record keeping
15. Nonpublic School Participation s. 381.0056(4)(a)(18), F.S.; s. 381.0056(5)(a)-(g), F.S.	15a. Notification to the local nonpublic schools of the school health services program, allowing the nonpublic school to request participation in the school health services program provided they meet requirements.	The RN program specialist attends Title I meetings for private schools and offers school health services to any private school requesting these services. These services include but are not limited to record review for school entry compliance, medication training and child specific training for any school who has a student with a medical condition, health screenings, information on communicable illnesses and care plan development.

16. Provision of Health Information for Exceptional Student Education (ESE) Program Placement s. 381.0056(4)(a)(17), F.S.; Rules 6A-6.0331, F.A.C.; 64F-6.006, F.A.C.	16a. The District School Board will ensure that relevant health information for ESE staffing and planning is provided.	The Registered nurse will attend staffings for students with special needs. These staffings include 504 meetings and IEP meetings. In addition to attending these meetings, Nursing care plans will be written for these students with medical conditions and these care plans will become part of the IEP or 504 plan when applicable. During these meetings the RN will act to advocate on behalf of the student to provide interventions that are specific to that student and will help him/her achieve their educational goals.
17. Provide In-service Health Training for School Personnel s. 381.0056(6)(b), F.S.; Rule 64F–6.002, F.A.C.	17a. The District School Board will ensure that district staff are provided with training to assist with the day-to-day and emergency health needs of students.	School Health professionals, teachers and other school staff are trained in medication administration and also in child specific care of students with medical conditions. These trainings are provided every school year to those that have contact with any student that may have both day to day and emergent health needs. Staff will need to demonstrate competency in skills required before they are permitted to care for these students. This is at the disgretion of the RN delegating these treatments.
 18. Health Services and Health Education as Part of the Comprehensive Plan for the School District. s. 381.0056(6)(a), F.S.; Rule 64F-6.002, F.A.C. 	18a. The District School Board will ensure that school-based health services and health education are provided to public school children in grades pre-kindergarten - 12.	District School Board representatives and school based staff along with the Dept of health staff collaborate to provide any health services in compliance with statutes
19. Physical Facilities for Health Services s. 381.0056(6)(c), F.S.; State Requirements for Educational facilities, 2014 and/or State Requirements for Existing Educational Facilities 2014	19a. The District School Board will ensure that adequate health room facilities are made available in each school and meet the Florida Department of Education requirements.	Each public school in the district has facilities for the treatment of students in the school. Each clinic is maintained by the full time school health professional who is responsible for the clinic maintenance and organization. Each clinic has cot(s), running water, restroom, locked cabinets, refrigerator, first aid supplies, telephone, emergency cart, walkie talkie/intercom, computer, bio-hazard container, sanitizing supplies to name a few.
20. Helping Children be Physically Active and Eating Healthy s. 381.0056(6)(d), F.S.	20a. The District School Board will ensure that at the beginning of each school year, a list of programs and/or resources is made	Food and Nutrition Services is an extension of the educational program in schools and is operated under the federally funded National School Lunch Act. The program is

	available to the parent/guardian so they can help their children be physically active and eat healthy foods.	administered by the United States Department of Agriculture and the Florida Department of Agriculture and Consumer Services. Food and Nutrition Services provides nutritious meals that give every HCSD student the opportunity to make educated, healthy food choices that will have long- term health, academic, and physical outcomes. The purpose of Food and Nutrition Services is to provide a variety of nutritious choices for breakfast and lunch that meet the Dietary Guidelines for Americans, offering a high level of customer service to all patrons, valuing cultural diversity, and hiring and training the best staff possible. The Food and Nutrition Program make sure all menus are accessible on the district website as well as on their facebook page Hernando School Food as well as through our parent portal Ling Connect. Parents are able to view menus as well as see the nutrient analysis of each food item.
21. Inform Parent/Guardian of the Health Services Provided s. 381.0056(6)(e), F.S. <u>s. 1001.43(7), F.S.</u> <u>s.1004.06, F.S.</u>	21a. The District School Board will ensure that at the beginning of each school year, the parent/guardian will be informed in writing that their children will receive specified health services as provided for in the district health services plan and the opportunity to request an exemption of any service(s) in writing.	Each new school year a copy of the consent form is sent home to parents of newly enrolled students. This form is also available online for parents to complete. No treatment, screening, lice check will be given to a student without the consent unless it is deemed an emergency. If a student goes to the clinic without consent, the parent is notified that the student is there and that they must complete the consent for treatment that is being sent home.
22. Declaring a Communicable Disease Emergency s. 1003.22(9), F.S.; Rule 64F-6.002(2)(d), F.A.C.	22a. The county health department director, administrator or the state health officer may declare a communicable disease emergency in the event of any communicable disease for which immunization is required by the Florida Department of Health in a Florida public or private school. A communicable disease policy must be developed and needs to provide for interagency coordination during suspected or confirmed disease outbreaks in schools.	The DOH epidemiology department works closely with school health to inform LEA staff about specific communicable diseases. LEA staff track certain communicable illnesses and have written information re: reportable diseases in Florida. LEA staff have written guidelines RE: coordination of any suspected or confirmed communicable disease affecting schools. LEA staff keep close tabs on compliance of students in reference to vaccines. A book is maintained and updated with those students not compliant with their vaccines. This list is easily accessible in case of an outbreak in a school so students can be identified quickly. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs® PL POLICY 8420.01</u>

23. Administration of Medication and Provision of Medical Services by District School Board Personnel s. 1006.062(1)(a), F.S.;	23a. The District School Board will include provisions to provide training, by a registered nurse, a licensed practical nurse, a physician or a physician assistant (pursuant to Chapter 458 or 459, F.S.), to the school personnel designated by the school principal to assist students in the administration of prescribed medication.	Hernando policy # 5330 in use of medications describes who may administer medications and who may attend the RN lead training. The administration is also addressed in the clinic policy manual and also in the clinic procedure manual. This training is offered every school year and the employee is required to have cpr and first aid if they are administering medications both over the counter and prescription. The training is only offered by the RN and the RN will decide if the staff may be delegated to based upon competency. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL #5330 and in the Clinic Policy Manual under In service for the School Health Professional
24. Policy and Procedure Governing the Administration of Prescription Medication s. 1006.062(1)(b), F.S.; Rule 64B9-14, F.A.C.	24a. The District School Board will adopt policies and procedures governing the administration of prescription medication by district school board personnel and be consistent with delegation practices.	The policy and procedure for medication administration are both outlined in the policy and procedure manual for Hernando County. It is listed in section IX of the policy Manual and also in Board docs. The policy outlines who may administer medications, at what time and what must be present to administer the medication along with other specifications required for med administration. This task will only be delegated by the RN (as outlined in the Nurse Practice Act), and only after the individual has attended training (child specific) and has been signed off by the RN. Additionally, the RN will conduct periodic return demonstrations to verify competency. <u>Welcome - 919 N. Broad Street, Brooksville, FL, 34601, (352)797- 7000 BoardDocs® PL policy # 5330</u>
25. Policy and Procedure for Allowing Qualified Patients to use Marijuana. s. 1006.062(8), F.S.; s. 381.986, F.S.	25a. Each district school board shall adopt a policy and a procedure for allowing a student who is a qualified patient, as defined in s. 381.986, to use marijuana obtained pursuant to that section.	The medical marijuana policy po 5330.02 was adopted on February 5, 2019. Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs® PL po 5330.02 No clinic or other school staff are permitted to administer medical marijuana and a parent or caregiver may only administer if they comply with the policies and procedures set forth by the Hernando county school board

25b. Pursuant to the district policy, develop procedures to follow when parents of students, that are qualified patients, request that medical marijuana be administered to their child at school.	See the policy and procedure above. This policy is in effect for every public school in the district <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL policy# 5330.02
25c. Ensure that all school health room/clinic staff and school staff designated by principals have read and have on file the school district policy on medical marijuana.	Policy for clinic staff is reviewed every orientation and the school district has reviewed the policy and the location of the policy with administrative staff. Clinic staff sign off each year that they have read and understand the policy that has been shared with them.

26. Students with Asthma Carrying a Metered Dose Inhaler s. 1002.20(3)(h), F.S.; National Association of School Nurses (NASN) Position Statement, The Use of Asthma Rescue Inhalers in the School Setting	26a. Students with asthma whose parent/guardian and physician provide written approval, may carry a metered dose inhaler on their person while in school. Ensure written authorization for use of metered dose inhaler at school is completed and signed by health care provider and parent/guardian.	Hernando policy 5330.01 section A self administered medication addresses students with the need and authorization to carry a metered dose asthma inhaler. Policy states that students may carry their inhaler and self administer the inhaler as long as the written Medication authorization and the contract to carry is provided. These documents must contain the name of the student, the name of the medication, the route time and special circumstances the medication is to be administered. Both forms must contain the signature of both the parent and the provider. Students who carry their metered dose inhaler must act responsibly and appropriately with the medication. If they are found to be abusing this request, they will be counseled in the proper use of the inhaler. If a student is carrying his/her inhaler, a staff member may assist them in administration as long as there are orders in place for the inhaler use. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (<u>352)797-7000 BoardDocs[®] PL</u> 5330.01 AND 5780 AND 5335 C also located in the Clinic Procedure Manual
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 26b. If the school district has chosen to maintain supplies of short-acting bronchodilators and components from a wholesale distributor or manufacturer as defined in s. 499.003, F.S., the participating school district shall adopt a a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize symptoms of respiratory distress and to administer a short-acting bronchodilators or components. The protocol shall include: (1) Guidance for administering short-acting bronchodilators or components in instances of respiratory distress for a student with a known diagnosis of asthma. (2) If approved by the school district, guidance for administering short-acting bronchodilators or components in instances of respiratory distress for students with no known diagnosis of asthma. (3) A school nurse or trained school personnel shall only administer short-acting bronchodilators and components to students if they have successfully completed training and believe in good faith that the student is experiencing respiratory distress. 	Hernando county does not have a policy for maintaining supplies of short acting bronchodilators at this time. Only inhalers that are specifically ordered for a student may be used. We are hoping to possibly initiate this within the next school year or so, once we have a permanent medical director.
26c. The school district or school shall provide written notice to the parent of each student enrolled in the school district or school of the school's adopted protocol. The public school must receive prior permission from the parent or guardian to administer a short-acting bronchodilator or components to a student.	N/A

27. Students with Life Threatening Allergies s. 1002.20(3)(i), F.S.; Rules 6A-6.0251, F.A.C.; 64F-6.004(4), F.A.C.; NASN Position Statement on Rescue Medications in School; Students with Life-Threatening Allergies, 2017 Updated Guidance	27a. Ensure that written parent/guardian and physician authorization has been obtained from students who may carry an epinephrine auto-injector and self-administer while enroute to and from school, in school, or at school-sponsored activities.	Hernando policy # 5330.01 B addresses the use of epinephrine auto-injectors for life threatening allergies. These auto injectors may be kept in the clinic or the student may carry them. Proper paperwork must be submitted before this medication can be permitted in school. If the medication is to be kept in the clinic , a medication authorization will need to be on file outlining the specific medication and times and route for useage. If the medication is to be carried by the student, the Contract to carry must also be submitted. Both of these forms must be completed and signed by both the provider and the parent. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (<u>352)797-7000 BoardDocs® PL</u> 5330.01 NS 5780 also available in the Clinic Procedure Manual
	27b. For students with life threatening allergies, the RN shall develop and update annually IHP that includes an ECP, in cooperation with the student, parent/guardian, physician and school staff. The IHP shall include child-specific training to protect the safety of all students from the misuse or abuse of auto-injectors. The ECP shall direct that 911 will be called immediately for an anaphylaxis event and have a plan of action for when the student is unable to perform self-administration of the epinephrine auto-injector.	Hernando policy # 5335 Any student with a life threatening allergy or any other chronic health condition once identified will have an IHP and EP and if applicable a 504. The IHP will address care for the student on a daily basis and identify his/her needs and interventions needed to make the student safe and successful. The EP will address the students health care management during an emergency. These plans will address the use of medications both over the counter and prescription and the training of teachers and staff. They will also give the student some autonomy in modifying activities as needed and allow him/her to participate in activities to the best of their ability. If the student rides the bus , a copy of the DMMP, IHP and EP is sent to transportation and the bus driver is trained on Emergency Care if the student is carrying supplies on the bus. If not, the driver is instructed to call dispatch and dispatch is to call 911.
		Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs® PL 5330.01 AND 5780 AND 5335 A AND B

 28. Epinephrine Auto-injectors Use and Supply s. 1002.20(3)(i)(2), F.S. 	28a. If the school district has chosen to maintain supplies of epinephrine auto- injectors from a wholesale distributor or manufacturer as defined in s. 499.003, F.S., the School District Board will insure that a standing order and written protocol be developed by a licensed physician and is available at all schools where the epinephrine auto-injectors are stocked. The participating school district shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto- injection.	Hernando County does not have a policy in maintaining STOCK supplies of epinephrine auto injectors. We are hoping to possibly initiate this within the next school year or so, once we have a permanent medical director.
29. Emergency Allergy Treatment s. 381.88, F.S.	29a. The School District Board will ensure that school staff, who are designated by the principal, (in addition to school health staff in the school clinic), to administer stock epinephrine auto-injectors (not prescribed to an individual student) are trained by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity approved by the Florida Department of Health.	N/A
	29b. The curriculum must include at a minimum: (a) Recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and (b) The proper administration of an epinephrine auto-injector.	N/A
30. Diabetes Management s. 1002.20(3)(j), F.S.; Rule 6A-6.0253, F.A.CDiabetes management	30a. Students with diabetes must have a Diabetes Medical Management Plan (DMMP) from the student's health care provider that includes medication orders and orders for routine and emergency care.	Every attempt possible is made to get the DMMP from the parent/guardian and the provider. The DMMP from the National Diabetes Education Program (NDEP) is provided to each parent of a child with Diabetes either at the end of the previous school year or over the summer or upon request. Physicians either complete

30b. An IHP will be developed from the DMMP by the RN in collaboration with the parent/guardian, student, health care providers and school personnel for the management of diabetes while enroute to and from school, in school, or at school- sponsored activities.	that form or submit the one they use in their practice. All aspects of care are addressed. If the form is missing any information, the office and parent are contacted by the RN and the form is then resubmitted to the school. Both the name of the provider and also the parent must be on the form and the signatures of both the provider and parent or guardian as well. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (<u>352)797-7000 BoardDocs® PL #5330, 5335, 5330.01 5780 and in</u> the policy manual under section Vii Students with special health care needs. "Diabetes" also located in the Clinic Policy Manual under Diabetes and the Clinic Procedure Manual. Once the DMMP is returned to the school, a copy is made for the RN. In most cases the parent is then contacted and the IHP and EP is formulated. The IHP addresses daily care for the student and the specific treatments required to keep the student safe at school. The school health professional and teacher are also consulted to establish, testing, meals, snack, treatment, physical activity and transportation issues as well as care of student while attending a field trip or other school related event. The health professional is child specifically trained for care of that student during the day at school and on field trips. The teacher and other need to know staff are also offered training to care for the student during the school day based off of the DMMP and IHP. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601.</u> (<u>352)797-7000 BoardDocs® PL policy # 5330, 5335, 5330.01, 5780</u> and in the policy manual under section VII Students with special healthcare needs, "Diabetes"
30c. An ECP will be developed as a child- specific action plan to facilitate quick and appropriate responses to an individual emergency in the school setting.	Each student with Diabetes will have an EP based off of the DMMP completed by the provider. The EP will address each students emergency needs and any medication or treatment necessary to keep the student safe and healthy while in school. Emergency care will be provided by any staff who is child specific trained for the care and treatment of each student with Diabetes.If the student rides the bus , a copy of the DMMP, IHP and EP is sent to transportation and the bus driver is trained on Emergency Care if the

		student is carrying supplies on the bus. If not, the driver is instructed to call dispatch and dispatch is to call 911. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL policy # 5330, 5335, 5330.01, 5780 and in the policy manual under section VII Students with special healthcare needs, "Diabetes"
	30d. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and ECP to ensure safe management of diabetes.	The DMMP, IHP and EP are kept in the clinic in the Diabetes log book. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL policy # 5330, 5335, 5330.01, 5780 and in the policy manual under section VII Students with special healthcare needs, "Diabetes"
31. Diabetes Self-Management s. 1002.20(3)(j), F.S.; Rule 6A-6.0253, F.A.CDiabetes management	31a. Students with diabetes that have physician and parent/guardian approval may carry their diabetic supplies and equipment and self-manage their diabetes while enroute to and from school, in school, or at school- sponsored activities. The written authorization shall identify the diabetic supplies, equipment and activities the student can perform without assistance for diabetic self-management, including hypoglycemia and hyperglycemia.	Along with the DMMP, the student, medical provider and parent/guardian must provide and sign a Contract to Carry for Diabetic supplies. The contract to carry is kept with the DMMP and the IHP and EP. The student with a contract to carry is given permission to carry all Diabetic supplies on their person during school, to and from school and activities after school. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL # 5330.01
	31b. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and ECP to ensure safe self-management of diabetes.	The RN develops the IHP and the EP based off of the DMMP, parental input and discussion with student and school staff. The IHP addresses the day to day management of the student in school with Diabetes. All aspects of the student day is addressed including, to and from school, meals, activities, field trips, testing, sports, snacks and special school events (parties). The EP addresses diabetic management in case of emergency during this time as well. This includes treatment for high and low blood sugar, emergency medication and first aid and when to call 911. Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs [®] PL

32. Use of Prescribed Pancreatic Enzyme Supplements s. 1002.20(3)(k), F.S.; Rule 6A-6.0252, F.A.C.	32a. Develop and implement an IHP and ECP for management of the conditions requiring pancreatic enzyme supplements and to ensure that the student carries and self-administers such supplements as prescribed by the physician.	An EP and IHP will be formulated based upon the paperwork returned by the parent and physician. In addition to communication with the parent, provider and staff. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL 5335 f and in the Clinic Policy Manual under Cystic Fibrosis and in the Procedure Manual
	32b. Maintain documentation of health care provider and parental/guardian authorization for a student to self-carry and self-administer a prescribed pancreatic enzyme supplement while enroute to and from school, in school, or at school sponsored activities.	A student may carry his/her pancreatic enzymes for cystic fibrosis if the medication authorization is completed by the provider and the parent/guardian and the contract to carry is signed by parent, provider and student. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs® PL 5330.01 C
33. Naloxone Use and Supply s. 1002.20(3)(o), F.S.	33a. If the school district has chosen to obtain and maintain supplies of naloxone the School District Board will insure that a written protocol regarding storage, accessibility and administration of naloxone be developed and available at all schools where naloxone is stocked.	Schools shall purchase a supply of the opioid antagonist naloxone from a wholesale distributor as defined in F.S. 499.003 or may enter into an arrangement with a wholesale distributor or manufacturer as defined in F.S. 499.003 for naloxone at fair-market, free, or reduced prices for use in the event that a student has an opioid overdose. The naloxone must be maintained in a secure location on the school's premises. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL po 5780 section o
34. Use and possession of headache medications s.1002.20(3)(p), F.S.	34a. The School District Board will develop a policy that ensures a student may possess and use a medication to relieve headaches while on school property or at a school- sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the- counter use to treat headaches.	Per FL Statute 1002.20 Students are allowed to carry headache medication, in its original bottle; the clinic is not responsible for administering or monitoring. Hernando County Clinic Policy Manual

35. Administration of Medication and Provision of Medical Services by Nonmedical Assistive Personnel s. 1006.062(4), F.S.; Rules: 64B9-14.002(3), F.A.C., 64B9-14, F.A.C.;	35a. The School District Board will ensure that nonmedical assistive personnel be allowed to perform health-related services upon successful completion of child specific training by a registered nurse or advanced registered nurse practitioner, physician, or physician assistant.	The RN either school district or Department of Health is responsible for the training of nonmedical assistive personel. This training includes making sure each school health professional has cpr and first aid and has attended medication training. Medication training is offered in the group setting and then individually for child specific training. The child specific training involves interventions specific to the individual student needs. This training is based off of the IHP and EP. Once the nonmedical assistive personnel is trained, they are asked to perform an initial return demonstration, to display competency. If the individual meets the criteria, the task may be delegated by the RN. If the assistive personnel does not display competency, no delegation is offered by the RN and further training is provided until the person demonstraits competency and confidence. Periodically, during the school year, the person performing this task will be reevaluated for competency.
	35b. An RN must document health related child-specific training for delegated staff. The delegation process shall include communication to the unlicensed assistant personnel (UAP) which identifies the task or activity, the expected or desired outcome, the limits of authority, the time frame for the delegation, the nature of the supervision required, verification of delegate's understanding of assignment, verification of monitoring and supervision. The documentation of training and competencies should be signed and dated by the RN and the trainee.	(352)797-7000 BoardDocs® PL 5330 and in the Clinic Policy Manual under Training. Each trained staff member will have a skills checklist that is kept in the clinic in the medication book. The skills checklist will be used to identify and highlight competencies and level of skills the RN is delegating to that individual person for each individual student. Some skills may or may not be delegated based upon the individual competency. The skills checklist will be signed and dated by both the delegating RN and the trainee. Return demonstrations are also included on the skills checklist and will be documented as they happen. The RN has the right to refuse delegation or revoke delegation as she deems necessary.

	35c. The School District Board will ensure that the use of nonmedical assistive personnel shall be consistent with delegation practices per requirements.	District requirements for non medical assistive personnel for clinic is a high school diploma or GED, current licensure as an LPN, RN, CAN,CMA or approved medical training. The candidate must have a valid CPR and First aid certification prior to student contact.
36. Background Screening Requirements for School Health Services Personnel Chapter 435, F.S., s. 381.0059, F.S.; s. 1012.465, F.S.	36a. The District School Board and CHD will ensure that any person who provides services under this school health services plan must meet the requirements of a level 2 background screening.	The school district requires all clinic staff to have level 2 background screening per statute. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL 4121.01
37. Involuntary Examination s. 394.463, F.S. including: s. 1002.20(3)(I), F.S.; s. 1002.33(9), F.S.; s. 381.0056(4)(a)(19), F.S.	37a. The School District Board will ensure that it develops policies and procedures for the implementation of this statutory requirement. A reasonable attempt must be made to notify a student's parent/guardian, or caregiver before the student is removed from school, school transportation, or a school- sponsored activity and taken to a receiving facility for an involuntary examination.	School Board Policy addresses the involuntary examination process in compliance with Florida Statute. All staff who are school based mental health professionals are trained on this process and follow it. All school administrators are trained in the reporting process on the DOE IERS site to report and document when an Involuntary examination occurs.
		Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs [®] PL policy # 5350 and 5610.01
38. Parental Consent for Health Care Services Section 1014.06, F.S.	 38a. The School District Board must ensure that it develops policies and procedures for the implementation of the Parent's Bill of Rights. Address the following statutory requirements: (1) Obtain written parental consent prior to providing, soliciting or arranging to provide health care services or prescribe medicinal drugs to a minor child. (2) Obtain written parental consent prior to a medical procedure to be performed on a minor child in its facility. 	 Parental consent is required prior to any medical treatment in schools. If a student comes to a school clinic, the staff checks for consent and if there is no consent on file, the parent is called and the student is given the paperwork for parent to sign. There is no prescribing of medications for students in Hernando County Schools by school staff. Each year parental consent is required for any school health services. The parent may provide this consent online or on paper. No health services (except emergency) are performed on any student unless there is a consent for the current school year. If a student comes to the clinic in need of medical assistance, the clinic staff verify a consent is in place. If there is no consent for this school year, the parent is contacted and a consent is sent home for the parent to

		opt in or out of treatment or the parent may complete the
		consent online.
		Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,
		(352)797-7000 BoardDocs [®] PL 5780 HEALTH ISSUES A and 5780.01
39. Care of Students with Epilepsy or Seizure Disorders: Creates Section 1006.0626, F.S.	39a. Requires a school to provide epilepsy or seizure disorder care to a student under certain circumstances.	The school health professional as well as any other staff having direct contact with students with a seizure disorder must take the online training approved by the DOE. In addition any staff that will be caring for a student with seizures will also attend child specific training tailored to the specific needs of each student with seizures. These trainings will address how to recognize a seizure, symptoms and signs particular to each student, first aid treatment for students with seizures, emergency care and emergency medications for seizures. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs® PL and in the Clinic Policy Manual under Seizures and in the Procedure Manual.
	39b. Provide requirements for the implementation of an individualized seizure action plan for a student with epilepsy or a seizure disorder.	The ISAP will be completed by the physician and the parent/guardian. Once the ISAP is returned the RN will develop an IHP and an EP based on the ISAP and discussion with parent/guardian and or provider. First aid treatment of the student during a seizure and any medications ordered for the student must be included in the ISAP. The emergency medication will be kept with other emergency medications in the clinic or if needed to be kept in a classroom, the medication will be kept in a locked container with a child specific trained staff member to administer it in case of emergency.
		Active Policies - 919 N. Broad Street, Brooksville, FL, 34601, (352)797-7000 BoardDocs® PL and in the Clinic Policy Manual under Seizures and in the Procedure Manual.
	39c. Provide that an individualized seizure action plan remains in effect until certain criteria are met.	ISAP's remain in effect until the school year ends or until a change in treatment modalities is initiated by the provider. Once there is a change, the IHP and EP are updated to meet the changing needs of the student.

	39d. Authorize a school to provide training and supports to a student in the absence of such a plan.	If the ISAP is not returned, a generic IHP and EP will be written by the RN explaining basic first aid care for the student in an emergency. Staff is Required to take this training, however there will be no medication administered. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL and in the Clinic Policy Manual under Seizures and in the Procedure Manual.
	39e. Provide requirements for such plans; requiring a school nurse or appropriate school employee to coordinate the care of such students and verify the training of certain school employees relating to the care of the students.	The RN will only delegate care of this student to individuals who have taken the online training approved by DOE and also the child specific training. The RN notifies the administrator of each school that those in contact with each student must take a DOE approved training on epilepsy each year. The certification is kept in the clinic. The ISAP is followed for emergency care of the student.
	39f. Provide requirements for such training; based on guidance issued by the Department of Education.	Each person trained is required to demonstrate competency in the task to be delegated. The person trained is shown how to perform each task and then is required to demonstrate how the task is to be performed. Periodic demonstrations are required. The RN has the right to refuse to delegate to a staff member if they do not feel the duty to be delegated can be provided in a safe manner. <u>Active Policies - 919 N. Broad Street, Brooksville, FL, 34601,</u> (352)797-7000 BoardDocs [®] PL po 5335
	39g. Require schools to provide specified information to certain school employees	Parents are required to sign the Medical Condition Notification form which permits the school to share the information on the student with a medical condition with need to know staff.
40. Availability of menstrual hygiene products. s.1006.064, F.S.	40a. If the school district has chosen to make menstrual hygiene products available in each school at no charge within the district, the School District Board will ensure that students are informed about the product's availability and location.	Although clinics are not mandated to provide menstrual hygiene products, typically they will keep some supplies in the clinic. Menstrual hygiene products are available in each school clinic. Students are permitted to go to the school clinic as needed during the school day to obtain these products or to call home for additional supplies.

Statute and/or Rule References	Program Standard/Requirement	Local Implementation Strategies and Activities
41. The provision of Comprehensive School Health Services. The services provided under This section are additional and are intended to supplement, rather than supplant, basic School	41a. Provide in-depth health management, interventions and follow-up through the increased use of professional school nurse staff.	n/a
Health services. s. 381.0057(6), F.S.; s. 743.065, F.S.	41b. Provide health activities that promote healthy living in each school.	n/a
	41c. Provide health education classes.	n/a
	41d. Provide or coordinate counseling and referrals to decrease substance abuse/ misuse.	n/a
	41e. Provide or coordinate counseling and referrals to decrease the incidence of suicide attempts.	n/a
	41f. Provide or coordinate health education classes to reduce the incidence of substance abuse or misuse, suicide attempts and other high-risk behaviors.	n/a
	41g. Identify and provide interventions for students at risk for early parenthood.	n/a
	41h. Provide counseling and education of teens to prevent and reduce involvement in sexual activity.	n/a

41i. Collaborate with interagency initiatives to prevent and reduce teen pregnancy.	n/a	
41j. Facilitate the return to school after delivery and provide interventions to decrease repeat pregnancy.	n/a	
41k. Refer all known pregnant students to staff for prenatal care and Healthy Start services.	n/a	

PART III: HEALTH SERVICES FOR FULL SERVICE SCHOOLS		
Statute and/or Rule References	Program Standard/Requirement	Local Implementation Strategies and Activities
42. Full Service Schools s. 412.3026(1), F.S.	42a. The State Board of Education and the Florida Department of Health shall jointly establish FSS to serve students from schools that have a student population at high risk of needing medical and social services.	Hernando County Schools are full service schools.
	42b. Designate FSS based on demographic evaluations.	All Hernando county schools are full service schools.
	42c. Provide nutritional services.	The food an nutrition department provides services and individualized menus for students with restrictive or special diets and nutritional needs. For those students with dietary restrictions, f/n staff follow guidelines set forth by the prescribing physician. The summer and holiday feeding program is also in place for students when school is not in session so these students will have free meals. Additionally, the schools partner with local churches and organizations to provide students with backpacks for weekend meals for those families in need.

42d. Provide basic medical services.	Medical services are provided to students enrolled in Hernando schools. These medical services include health appraisals, nursing assessments, preventive dental screenings and services, child specific training, vision, hearing, scoliosis, and growth and development screenings; health counseling; referral and follow-up of suspected or confirmed health problems; first aid and emergency health services; assistance with medication administration; and health care procedures for students with chronic or acute health conditions.
42e. Provide referral to dependent children Temporary Assistance to Needy Families (TANF).	School based counselors and social workers provide this resource to families in need once identified.
42f. Provide referrals for abused children.	If a school health professional or any other school staff suspects child abuse or neglect, they are required to report this to DCF. Additionally, referrals to social work and guidance are made.
42g. Provide specialized services as an extension of the educational environment that may include nutritional services, basic medical services, aid to dependent children, parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parent/guardian, and adult education.	As previously stated, nutritional services are offered, students may be referred out for medical services, the parent academy is in place to offer parenting classes and assistance to parents/guardians and grandparent caregivers. The truancy board is in place and meets monthly for the first 6 or 7 months and then every 2 weeks after that for students who are facing truancy. Additionally Students and Families in Transition is a resource for the homeless and they partner with local agencies and providers to provide health services, transportation, removes barriers for students to enroll in school to name a few of their services.
42h. Develop local agreements with providers and/or partners for in-kind health and social services on school grounds.	Baycare and Phoenix counseling and Impact provides social services and counseling to students in Hernando County in addition to DJJ.

PART IV: De	etailed Description of Local Agend	cy(s) Roles and Responsibilities
Statute and/or Rule References	Program Standard/Requirement	Local Implementation Strategies and Activities

43. Command structure.	43a. Please describe how responsibilities	There is an MOA in place (see attached) and it designates
43. Command structure, accountability, outcome indicators, resource management, and data systems. Rules: 64F-6.002, F.A.C.	 43a. Please describe how responsibilities and duties to operate the school health services program are divided among the agencies involved in implementation. Please review: (1) Employing or contracting for all health-related staff, the supervision of all school health services personnel regardless of funding source. (2) List the agency responsible for the day-to-day school clinic operations and management oversight. (3) List the resources or tools that are shared between agencies within your school health program. (4) Explain who is responsible for performance evaluations of clinical operations, and how are the evaluations completed and documented. (5) Explain who is responsible for School health operations. 	 There is an MOA in place (see attached) and it designates which agency is responsible for duties. See attached MOA for the 24-25 school year. This MOA is revised in the winter of each school year and is reviewed by legal and the school board for approval for the upcoming school year. 1. No school services are contacted out to any other agency aside from DOH and DOE. As previously stated both agencies are responsible for the supervision of school health related staff. 2. Staffing of individual school clinics is the responsibility of the school district. They hire the staff and provide coverage for clinics if staff call out. There is a float LPN and 2 RN's that can provide coverage when short. The day to day happenings in the clinic are the responsibility of the District and DOH nurses to train staff on how to handle situations that may arise during the school day. Disciplinary responsibility is solely upon the district. 3. The clinic Policy manual, administrative guidelines, Emergency guidelines, Florida statute, both district and DOH staff work hand in hand to provide students with the needed resources available. 4. Performance evaluations are provided by both the district and the DOH using the state auditing tool. The audit is reviewed with the clinic person as well as a report is created and reviewed with each administrator. This report contains clinic activity, training attendance, medication errors, physical audit findings of deficiencies or best practices in each clinic, requirements for clinic trained staff and # of 911 calls. Many times best practices are shared with other administrators so they may benefit from the other schools implementation. 5. This year the DOH RN's initiated a QI project based on the 2022-23 school year screening results and why we did not reach our expectations for that school year. QI planning is initiated by whomever discovers an issue and wants to resolve or improve conditions. All the

	pieces are in place to continue this project for the 2024- 25 school year.
43b. Explain how the program collaborates in the planning and implementation of statutory requirements, rules, policies and routines. Please review the formal process used and each step taken during this collaborative task.	Meetings are held atleast monthly while school is in session, but during the summer months in preparation for the new school year, meetings are held atleast twice a month if not more frequent. Topics for the orientation and trainings are discussed and the plan for the year is discussed with student services and then is formalized. When new statutory requirements are presented to each county, the nurses meet to formalize the roll out in each school and provide each clinic with the information to implement these new policies. This information is also provided to each clinic via email and through clinic discussions with the RN. Questions are addressed and information is provided to each school both individually and also in the group setting.
43c. Describe the communication between agencies. Please review how frequently agencies meet to discuss progress and challenges facing the program and when the school health services plan is reviewed each year for the purpose of updating the planning.	Communication between the DOE and DOH is done through phone conversations, emails, Teams meetings and in person meetings. Meetings are held as often as needed. Sometimes weekly for a few weeks and other times monthly. When a problem arises, discussion is initiated by one entity and a plan to resolve the issue is discussed between all involved parties. Once a plan is developed, implementation is initiated and is discussed amongst the clinic staff and administrators. The School Health Services Plan is reviewed in the Summer annually and any changes that are needed are discussed. We have not needed to revise any Plans thus far.
 43d. Please describe the data ownership and the responsibilities of data owners. Explain the requirements related to data sharing, agreements, data translation, and exchanges. Please review (1) Who is responsible for data collection? (2) Who is responsible for data cleaning? (3) Who is responsible for data quality assurance? 	 Data is provided by each school at the end of every week through the submission of the clinic EARS. The EARS reflect the activity that has transpired in the clinic each week. They submit their EARS on a generic form that is provided to each clinic. 1.) Data is submitted to the Nursing Program Specialist and is usually entered into HMS at the beginning of the following week.

(4) Where does services data reside?(5) Is there a formal data definitions and query manual?	 2.) The Nursing Program Specialist is responsible for data cleaning and submits the necessary and applicable information into HMS. 3.) If there is a question about the data and it's validity, the Nursing Program Specialist reviews and verifies the information with the staff providing it. 4.) The services data resides in HMS 5.) There is a manual for coding and that is all that is used.
43e. What is your step-by-step procedure and established timelines for the resolution of interagency conflicts. Please review a specific example of this process being utlized and its outcome.	Interagency conflicts are handled as they arise. If there is an issue both teams work together to resolve the issue to the satisfaction of both agencies, the benefit of the student while also adhering to Florida Statute and Hernando School policy. An example of this would be that last year some school administrators did not permit the clinic staff to hand out paper consents. This became a problem because parents were not filling out the consents on line and clinics were unable to screen students and treat these students in the clinic. A meeting was held with Student Services and the DOH and DOE Rn's to discuss the issue and resolve the problem. Shortly after the meeting, a notice went out to school administrators that paper consents were acceptable and the clinics were permitted to send them home to those students missing consent.
43f. Please describe how agencies coordinate training and knowledge sharing to maintain consistency in the implementation of statutory requirements. Please review examples of coordinated training and knowledge sharing.	Trainings are set up for the beginning of the school year and then on all early release days. Both the DOH and DOE staff meet to decide what areas of training will be needed and highlighted during the school year. The location of each training is determined by the organizer. There are at minimum 5 early release trainings, and 2 orientation dates that are scheduled. Most of these trainings are a review of medical procedures and policies and the trainings are conducted by the Registered Nurses from both the DOH and DOE. Statutory requirements are discussed and reviewed at these trainings and also at nursing visits to each school site. Additionally there are 11 trainings for staff that are to back up the clinic as needed. These trainings are provided by both the DOH and DOE RN's.

<u>Herna</u>

END OF TEXT

Complete Section A or B; and C

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

Account Name	_		N	o Financial I	mpac	t					
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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 <u></u> \$						
Funding Source						
Account Name						
Account Number						
_	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	Year Approved Budget:	\$
Prior	Year Actual Spent:	\$

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



School Board Regular Meeting

Agenda Item # 22. 25-2618

10/22/2024

Title and Board Action Requested

Ratify changes to the contract between Hernando Classroom Teachers Association and Hernando School District and approve salary increase and performance pay.

Executive Summary

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests Board approval to ratify the changes to the contract between Hernando Classroom Teachers Association (HCTA) and Hernando School District. Attached are the TAs and MOUs agreed to during the last bargaining cycle.

Florida Statute 1012.22 requires that instructional employees receive a salary increase based on their evaluation rating. A tentative agreement was reached with HCTA regarding performance pay. The performance agreement includes Highly Effective ratings receiving a \$100 increase and Effective ratings receiving a \$50.00 increase.

All returning instructional staff, who worked 1 day more than $\frac{1}{2}$ of their contract in the 23-24 school year and were re-appointed to an instructional contract in the 24-25 school year, will receive an increase based on their years of Hernando Schools instructional service as outlined in the HCSD Retention Matrix attached to TA#6.

The salary increases will be an annualized increase based on the employee's contract start date. To be eligible for the increase, the employee must be employed in this classification as of the Board approved date.

TA#4 represents an agreement that was reached with HCTA regarding an increase to the Board's contribution towards employee health insurance premiums.

Board Action Requested: Ratify the Changes to the Contract, Tas, and MOUs between Hernando Classroom Teachers Association (HCTA) and the Hernando School District, and approve the salary increase.

My Contact

Matthew Goldrick Director of Human Resources goldrick_m@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

The cost for this agenda item is \$1,579,809.00 from the Teacher Salary Increase Allocation and \$4,422,134.65 from General Fund/Special Revenue. 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.

141

HCSB Additional Athletic Equity Supplement Proposal for the 2023-2024 School Year Presented by the Hernando Classroom Teachers' Association

Recognizing the need to support additional opportunities for students while acknowledging limited resources, HCTA is requesting the following additional athletic supplements for new high school and middle school sports beginning in 2023-2024.

For each high school:

*	One head coach supplement at \$1,590.75 each per school x 5 schools =	\$7,953.75
	One assistant varsity or JV coach per school at \$945.00 each per school x 5 schools =	\$4,725.00

Total

This represents supplements for new sports not already existing at each high school.

For each middle school:

One head coach supplement for girls' flag football at \$1,515.15 per school x 7 schools = \$10,606.05

Total

\$10,606.05

\$12,678.75

of December 2023 Dated this

District

sens

HCTA Proposal

5/6/2024

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Article II – Association & Professional Rights

2.24 <u>The Board will provide the Association with bargaining unit data including: employee id number,</u> name, gender, race code and description, worksite, date of hire, job title, employee type code and description, position and position assignment description, work email, and personal email. In addition, address, home phone number, cell phone number, and date of birth are provided unless exempt under Florida Statute 119.071. This list will be provided to the Association on the first of each month in a mutually agreed upon file format. Additionally, date-certain bargaining unit data will be provided to the Association upon request for the purpose of complying with requirements for the renewal of certification with the Public Employees Relations Commission.

The Board agrees to make available to the Association in response to reasonable requests <u>for</u> information concerning the financial resources and conditions in the School District. The Association President or his/her designee can pick up at the School Board office any public documents at the expense of the Association. When the District reports the fund balance to the Commissioner of Education as per F.S. 1011.051, the Association President will automatically be provided with an electronic copy of the report.

For the Board

Date

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the Union

6/7/2024 HCTA Proposal - Estimated Cost \$242,243.75 @ 50 (some filled by Soc Workers already receiving supplement)

APPENDIX A

Critical Shortage

For positions previously designated as critical shortage areas for Hernando County, the following positions will be paid an additional amount in the form of a supplement: Social Worker, Program/Staffing Specialist, Behavior Analyst, and Employment Specialist will receive a supplement of \$3,955.00 in addition to the base pay. School Psychologist, Occupational Therapists, Speech/Language Pathologists and Physical Therapists will receive a supplement of \$9170.00 in addition to the base pay.

APPENDIX D

Differentiated Pay Based Upon One's Position/Location

Differentiated Pay is defined for positions that require duties outside the regular school day and/or positions that require specialized expertise and/or certification in a supplemental position.

- 1. Sub-Contracting The School Board will post all instructional positions, but if any position required by law to provide services for students cannot be filled within the School System, the appropriate administrator will notify HCTA that the School Board must sub-contract in order to provide the services, and this must be negotiated.
- 2. Differentiated Pay Rate for Teaching an Extra Class Differentiated Pay will be paid when a bargaining unit member does NOT have a planning period and utilizes that time in a manner which generates FTE. In order to qualify the bargaining member must be regularly assigned to a scheduled class, in addition to their normal teaching assignment.

Bachelors -	\$3,725.00	Masters -	\$3,987.00
Ed. Spec	\$4,249.00	Doctorate -	\$4,512.00

- 3. Itinerant Teachers Itinerant teachers who are required to travel will receive a flat payment of \$2,500.00 to compensate for the loss of their planning period.
- 4. Differentiated Pay for Additional Therapist Contact Hours Any therapist providing more than 120 contact hours per week shall receive a supplement of \$3,600 for more than 120 hours.
- 5. Differentiated Pay for Mental Health Support Certified School Counselors and School Social Workers shall receive a supplement of \$3,955 for specialized expertise in student mental health services.

X Blazer

19/24 Date

та# 4

HCSB – Insurance Proposal 8/19/2024

ARTICLE XVI Insurance

16.10 A comprehensive group medical insurance plan which should include maternity, major medical, out-patient diagnostic benefits, and term life insurance benefits shall be made available under the following conditions:

1) The Board shall contribute to the employee's single (individual) coverage cost not to exceed $\frac{784.44735.10}{20242025}$.

For/the Board

Date

Blaysele

For the Union

8/19/24

TA #5

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Article VIII - Salary and General Employment Practice

8.52 <u>For each secondary school. The Board Superintendent shall provide a shared pool of 20 10</u> additional days per instructional staff member serving in a high school for certified school counselors role to be used in the summer <u>prioritizing the work of scheduling provided budget allows</u>. These days must be pre arranged with administration and can be used any work day starting after the last day of post school, but before the first day of preschool.

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For the Board

10-2-24

Date

For the Union

10/2/24

ى # TA

HCSB Economic Proposal Counter - 9/30/24

The total amount of the 2024-25 Growth Proportionate Share of the Teacher Salary Increase Allocation (TSIA) - \$1,579,809.00 - plus additional district funds, shall be distributed to instructional staff as follows regarding instructional salary increases, including performance pay:

Employees who worked one day more than half during the 23-24 school year, and are not on the Placement Salary Schedule, will receive an increase based on their years of Hernando Schools instructional service as outlined in the HCSD Retention Matrix below.

	TVIGUIX DEIOW.
HCSD Retention Ma	atrix
Years 1-2	\$ 1,600.00
Years 3-5	\$ 1,800.00
Years 6-8	\$ 2,000.00
Years 9-11	\$ 2,200.00
Years 12-14	\$ 2,500.00
Years 15-17	\$ 2,800.00
Years 18-20	\$ 3,100.00
Years 21 and Beyond	\$ 3,400.00

Highly Effective - \$100.00 Effective - \$50.00

Starting Teacher (Placement Salary Schedule) - \$500 added to base (\$50,000) with additional \$500 distributed between years 1-20 for experience and 21-30 for military experience beyond 20.

20.		and a second second		
Experier	ice			
PLIOOO	\$	50,000.00		
PLI001	\$	50,050.00		
PLI002	\$	50,100.00		
PLI003	\$	50,150.00		
PL1004	\$	50,200.00		
PLI005	\$	50,250.00		
PLI006	\$	50,300.00		
PLI007	\$	50,350.00		
PLI008	\$	50,400.00		
PL1009	\$	50,450.00		
PLI010	\$	50,500.00		
PLI011	\$	50,550.00	PLI021	\$ 51,050.00
PLI012	\$	50,600.00	PLIO21 PLIO22	\$51,050.00
PLI013	\$	50,650.00	PLI022	\$51,150.00
PLI014	\$	50,700.00	PLI023	\$ 51,200.00
PLI015	\$	50,750.00	PLI025	\$ 51,250.00
PLI016	\$	50,800.00	PLI026	\$ 51,300.00
PLI017	\$	50,850.00	PLI027	\$ 51,350.00
PLI018	\$	50,900.00	PLI028	\$ 51,400.00
PLI019	\$	50,950.00	PLI029	\$ 51,450.00
PLI020	\$	51,000.00	PL1030	\$ 51,500.00

NOTE: This schedule is for placement only. There is no movement on this salary structure. Any years beyond <u>2010</u> are for qualified military experience and current employees with continuous employment returning to the bargaining unit with more than <u>20</u>10 years of teaching experience only.

Experience Credit

A maximum of <u>twentyten (2010)</u> years of experience can be verified, providing proof of a successful evaluation rating in a fulltime teaching position for each year of service verified. The maximum applies to all positions within the bargaining unit. The <u>20ten</u> year maximum does not apply to employees who have continuous full-time employment with the Hernando County School District when returning to the instructional bargaining unit.

Up to ten (10) years of credit towards experience on the salary schedule shall be granted for military service. Military credit granted is in addition to the years of verified teaching experience.

Experience shall be granted on the salary schedule for related (similar) work outside of the field of education, provided the work is in the employee's field of expertise (i.e., Social Worker, Speech Therapist, Physical Therapist, Occupational Therapist, etc.) Vocational teachers shall be granted experience on the salary schedule for related work outside the field of education by Florida Statute.

For the Board, Chief Negotiator

A12 For the Union

Date

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MEMORANDUM OF UNDERSTANDING BETWEEN HERNANDO COUNTY SCHOOL DISTRICT ("District") AND

THE HERNANDO CLASSROOM TEACHERS' ASSOCIATION ("HCTA" or "Union")

Critical Shortage

In accordance with positions previously designated as critical shortage areas for Hernando County, the following position will be paid an additional amount in the form of a supplement: ESE Specialists and will receive a supplement of \$3,955.00 in addition to the base pay.

For the Board

Date

nen

Union

Date

MEMORANDUM OF UNDERSTANDING BETWEEN HERNANDO COUNTY SCHOOL DISTRICT ("District") AND THE HERNANDO CLASSROOM TEACHERS' ASSOCIATION ("HCTA" or "Union")

The district shall pay a bonus to both the mentor and mentee for transitioning to a valid FLDOE Certificate. Bonus eligibility and distribution will be processed as follows:

As an incentive for completing requirements outlined on the Statement of Status of Eligibility and obtaining a Professional FLDOE Certificate, the mentee will receive a \$750 bonus and their mentor will also receive \$750 bonus provided they have been their mentor a minimum of 2 years. Paid through General Fund.

A mentor that entered a mentor/mentee agreement in the 2022-2023 school year and continued into the 2023-2024 school year will receive the \$750 bonus provided their mentee has completed all requirements for obtaining a Professional FLDOE Certificate.

The payment shall be considered a bonus and shall be taxed accordingly. The payment is not eligible under the Florida Retirement System (FRS).

As an incentive for completion, when the Associate Teacher Substitute receives their Temporary certificate from FLDOE they will receive a \$750 bonus and their mentor will also receive \$750 bonus provided they have been their mentor a minimum of 2 years. Paid through General Fund. The payment shall be considered a bonus and shall be taxed accordingly. The payment is not eligible under the Florida Retirement System (FRS).

In an effort to assist those seeking to complete the requirements listed on their Statement of Status of Eligibility issued by the FLDOE, Temporary certificate holders may be reimbursed, not to exceed \$1,500.00 in total, for exam fees, college courses, and EPI program tuition provided they submit required documentation.

This agreement is in effect to start the 2023-2024 school year. This agreement will expire on June 30, 2027.

For the Board

For the Union

Date

MEMORANDUM OF UNDERSTANDING BETWEEN HERNANDO COUNTY SCHOOL DISTRICT ("District") AND THE HERNANDO CLASSROOM TEACHERS' ASSOCIATION ("HCTA" or "Union")

In accordance with the language of the 2020 local referendum, the district will commit 50% of the total funds raised through the 1 mil increase to attract and retain high-quality teachers and staff with competitive salaries and provide additional staff to support student needs. The parties have agreed that 59.125% of the funds generated for salaries and additional staff is reserved for the instructional unit.

Recognizing the need to address low retention among educators pursuing alternative paths to certification as a key contributor to increasing staff shortages, the parties agree that \$94,000 (annually) of the referendum funds allocated for instructional salaries and additional staff will continue to be reserved to fund up to two (2) additional instructional positions in the HR department. These positions shall exist for the purpose of supporting educators through Alternative Certification and Associate Teacher certification programs.

For the Board 5/4/24

aser the Union

Date

MEMORANDUM OF UNDERSTANDING BETWEEN

HERNANDO COUNTY SCHOOL DISTRICT ("District") AND

THE HERNANDO CLASSROOM TEACHERS' ASSOCIATION ("HCTA" or "Union")

This MOU outlines an agreement between Hernando County School Board and HCTA regarding the split class coverage to ensure consistent and quality education for students during teacher absences, emergencies, or other circumstances requiring split classes. The Board acknowledges the desirability of replacing bargaining unit members who are absent and will arrange for such replacements insofar as it is practicable to do so, within the limits of such constraints as adequacy of notice of absence, availability of funds, and availability of qualified personnel.

The Hernando County School Board will ensure that split class coverage is used only when necessary and no other viable options are available, while providing notice to teachers when split class coverage is required.

In the event an absent teacher's class is split by administration, no substitute is secured to cover the teacher's absence, and teachers are required to absorb students into their instructional periods, each teacher receiving students shall be compensated \$30/day for groups of up to 5 students, and \$50/day for groups of more than 5 students. For the purposes of compensation, the pay for split class coverage will be paid when the duration of the coverage exceeds 50% of the teacher contract day. The district will provide a fund for this purpose of up to \$250,000. This agreement shall expire if the total expenditure for this purpose exceeds \$250,000 or effective 6/30/2025, whichever occurs first. District will provide monthly updates to HCTA as to how much is being expended for this purpose.

For the Board, Chief Negotiator

Jana & Blansele

For the Union

Date

8/19/24

MEMORANDUM OF UNDERSTANDING

Between The Hernando County School Board And The Hernando Classroom Teachers' Association

The parties hereby enter into this Memorandum of Understanding acknowledging an agreement to the following language regarding Title I Supplements.

Title I provides additional resources for activities designed to raise student achievement in schools with economically disadvantaged students. In an effort to help schools meet the requirements of Title 1 compliance and parent and family engagement, the District and Union agree to the use of Title I funds for the following:

A supplement of \$1,500 will be paid at the end of the 2024-2025 school year to the Title I school-based Compliance Liaison for accessing, maintaining, and communicating Title I compliance-related information.

A supplement of \$1,500 will be paid at the end of the 2024-2025 school year to the Title I school-based Family Engagement Liaison for assisting the administration with engaging the community in all components of Title I that pertain to parent and family engagement.

A supplement of \$1,500 will be paid at the end of the 2024-2025 school year to the Title I school-based Budget Liaison to assist the administration with monitoring the school Title I budget and expenditures, purchasing requests, and amendment needs.

Title I schools, at which staff are working in the above positions and therefore eligible for these supplements, are identified as the following schools: Brooksville Elementary School, Deltona Elementary School, Eastside Elementary School, John D. Floyd Elementary School, Moton Elementary School, Pine Grove Elementary School, Spring Hill Elementary School, Westside Elementary School, Explorer K-8 School (grades K-5), Explorer K-8 School (grades 6-8) Dolores S. Parrott Middle School, Fox Chapel Middle School, and West Hernando Middle School.

All disbursements are dependent upon procuring Title I grant funds for this purpose and Board approval of the supplement description(s) as applicable. All expenditures must be consistent with the approved allocation, as well as applicable state and federal laws, regulations and guidance and will be paid in the last paycheck at the end of the 2024-2025 school year.

the Board

Jackson For the Union

0/17/24 Date 8/19/24

Complete Section A or B; and C

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

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

C. History		
Check one:		
Prior Year Budget: O New for Current Year: 🕅		
A		
Pr	ior Year Approved Budget:	\$
Pr	ior Year Actual Spent:	\$

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



School Board Regular Meeting

Agenda Item # 23. 25-2622

10/22/2024

Title and Board Action Requested

Final Approval of the 2025 Legislative Platform

Executive Summary

The Director of Communications, on behalf of the Superintendent of Schools, hereby requests final approval of the District 2025 Legislative Platform.

My Contact

Karen Jordan Director of Communications (352) 797-7070 ext. 129

2023-28 Strategic Focus Area

Priority 4: Community Connection

Financial Impact

See attached budget sheet.

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



2025 LEGISLATIVE PLATFORM & PRIORITIES

Each year, members of the Hernando School Board work with staff to identify key issues and specific needs that require legislative support from local and state leaders to positively impact outcomes for students.

The 2025 Legislative Platform is the framework of the Board's priorities for the year. The school board will champion each of the needs outlined in their annual list of priorities which serves as the official platform for their annual advocacy.

PRIORITY NEEDS

- Assessment: Protect classroom instructional time by further reducing the requirements to conduct progress monitoring assessments as a measure of student mastery of FAST standards.
- 2. Transportation: Reduce the minimum distance required for elementary students to qualify for school transportation, under the current formula, by funding the youngest students living one-half mile from their school to be transported.
- 3. School Safety: Make further adjustments to HB 1473 to provide reasonable and limited exceptions for afterschool activities and provide appropriate funding to implement requirements under the law.
- 4. Return the determination of school start times or "bell schedules" to the discretion of the individual school district in order to ensure efficient use of available transportation resources.
- 5. Provide additional funding to allow school districts to increase salaries for veteran educators.

Learn it. Love it. Live it.

Complete Section A or B; and C

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

Account Name		No Financial Impact									
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	
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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 <u></u> \$						
Funding Source						
Account Name						
Account Number						
_	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	r Year Approved Budget:	\$
Prior	r Year Actual Spent:	\$

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



School Board Regular Meeting

Agenda Item # 24. 25-2463

10/22/2024

Title and Board Action Requested

Approve the agreement and authorize the purchase of five tuition scholarships for Master's Degree from Grand Canyon University for \$155,875.00.

Executive Summary

The Supervisor of School Counselor Services, on behalf of the Superintendent of Schools, hereby requests the Board approval for the Preferred Partner Agreement between Hernando County Schools and Grand Canyon University. This partnership will allow Hernando County School District to offer ten tuition scholarships to employees seeking to pursue their master's degree in educational leadership. This effort will assist in building a list of qualified individuals to fill future vacant administrative positions and will be funded through the recruitment and retention efforts of the millage. A scholarship application will be advertised to our current employees and those awarded the scholarship will sign an agreement to remain employed in the district for five years upon successful completion of the program.

My Contact

Carrie Wilson Supervisor of School Counselor Services wilson_c@hcsb.k12.fl.us (352) 797-7000 Ext. 363

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

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

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name:		
Vendor FEIN:		
Vendor's Authorized Representative N	ame and Title:	
Address:		
City:	State:	ZIP:
Phone Number:		
Email Address:		

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

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

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

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

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.
Ву:
AUTHORIZED SIGNATURE
Print Name and Title:

Approved as to form &
content for HCSD:
Kevin M. Sullivan
Attorney, BGR&H
12:27 pm. Aug 13, 2024

The School District of Hernando County, Florida 919 N. Broad Street Brooksville, FL 34601 Phone: (352) 797-7000 Fax: (352) 797-7101 Superintendent: Ray Pinder Board Chairperson: Linda K. Prescott Vice Chairperson Susan Duval Board Members: Mark Johnson Shannon Rodriguez Gus Guadagnino

Grand Canyon University, Master's in School Counseling Scholarship AGREEMENT

SCHOOL DISTRICT

Congratulations on being selected to receive a scholarship to attend Grand Canyon University to complete coursework and field work to earn a Master's in School Counseling. This program will allow you to continue in your current role while participating in an asynchronous, higher education program. Your participation in the program, and any obligations of the Hernando County School District (the "District"), are expressly conditioned on compliance with this ("Agreement"), as well as its terms as described below:

- 1. Following your acceptance and enrollment into the Grand Canyon University, Master's in School Counseling program, the District agrees to pay for your tuition and expenses incurred as part of that program provided that you comply with all of the terms and conditions of this Agreement. You understand that, if you do not comply with those terms and conditions, you may be required to repay any funds paid by the District as part of the program as described below.
- 2. You agree that you are required to make a satisfactory effort, as evaluated and determined by the District, in the completion of coursework to continuously gain credit towards the completion of the Master's Degree in School Counseling as designed by Grand Canyon University. If at any time the District determines that you are not making satisfactory progress toward obtaining a the degree as described above, you may be released from the program at the discretion of the District. If the District makes a decision to separate you from the program, you will not be required to repay amounts the District has paid for your participation in the program as a result of your separation. If, however, you voluntarily leave the Position or the Grand Canyon University program for any reason, you will be required and agree to repay the District for payments made during the portion of the program in which you were enrolled in accordance with the Promissory Note attached as Exhibit A, as well as the terms of this Agreement.

- 3. You agree to use your best efforts to dedicate adequate time to studies funded by the District for the program and to complete coursework required for and receipt of the Master's Degree contemplated by that program. You will have the opportunity/flexibility to complete student directed or school related assignments during the workday where appropriate, but all reading and written assignments will need to be completed when you are not engaged in your normal job duties.
- 4. You agree to schedule the necessary tests for certification as a Certified School Counselor with the State of Florida before the completion of your Master's Degree.
- 5. You agree to remain employed by the District for the entire period of the Work Commitment unless separated by the District, provided that leaves of absence or similar periods when you are not working will not count towards satisfaction of the Work Commitment, and the length of an absence will extend the Work Commitment. The Work Commitment, referred to in this agreement, will be for 5 years of employment with Hernando County School District after completion of the Master's Degree.
- 6. Upon each advance of funds under the program by the District, you agree to execute a promissory note substantially in the form attached to this Agreement as Exhibit A or an amendment of a principal amount attached thereto ("Promissory Note"), requiring monthly amortization of the full amount of funds paid by the District for the program under the terms set forth in the Note, whereupon the amount received shall be treated as a loan, provided that for each month of your future employment by the District in fulfillment of the Work Commitment, one month's amortization payment shall be forgiven, subject to the them applicable rules of the Internal Revenue Code concerning discharge of indebtedness income.
- 7. Upon any failure to commence or fulfill your Work Commitment, except separation by the District as described in paragraph 5 of this Agreement, or in the event you voluntarily leave or withdraw from the program, you shall, as of the first day of the month following such event, commence making monthly payments on the full amount then owing under the Promissory Note.
- 8. You will be solely and exclusively responsible for all reporting for income tax purposes associated with and payment of any and all taxes arising from your receipt of benefits under the Grand Canyon University program and shall hold the District harmless as to any attempt to collect taxes, interest or penalties due from you on account of benefits received, or payments made on your behalf, during the program.

- 9. If you remain employed during the Work Commitment, you will be compensated on the approved salary schedule for the position in which you are employed.
- 10. You acknowledge and understand the following:
 - a. While benefits paid by the District during the program are for educational expenses, any amounts paid by the District are not tax free to you and, but for the Work Commitment, would be immediately taxable to you;
 - b. Forgiveness of amounts owed under the Promissory Note will constitute discharge of indebtedness and be treated as required by and taxed under the then current rules of the Internal Revenue Code concerning discharge of indebtedness income.
 - c. You are solely and exclusively responsible for all reporting for income tax purposes associated with and payment of any and all taxes arising from any and all payment by the District for costs associated with the program;
 - d. The District has not provided tax advice concerning the tax ramifications of accepting benefits and payments by the District under the Grand Canyon University program or the terms and conditions of this Agreement.
- 11. You represent and agree that:
 - a. You have had an adequate opportunity to seek financial, tax or other advice or counsel concerning the tax and other ramifications of receiving benefits or payments by the District under the program and the terms and conditions of this Agreement and the Promissory Note;
 - b. Whether having obtained such counsel, you desire to enter freely into this Agreement and assume all obligations set forth in this Agreement and the Promissory Note; and
 - c. You understand that in providing benefits and/or payments under the program, or complying with its obligations under this Agreement, the District is relying on your representations in this paragraph.
- 12. This Agreement shall be governed and construed according to the law of the State of Florida, without regard to conflict of laws.

- 13. This Agreement is the complete and entire agreement between you and the District and supersedes any prior agreements, understandings, and representations, whether oral or written, between you and the District with respect to the subject matter hereof. This Agreement only may be modified or amended in a writing signed by both you and an authorized representative of the District.
- 14. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Delivery of an executed counterpart's signature page of this Agreement by facsimile, email in portable document format (.pdf), or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document has the same effect as delivery of an executed original of this Agreement.
- 15. You hereby consent to personal jurisdiction and venue for any action brought by the District arising out of a breach or threatened breach of this Agreement exclusively in the United States District Court for the Middle District of Florida, Tampa Division, or in the Circuit Court in and for Hernando County, Florida. You hereby agree that any action brought by you, alone or in combination with others, against the District, arising out of this Agreement, shall be brought exclusively in the United States District Court for the Middle District of Florida, Tampa Division, or in the Circuit Court in and for Hernando County, Florida States District Court for the Middle District of Florida, Tampa Division, or in the Circuit Court in and for Hernando County, Florida.
- 16. The prevailing party in any action arising out of or related to this agreement shall be entitled to recover its costs and a reasonable attorney's fees and costs from the non-prevailing party.

RELEASE OF INFORMATION: I authorize any individual, including any University or other educational institution I attend as part of the Grand Canyon University program, with information about or access to records referring to the undersigned to release and provide that information and/or those records to the Hernando County School District. I waive any and all rights to privacy or confidentiality for the purpose of this authorization and release all individuals who provide such information and/or records from any liability of every nature and kind arising from those acts.

ACCEPTANCE: I acknowledge that this offer is made expressly subject to those conditions set forth above, and I accept this offer with full knowledge of that fact. I understand that the Hernando County School District is extending this offer in good faith to meet district staffing needs and by signing below attest to be dealing in good faith with the Hernando County School District.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

Signature of Applicant

Date

Signature of Designee for Superintendent of the Hernando County School District

Date

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 8:20 am, Sep 10, 2024

EXHIBIT A <u>Promissory Note</u>

The undersigned individual ("Maker") promises to pay to the order of the Hernando County School District ("the District") or an affiliate thereof designated by the District, the final Aggregate Principal Amount Due Under Note as set forth on the Principal Amount below at the principal office of the District, or at such other place as the holder hereof may direct in writing, with interest thereon, at an annual rate equal to the prime rate reported in the Wall Street Journal on the date payments commence hereunder, plus one percent (1%) until paid, with attorneys' fees and costs of collection, and without relief from valuation and appraisement laws. The Maker waives demand, presentment, protest, notice of protest, and notice of nonpayment or dishonor of this Note, and consents to extensions of time of payment of this Note. No delay or omission on the part of the holder hereof in the exercise of any right or remedy shall preclude other or further exercise thereof or of any other right or remedy. Capitalized terms not defined herein shall have the meanings ascribed thereto in the Grand Canyon University Master's in School Counseling Agreement by and among the District and the Maker.

The Principal Sum and accumulated interest is subject to forgiveness in equal increments for each full month during which Maker fulfills Maker's Work Commitment. In the event Maker does not fulfill Maker's Work Commitment or voluntarily leaves the program or the Position, any portion of the Principal Sum and accumulated interest that has not been forgiven pursuant to the terms of the Grand Canyon University, Master's in School Counseling Agreement and this Promissory Note and remains due and payable shall be repaid by being amortized over the number of remaining and unfulfilled months in Maker's Work Commitment.

Maker acknowledges that the District's forgiveness of any amounts pursuant to this Note Agreement is taxable income to Maker. Maker acknowledges that, for amounts loaned to the Maker under this Promissory Note, the Maker is responsible for the applicable income and employment tax withholding related to the amounts forgiven (both Principal and accumulated interest). The District shall cooperate with Maker to adjust any income tax withholdings made by the District to account for income from discharge of indebtedness.

Signed and delivered at this _____day of ______, _____,

Maker's Name: Maker's Signature: Address: PRINCIPAL AMOUNT Date of funds paid by the District Advance amount of Advance Aggregate Principal Amount Due Under Note

Signature of Maker

The School Board of Hernando County, Florida, and Grand Canyon University

For

GCU's College of Education Cohort: Master of Education in School Counseling -Hernando County

This proposal is being submitted to The School Board of **Hernando** County, Florida for a cohort of 5 students. This proposal outlines the terms and requirements for qualified employees (the "Students") to complete **GCU's Master of Education in School Counseling.** Students must successfully complete the courses outlined below in the Projected Schedule for the Master of Education in School Counseling cohort.

1. Program Details:

- Leads to Initial Licensure. 60 Credits.
- Online courses for this program are 8 weeks and internships are 10 weeks. Below is a list of the courses and course length.
 - SCN-501 Introduction to Graduate Studies and Foundations of School Counseling 8 weeks.
 - CNL-505 Professional Counseling, Ethical, and Legal Considerations 8 weeks.
 - CNL-500 Theories and Models of Counseling 8 weeks.
 - CNL-515 Counseling Skills 8 weeks.
 - CNL-509 Counseling the Culturally Diverse 8 weeks.
 - SCN-505 Organization and Administration of a School Counseling Program 8 weeks.
 - SCN-600 School Counseling Practicum 10 weeks.
 - CNL-520 Group Counseling 8 weeks.
 - CNL-518 Lifespan and Development 8 weeks.
 - SCN-510 Counseling for College and Career 8 weeks.
 - SCN-605 School Counseling Internship I 10 weeks.
 - CNL-540 Research Methods and Program Evaluation 8 weeks.
 - SCN-610 Contemporary Issues in School Counseling 8 weeks.
 - PCN-670 Development through Childhood and Adolescence 8 weeks.
 - PCN-673 Developmental Disabilities 8 weeks.
 - SCN-615 School Counseling Internship II 10 weeks.
 - PCN-672 Childhood and Adolescent Trauma 8 weeks.
 - PCN-671 Psychopathology and Treatment of Children and Adolescents 8 weeks.
 - SCN-620 Educational Tests and Measurements 8 weeks.
 - SCN-625 School Counseling Internship III 10 weeks.
- Students take one course at a time
- Courses listed is based on course instructional time as a full-time student. Breaks taken by students will increase time to completion.
- 2. Projected Schedule for the Initial Cohort:

The cohort will start **on either Thursday, September 19, 2024 or Thursday, October 24, 2024,** and is based on continuous enrollment and may change because of holiday breaks or any other breaks in attendance.

3. Program Cost and Payment

The School Board of **Hernando** County, Florida agrees to pay GCU for all costs as described below. GCU will participate in a direct-bill arrangement with The School Board of **Hernando** County, Florida. The School Board of **Hernando** County, Florida will be invoiced prior to the start of each cohort for the specified students and all the associated program charges. Payments from The School Board of **Hernando** County, Florida will be applied to the student accounts proportionally or as otherwise specified by The School Board of **Hernando** County, Florida. Payment is due upon receipt of invoice.

- Tuition: The total cost of tuition for one (1) cohort member to complete the course of study is \$27,225 after 25% cohort scholarship. (5 candidates @ \$27,225 = \$136,125).
- Books and Materials: The total Canyon Connect Fee (digital materials) for one (1) cohort member is \$2,500. (5 candidates @ \$2,500 = \$12,500).
- Learning Management System Fee: The LMS fee for one (1) cohort student is \$550. (5 candidates @ \$550 = \$2,750).
- Course/Lab Fee/Graduation Fees: The graduation fee for one (1) cohort student is \$900. (5 candidates @ \$90 = \$4500).
- Technology fee: The technology fee for one (1) cohort student is \$600. (5 candidates @ \$600 = \$3,000).

• Teacher Exam Preparation Fee: The teacher exam preparation fee for one (1) cohort student is \$31,825. (5 candidates @ \$50 = \$250).

GCU agrees to waive both the technology fee (\$600 per cohort student) and teacher exam preparation fee (\$50 per cohort student) for a total of \$3,250.00.

• Estimated Cost: The estimated net cost for one (1) cohort member is \$31,175. (5 candidates @ \$31,175 = \$155,875).

3. Additional GCU Terms

• GCU will be provided with a listing of Students before the Students begin their program. Failure of a Student to complete the program will result in a return of funds to The School Board of **Hernando** County, Florida or reallocation to another Student identified by The School Board of **Hernando** County, Florida and approved by GCU.

• The funds received from The School Board of **Hernando** County, Florida will be allocated proportionally to the students identified by The School Board of **Hernando** County, Florida. The students identified by The School Board of **Hernando** County, Florida will need to meet and maintain standard GCU admissions and good standing requirements. Funds may not be

transferred to newly identified students unless mutually agreed to in writing by both The School Board of **Hernando** County, Florida and GCU. Additional costs incurred because of deviation from the program, such as retakes due to non-passing grades or otherwise, will be the responsibility of either the student or The School Board of **Hernando** County, Florida. Any unused funds, either at the time of graduation or when the student is no longer enrolled in the program, will be refunded to The School Board of **Hernando** County, Florida, unless both parties agree to transfer the funds to a newly identified student.

-

Name:_____ Title:

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 10:02 am, Sep 04, 2024

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Grand Ca	anyon University				
Vendor FEIN: <u>47-2507725</u>					
Vendor's Authorized Representative	e Name and Titl	e: Raymond Ka	aselonis - Chief	Administrative Officer an	ld General Counsel
Address: 3300 W Camelback Road					
City: <u>Phoenix</u>	State:	AZ	ZIP:	85017	
N/A Phone Number:				_	
Email Address: <u>legaldepartment@c</u>	gcu.edu				

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

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

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

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

Under penalties of perjury are true. By:	y, I declare that I have re	ad the foregoing document and that the facts stated in it
/	AUTHORIZED	SIGNATURE
Print Name and Title: Date: <u>09/26/2024</u>	Raymond Kaselonis	Chief Administrative Officer and General Counsel

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

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

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

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

Printed Name: Title: CAO and General Counsel

loui

Signature:

Date: 09/26/2024

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 12:28 pm, Aug 13, 2024

STANDARD ADDENDUM TO AGREEMENTS WITH <u>THE HERNANDO COUNTY SCHOOL BOARD</u>

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

To the extent that the agreement requires the School Board to indemnify Contractor, it 2. shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. <u>E-Verify</u>. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes , and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

Public records compliance provisions. Any confidentiality provisions in the 16. 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. Contractor agrees to comply with the Student Online Personal Information Protection Act, section 1006.1494, Florida Statutes. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, et seq. regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

Printed Name: Raymond Kaselonis

Title: CAO and General Counsel

Date: 10/7/2024

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H

3:28 pm, Aug 12, 2024

Standard Addendum to Agreements Revised July 2024 Page **5** of **5**

Complete Section A or B; and C

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

Account Name	_									
Account Number	_	Fund			Ohiost		Cost Center		Droject	Cub Drain at
		Fund	Function		Object		Cost Center		Project	Sub Project
Original		Budget	Expenditures		Current		Present		Remaining	
Approved Budget	+ -	Amendments	- Encumbrance To Date	s =	Available Budget	-	Request	=	Balance Available	
	\$		\$	\$		\$		\$		
Account Name										
Account Number										
		Fund	Function		Object		Cost Center		Project	Sub Project
Original		Budget	Expenditures	,	Current		Present		Remaining	
Approved	+	Amendments	- Encumbrance		Available	-	Request	=	Balance	
Budget			To Date		Budget				Available	

Funding Source	Millage					
Account Name	Masters In Gu	Jidance				
Account Number	1120E	6120	3100	9440	00106	723200
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>S</u>	₅ 155,875.00	-	00,000			Custrojou
Amount <u>s</u>						

C. History			
Check one: Prior Year Budget: New for Current Year	: O		
	Prior Year Approved Budget:	\$	
	Prior Year Actual Spent:	\$	

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



School Board Regular Meeting

Agenda Item # 25. 25-2549

10/22/2024

Title and Board Action Requested

Approve the Preferred Partner Agreement and authorize the purchase of ten tuition scholarships for Master's Degree from St. Leo University for \$150,760.00.

Executive Summary

The Executive Director, on behalf of the Superintendent of Schools, hereby requests the Board approval for the Preferred Partner Agreement between Hernando County Schools and St. Leo University. This partnership will allow Hernando County School District to offer ten tuition scholarships to employees seeking to pursue their master's degree in educational leadership. This effort will assist in building a list of qualified individuals to fill future vacant administrative positions and will be funded through the recruitment and retention efforts of the millage. A scholarship application will be advertised to our current employees and those awarded the scholarship will sign an agreement to remain employed in the district for five years upon successful completion of the program.

My Contact

Lisa Cropley Executive Director of Student Support Operations 919 North Broad Street Brooksville, Florida 34601

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

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



Preferred Provider Agreement:

Saint Leo University and Hernando County School District

Saint Leo University (hereafter, the "Saint Leo") is a private, non-profit institution of higher education incorporated in the State of Florida with its main campus at 33701 County Rd. 52. St. Leo, Florida 33574.

Whereas Hernando County School District is incorporated in the State of Florida with offices at 919 North Broad Street, Brooksville, Florida 34601.

Whereas, the mission of Saint Leo is to be "an innovative global Catholic liberal arts university that fosters a warm, inclusive community that helps educate and develop students for success. We inspire diversity of thought in our next generation of leaders and the courage to boldly confront the world's challenges through service to others."

Whereas the mission of the Hernando County School District is: "Our mission is that all stakeholders in our community will work collaboratively to promote an environment of high expectations where all of our young explorers (students) will have the opportunity to receive a quality interactive education in a nurturing, safe and secure environment."

Whereas, the sole purpose of this Preferred Partner Agreement is to encourage collaboration between Saint Leo and the Hernando School District.

Whereas, the Hernando County School District wishes to recognize Saint Leo as a Preferred Provider for the purpose of encouraging its employees to continue to learn and acquire knowledge that will benefit them in both their personal and professional activities.

Whereas, the Hernando School District seeks to support all of its employees with education and training opportunities for professional and personal development.

Accordingly, Saint Leo and the Hernando County School District agree to the following terms:

- I. The Hernando School District will market and promote Saint Leo academic_programs to the Hernando County School District employees through its methods of internal communications including but not limited to:
 - A. Organizational newsletters and intranet sites;
 - B. Human Resources Department notices;
 - C. Social Media tools;
 - D. Distribution of Saint Leo informational brochures;

- E. Establishment of a link <u>www.saintleo.edu/preferred-provider</u> on its intranet to Saint Leo's information webpage. The link informs Hernando School District employees of the agreement benefits and enrollment process.
- F. Invitation to Saint Leo as a participant in any academic open house or information session for the purpose of providing higher education information to its employees.
- G. Hernando County Schools will provide a meeting site for any blended cohort in Educational Leadership and Para to Pro cohorts.
- **II.** Saint Leo will provide the following benefits to employees of Hernando County School District who apply for admission to, are accepted, and enroll in Saint Leo degree programs:
 - A. A discount of 20% (twenty percent) for ONE cohort of MED: Educational Leadership students who will start no later than 2025 SP1 and will be designated as section ECHEB1. These students will be vetted and approved by the district prior to applying to the university. The list of approved candidates will be provided to the program office from the district and the program office will work directly with graduate admissions to ensure only those who received district approval are assigned to this specific cohort. Tuition, technology fees and textbook costs for this MED: Educational Leadership cohort will be direct billed to the district each term beginning in 2025 SP1 and ending in 2026 SU2. The district will be direct billed for degree conferral fees for all students in the educational leadership cohort during 2026 SU1. A discount of 10% (ten percent) on all programs listed in the Saint Leo academic catalog for the academic year for which the student has applied. This tuition discount applies to any undergraduate and graduate courses except doctoral courses.
 - **B.** Based on the tuition amounts listed in the Saint Leo academic catalog for the academic year for which the student has applied. This tuition discount applies only to tuition for the Masters in Educational Leadership courses.
 - i. Tuition discount applies only to tuition; it does not apply to the cost of fees, textbooks, or supplies.
 - ii. Tuition is subject to change each academic year.
 - iii. If the employee is a drilling member of the National Guard or active Reserves, Saint Leo will extend its military rates (\$250 per credit hour for undergraduate programs and \$555 per credit hour for Master in Accounting, MBA and M.S. in Cyber Security) for the employee and spouse.
 - (a) See (https://www.saintleo.edu/tuition-financial-aid/tuition) for complete undergraduate and graduate program pricing.
 - (b) If an employee receives the Saint Leo military rate, the 10% (ten percent) tuition discount (item II.A.) is not available.

- iv. Students awarded Tuition Assistance, Saint Leo University Scholarships, or Tuition Discounts are not eligible for Preferred Provider Tuition Discounts.
- C. Waiver of the Application Fee. The University will waive the application fee but students will be responsible for all other fees, including but not limited to assessment testing, late payment, and graduation fees.
- D. Student Advising Enrollment Counselors will be available to:
 - i. Assist applicants with the admissions process and provide appropriate academic advising related to the student's intended area of study.
 - ii. Provide students with information concerning federal-guaranteed student loan programs.
 - iii. Saint Leo Certifying Officials will certify financial benefits for eligible students as authorized by the U.S. Department of Veterans Affairs.
- **III. Employees of the** Hernando School District who choose to apply for, are accepted, and enroll in degree programs offered by Saint Leo under this Agreement will:
 - A. Complete the online application and request for information form: (www.saintleo.edu/preferred-provider)
 - B. Confirm employment and acknowledge financial responsibility by completing the <u>Acknowledgement and Responsibility to Pay</u> form that will be provided by the Saint Leo Enrollment Counselor.
 - C. Pay all tuition, fees, and associated costs in accordance with Saint Leo policies and procedures.

IV. Agreement Term

- 1. <u>Effective Term.</u> This Agreement will be in effect for one year from the execution date. The Agreement will continue to be renewed for successive one-year periods unless either party sends a written notice of cancellation to the other party.
- 2. <u>Termination</u>. This Agreement may be canceled at any time by either party upon 60 days' notice by sending a written notice of termination to the other party.

SO AGREED:

Edward W. Dadey

Saint Leo University

Edward W. Dadez, PhD.

President

8-19-24

Date

-

Hernando County School District

Ray Pinder

Superintendent

Date

4

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 4:19 pm, Aug 26, 2024

Appendix A

Acknowledgement of Responsibility and Promise to Pay

I hereby declare that I, _______, am an employee/member in good standing with ________ (company/organization). Pursuant to the Education Provider Agreement, I am eligible for the employee/member tuition discount and waived application fee. I hereby promise to pay Saint Leo University all tuition, fees, and costs billed to me under the terms and conditions set forth in the then-current Saint Leo University Student Academic Catalog. I hereby acknowledge that I will be personally responsible for any tuition and associated costs and fees, including late fees and the costs of books, supplies, and materials, resulting from my enrollment with Saint Leo University. Furthermore, I acknowledge that _______ (company/organization) is the sole judge of my good standing as an employee/member and as to whether I am

eligible for the employee/member tuition discount as set forth in the Education Provider Agreement.

Employee Signature

Date

Employee Name (print)

ID #:_____

Term: _____

Email:

Phone

Return to Saint Leo University Enrollment Counselor



Saint Leo University, Master's in Educational Leadership AGREEMENT

Congratulations on being selected to receive a scholarship to attend Saint Leo University to complete coursework and field work to earn a Master's in Educational Leadership. This program will allow you to continue in your current role while participating in an asynchronous, higher education program. Your participation in the program, and any obligations of the Hernando County School District (the "District"), are expressly conditioned on compliance with this ("Agreement"), as well as its terms as described below:

- 1. Following your acceptance and enrollment into the Saint Leo University, Master's in Educational Leadership program, the District agrees to pay for your tuition and expenses incurred as part of that program provided that you comply with all of the terms and conditions of this Agreement. You understand that, if you do not comply with those terms and conditions, you may be required to repay any funds paid by the District as part of the program as described below.
- 2. You agree that you are required to make a satisfactory effort, as evaluated and determined by the District, in the completion of coursework to continuously gain credit towards the completion of the Master's Degree in Educational Leadership as designed by Saint Leo University. If at any time the District determines that you are not making satisfactory progress toward obtaining a the degree as described above, you may be released from the program at the discretion of the District. If the District makes a decision to separate you from the program, you will not be required to repay amounts the District has paid for your participation in the program as a result of your separation. If, however, you voluntarily leave the Position or the Saint Leo University program for any reason, you will be required and agree to repay the District for payments made during the portion of the program in which you were enrolled in accordance with the Promissory Note attached as Exhibit A, as well as the terms of this Agreement.

- 3. You agree to use your best efforts to dedicate adequate time to studies funded by the District for the program and to complete coursework required for and receipt of the Master's Degree contemplated by that program. You will have the opportunity/flexibility to complete student directed or school related assignments during the workday where appropriate, but all reading and written assignments will need to be completed when you are not engaged in your normal job duties.
- 4. You agree to schedule the necessary tests for certification as an Educational Leader with the State of Florida before the completion of your Master's Degree. Upon completion of your Master's Degree, you agree to complete any other requirements for employment as an Assistant Principal within the District, and you agree to begin applying for positions as a full-time Assistant Principal in the District.
- 5. Following successful graduation with a Master's Degree and completion of all educational licensure or similar requirements of the State of Florida, you agree to provide five (5) years of service through employment by the District (hereinafter referred to as the "Work Commitment"). This Agreement is not a guarantee of employment in a specific role or for a specific period of time. Nor is this Agreement intended to create any promise, expectation, or entitlement of compensation, benefits, or terms and conditions of employment, other than as specifically set forth in this Agreement. The District reserves the right to separate you from the program, your Position, or any other employment with the District at any time, with or without cause or notice. If the District, including the Work Commitment, you will be released from the Promissory Note and not required to repay funds advanced by the program by the District.
- 6. You agree to remain employed by the District for the entire period of the Work Commitment unless separated by the District, provided that leaves of absence or similar periods when you are not working will not count towards satisfaction of the Work Commitment, and the length of an absence will extend the Work Commitment.
- 7. Upon each advance of funds under the program by the District, you agree to execute a promissory note substantially in the form attached to this Agreement as Exhibit A or an amendment of a principal amount attached thereto ("Promissory Note"), requiring monthly amortization of the full amount of funds paid by the District for the program under the terms set forth in the Note, whereupon the amount received shall be treated as a loan, provided that for each month of your future employment by the District in fulfillment of the Work Commitment, one month's amortization payment shall be forgiven, subject to the applicable rules of the Internal Revenue Code concerning discharge of indebtedness income.

- 8. Upon any failure to commence or fulfill your Work Commitment, except separation by the District as described in paragraph 5 of this Agreement, or in the event you voluntarily leave or withdraw from the program, you shall, as of the first day of the month following such event, commence making monthly payments on the full amount then owing under the Promissory Note.
- 9. You will be solely and exclusively responsible for all reporting for income tax purposes associated with and payment of any and all taxes arising from your receipt of benefits under the Saint Leo University program and shall hold the District harmless as to any attempt to collect taxes, interest or penalties due from you on account of benefits received, or payments made on your behalf, during the program.
- 10.If you remain employed during the Work Commitment, you will be compensated on the approved salary schedule for the position in which you are employed.
- 11. You acknowledge and understand the following:
 - a. While benefits paid by the District during the program are for educational expenses, any amounts paid by the District are not tax free to you and, but for the Work Commitment, would be immediately taxable to you;
 - b. Forgiveness of amounts owed under the Promissory Note will constitute discharge of indebtedness and be treated as required by and taxed under the then current rules of the Internal Revenue Code concerning discharge of indebtedness income.
 - c. You are solely and exclusively responsible for all reporting for income tax purposes associated with and payment of any and all taxes arising from any and all payment by the District for costs associated with the program;
 - d. The District has not provided tax advice concerning the tax ramifications of accepting benefits and payments by the District under the Saint Leo University program or the terms and conditions of this Agreement.
- 12. You represent and agree that:
 - a. You have had an adequate opportunity to seek financial, tax or other advice or counsel concerning the tax and other ramifications of receiving benefits or payments by the

District under the program and the terms and conditions of this Agreement and the Promissory Note;

- b. Whether having obtained such counsel, you desire to enter freely into this Agreement and assume all obligations set forth in this Agreement and the Promissory Note; and
- c. You understand that in providing benefits and/or payments under the program, or complying with its obligations under this Agreement, the District is relying on your representations in this paragraph.
- 13. This Agreement shall be governed and construed according to the law of the State of Florida, without regard to conflict of laws.
- 14. This Agreement is the complete and entire agreement between you and the District and supersedes any prior agreements, understandings, and representations, whether oral or written, between you and the District with respect to the subject matter hereof. This Agreement only may be modified or amended in a writing signed by both you and an authorized representative of the District.
- 15. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Delivery of an executed counterpart's signature page of this Agreement by facsimile, email in portable document format (.pdf), or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document has the same effect as delivery of an executed original of this Agreement.
- 16.You hereby consent to personal jurisdiction and venue for any action brought by the District arising out of a breach or threatened breach of this Agreement exclusively in the United States District Court for the Middle District of Florida, Tampa Division, or in the Circuit Court in and for Hernando County, Florida. You hereby agree that any action brought by you, alone or in combination with others, against the District, arising out of this Agreement, shall be brought exclusively in the United States District Court for the Middle District of Florida, Tampa Division, or in the Circuit Court in and for Hernando County, Florida.
- 17. The prevailing party in any action arising out of or related to this agreement shall be entitled to recover its costs and a reasonable attorney's fees and costs from the non-prevailing party.

RELEASE OF INFORMATION: I authorize any individual, including any University or other educational institution I attend as part of the Saint Leo University program, with information about or access to records referring to the undersigned to release and provide that information and/or those records to the Hernando County School District. I waive any and all rights to privacy or confidentiality for the purpose of this authorization and release all individuals who provide such information and/or records from any liability of every nature and kind arising from those acts.

ACCEPTANCE: I acknowledge that this offer is made expressly subject to those conditions set forth above, and I accept this offer with full knowledge of that fact. I understand that the Hernando County School District is extending this offer in good faith to meet district staffing needs and by signing below attest to be dealing in good faith with the Hernando County School District.

Signature	of Applicant
-----------	--------------

Signature of Designee for Superintendent of the Hernando County School District Date

Date

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 4:51 pm, Sep 20, 2024

EXHIBIT A Promissory Note

The undersigned individual ("Maker") promises to pay to the order of the Hernando County School District ("the District") or an affiliate thereof designated by the District, the final Aggregate Principal Amount Due Under Note as set forth on the Principal Amount below at the principal office of the District, or at such other place as the holder hereof may direct in writing, with interest thereon, at an annual rate equal to the prime rate reported in the Wall Street Journal on the date payments commence hereunder, plus one percent (1%) until paid, with attorneys' fees and costs of collection, and without relief from valuation and appraisement laws. The Maker waives demand, presentment, protest, notice of protest, and notice of nonpayment or dishonor of this Note, and consents to extensions of time of payment of this Note. No delay or omission on the part of the holder hereof in the exercise of any right or remedy shall preclude other or further exercise thereof or of any other right or remedy. Capitalized terms not defined herein shall have the meanings ascribed thereto in the Saint Leo University Master's in Educational Leadership Agreement by and among the District and the Maker.

The Principal Sum and accumulated interest is subject to forgiveness in equal increments for each full month during which Maker fulfills Maker's Work Commitment. In the event Maker does not fulfill Maker's Work Commitment or voluntarily leaves the program or the Position, any portion of the Principal Sum and accumulated interest that has not been forgiven pursuant to the terms of the Saint Leo University Master's in Educational Leadership Agreement and this Promissory Note and remains due and payable shall be repaid by being amortized over the number of remaining and unfulfilled months in Maker's Work Commitment.

Maker acknowledges that the District's forgiveness of any amounts pursuant to this Note Agreement is taxable income to Maker. Maker acknowledges that, for amounts loaned to the Maker under this Promissory Note, the Maker is responsible for the applicable income and employment tax withholding related to the amounts forgiven (both Principal and accumulated interest). The District shall cooperate with Maker to adjust any income tax withholdings made by the District to account for income from discharge of indebtedness.

Signed and delivered at this _____day of ____, 2023.

Maker's Name: Maker's Signature: Address: PRINCIPAL AMOUNT Date of funds paid by the District Advance amount of Advance Aggregate Principal Amount Due Under Note

Signature of Maker

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name:	
Vendor FEIN: 59-1237047	
Vendor's Authorized Representative Name and Title: Edward Dadez, Ph.D. Presiden	+
Address: 33701 County Rd, 52	
city: <u>St. Leo</u> <u>State: FL</u> ZIP: <u>33574</u>	
Phone Number: 352-588-8769	
Email Address: Ed. Dadez@Saintleo, edu	

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

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

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

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

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true. By:
AUTHORIZED SIGNATURE
Print Name and Title: Edward W. Dadez, President Date: 9-22-24

Approved as to form & content for HCSD: Kevin M. Suffivary Attorney, BGR&H 12:27 pm, Aug 13, 2024

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.

I. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property. 5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of Chapter 218, Florida Statutes.

Standard Addendum to Agreements Revised July 2024 Page 2 of 5 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. <u>E-Verify</u>. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes , and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

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 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. Contractor agrees to comply with the Student Online Personal Information Protection Act, section 1006.1494, Florida Statutes. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: Printed Name: Edward W. DAdez Title: <u>President</u>

Date:

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 3:28 pm, Aug 12, 2024

Standard Addendum to Agreements Revised July 2024 Page 5 of 5

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

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

Saint Leo

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

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

Printed Name: Jodi A Lamb Title: Program Administrator Signature: Jode amm Date: 9/23/24

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 12:28 pm, Aug 13, 2024

Complete Section A or B; and C

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

Account Number Original Approved Budget						
Original Approved						
Approved	Fund	Function	Object	Cost Center	Project	Sub Project
Buugei	Budget + Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	-
	- \$	10 Date	\$	\$	Available	·
Account Name						
						<u>.</u>
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved	Budget + Amendments	Expenditures / - Encumbrances	Current = Available	Present - Request	Remainin = Balance	
Budget	-	To Dale	Budget		Available	5
	\$		\$	\$	\$	
Funding Source	geted -**					
. Item Currently Not Budg Funding Source Account Name	geted -**					
Funding Source	geted -** 					
Funding Source Account Name	geted -** 	Function	Object	Cost Center	Project	Sub Projec
Funding Source Account Name	Fund		Object	Cost Center	Project	Sub Projec
Funding Source Account Name Account Number	Fund	-	Object	Cost Center	Project	Sub Projec
Funding Source Account Name Account Number Amount	Fund	-	Object Prof/Tech		Project Millage/ mental	
Funding Source Account Name Account Number Amount Funding Source	Fund \$ Millage Menta	- I Health			Millage/ mental	Teacher to Admi 72310

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

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School Board Regular Meeting

Agenda Item # 26. 25-2569

10/22/2024

Title and Board Action Requested

Approve the Closeout/Final Acceptance to the contract/agreement with TeamCraft Roofing, Inc. for Roof Replacement and Designated Repairs at John D Floyd Elementary School Buildings 12 & 13 and authorize the final payment in the amount of \$69,725.00.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the Closeout/Final Acceptance to the contract/agreement with TeamCraft Roofing, Inc. for Roof Replacement and Designated Repairs at John D Floyd Elementary School Buildings 12 & 13 and authorize the final payment in the amount of \$69,725.00.

The original contract sum was \$733,900.00, of which \$661,675.00 has been paid, leaving a balance of \$72,225.00. Change Order 01 returns to the School Board \$2,500.00. The final payment due to the contractor, therefore, is \$69,725.00.

<u>My Contact</u> Brian Ragan Director of Facilities & Construction ragan_b@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

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

F								
Design Professional: Return completed form to: Hernando County School District Facilities Operations Department	CERTIFICATE OF COMPLETION	HERNANDO SCHOOL DISTRICT						
Facility Name: John D. Floyd Ele	ementary School	(X School □ Other Facility)						
	Idings 12 & 13: Roof Replacement & Eleva							
In accordance with Section 111.5 of the Florida Building Code, and as indicated below by the Building Code Official and Fire/Safety Official, the project is hereby certified to be complete.								
I have inspected the project and, in m completed in accordance with approv Signature/Seal: Firm Name: <u>A/R/C Associa</u>	ny considered provessional opinitor, the worked ved Contract Dovumento, Florida Statutes, and the	puired by the Construction Contract has been he Florida Building Code. Date: 8/23/2024 FL 32803						
Street	ERED ARCH UV	State Zip						
 TYPE OF PROJECT: New Facility Addition Remodeling X Renovation Other 3. OCCUPANCY DATE: 4. COMPLETION DATE: 	N/A, Occupied throughout project. March 12 th , 2024	Γ HAS BEEN FILED WITH THE DISTRICT: o", explain:						
		iduling close out requirements are complete)						
	AL DOTHER (specify Certification:):						
I have inspected the project and, in r	my considered opinion, the work is in compliance	e with applicable statutes, rules and codes.						
Otto J Signature:		3U1294 Expiration Date 11.2025 3.27.2024						
SECTION C: 🛐 FIRE / SAFETY OF	FICIAL DOTHER (specify Certification:):						
and the second	ny considered opinion, the work is in compliance	e with applicable statutes, rules and codes.						
Name (type/print) Signature:	Liel Date: 8/	3319 Expiration Date 12/2L 27/2024						
SECTION D: OWNER ACCEPTAN	CE							
F.S., the above referenced project is Name (type or print):	ication of the Design Professional in Section A a ACCEPTED by the Owner.							
Signature of Designee:		Date: 8/27/2024						



Inspection Report # Projct Code: 6000.175 Project Name: 6000.175 JD Floyd Roof

INSPECTION REPORT

Inspection Date:	7/17/2024 5:00:00 PM	Trade:	Building
Project Name:	6000.175 JD Floyd Roof	Inspector's Name:	Otto Letzelter
Location:	3139 Dumont Ave, Spring Hill, FL 34609	Owner:	Hernando County School District
Master Permit	B-044-23-JDFES	Contractor:	N/A
Permit (assigned):	B-044-23-JDFES		
Was the Permitting Agency notified of Inspection:	No		
Area called for Inspection:			
Type of Inspection:	Building Final		
Result of Inspection:			
Correction/Further action required:	No		
Remarks:			
Call for Re-inspection:	No		
Plans to be submitted for review and approval:	No		
Contractor to submit RFI to Design Professional:	No		
Inspector's Name and Certificate #:	Otto Letzelter BN 2952 & SRI34		
Respectfully Submitted			

AIA Document G701° – 2017

Change Order

PROJECT: (Name and address) J.D. Floyd Elementary School, Buildings 12 & 13 3139 Dumont Avenue Spring Hill, FL 35609

OWNER: (Name and address) Hernando County Schools 8016 Mobley Road Brooksville, Florida 34601

CONTRACT INFORMATION: Contract For: Roof Replacement and Window Reinstallation Date: June 1, 2023

ARCHITECT: (Name and address) A/R/C Associates, Incorporated 601 North Fern Creek Avenue, Suite 100 Orlando, Florida 32803-4899

CHANGE ORDER INFORMATION: Change Order Number: 002

Date: April 12, 2024

CONTRACTOR: (Name and address) TeamCraft Roofing, Inc. 1316 N. Long Street Salisbury, North Carolina 28144

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

To close out this project, credits are due to the owner for unused Contingency and Unit Pricing:

- \$20,000.00 Owner Contigency has had \$19,900.00 spent by Owner authorization, with \$100.00 remaining unused.

- Unit Price A for stucco has \$1,600 remaining unused.

- Unit Price B for Interior Drywall has \$800.00 remaining unused.

Total credit due to the Owner is \$2,500.00

The original Contract Sum was 733,900.00 The net change by previously authorized Change Orders 0.00 733.900.00 The Contract Sum prior to this Change Order was The Contract Sum will be decreased by this Change Order in the amount of 2.500.00 The new Contract Sum including this Change Order will be 731,400.00

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be N/A

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

THE ARCHITECT, CONTRACTOR AND OWNER.

An Associates, Incorporates	TeamCraft Roofing, Inc.	Hernando County Schools
ARCHITEC (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
And Allin + R-	- HALL	Desmond Maner
AR0007684	SIGNATURE	SIGNATURE
Joreans Williams, AIA., Flender	Nick Hay production	Maripesmont manase
PRINTED MARRAND ARE	PRINTED NAME AND TITLE	VPRINTED NAME AND TITLE
April 12, 2024	4116/2024	8/17/20214
DATE	DATE	DATE

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AIA Document G702 – 1992

Application and Certificate for Payment

TO OWNER:	HERNANDO COUNTY SCHOOL DISTRICT 919 N. BROAD ST.	PROJECT:	John D Floyd Eleme 3139 Dumont Ave Spring Hill, FL 34	2	APPLICATION NO: 004 PERIOD TO: April 01, 2024	
FROM	BROOKSVILLE, FL 34601 TeamCraft Roofing	VIA	A/R/C Associates		CONTRACT FOR: Roofing W	
	1316 N. Long St.	ARCHITECT:	601 N. Fern Creek A	ve.	CONTRACT DATE: May 16, 2 PROJECT NOS: /	CONTRACTOR:
	Salisbury, NC 28144		STE 100		2042300244	/ FIELD:
			Orlando, FL 32803			OTHER : 🛄
CONTRAC 1	OR'S APPLICATION FOR	PAYMENT		The undersigned	Contractor certifies that to	the best of the Contractor's knowledge,
Application is ma	ade for payment, as shown below, in cor	nnection with the Cor	ntract.	information and	belief the Work covered by	this Application for Payment has been cuments, that all amounts have been paid
	G703 [®] , Continuation Sheet, is attached.			by the Contractor	for Work for which previous	Certificates for Payment were issued and
	ITRACT SUM		\$733,900.00	payments received	d from the Owner, and that cu	rrent payment shown herein is now due.
	BY CHANGE ORDERS		-\$2,500.00	CONTRACTOR:		
	M TO DATE (Line 1 ± 2)		\$731,400.00	By: Onligh A	Project Courdinator	Date: 412212024
4. TOTAL COMPL	ETED & STORED TO DATE (Column G o	n G703)	\$731,400.00	State of: North Card	olina	
5. RETAINAGE:				County of: IRE	DELL	THERESA POPE
	of Completed Work			Subscribed and swo	rn to before	NOTARY PUBLIC Iredell County
`) + E on G703)	-	\$0.00	me this 22nd d	ay of APRIL 2024	North Carolina
	of Stored Material				\sim	My Commission Expires May 21, 2024
(Column F	/	-	\$0.00	Notary Public:	peresa tope	
Total Retainag	ge (Lines 5a + 5b or Total in Column I o	of G703)	\$0.00	My Commission ex		024
6. TOTAL EARNEI	D LESS RETAINAGE		\$731,400.00	ARCHITECT	S CERTIFICATE FOR P	PAYMENT
	ss Line 5 Total)			In accordance with	h the Contract Documents, ba	ased on on-site observations and the data
7. LESS PREVIOU	IS CERTIFICATES FOR PAYMENT		\$661,675.00	comprising this a	pplication, the Architect certi-	fies to the Owner that to the best of the
(Line 6 from	m prior Certificate)			Architect's knowl	edge, information and belief t	he Work has progressed as indicated, the
	MENT DUE	r		entitled to navmer	t of the AMOUNT OF TIFU	Contract Documents, and the Contractor is ED.
		······L	\$69,725.00		OF FI	
	INISH, INCLUDING RETAINAGE			AMOUNT CERTIFIED	ALE NOOF	\$69,725.00
(Line 3 less	s Line 6)		\$0.00	(Attach explanation	in mount an tified differs from	\$69,725.00 amount applied. Initial all figures on this baged to conform with the amount certified.)
CHANGE ORDE		ADDITIONS	DEDUCTIONS		the contentation sheet it that are ci	anged to conform with the amount certified.)
	proved in previous months by Owner	ADDITIONS \$0.00	DEDUCTIONS		*	
Total approved th		\$0.00	\$2,500.00	By:	A D0007004	Date: <u>7/12/2024</u>
m approved i	TOTALS	\$0.00	\$0.00 \$2,500.00	This Certificate is i	AR0007684	RTIFIED is payable only to the Contractor
NET CHANGES	by Change Order	50.00		named herein. Issua	nce payment and acceptance of	ERTIFIED is payable only to the Contractor payment are without prejudice to any rights of
INDI CHANGES	by Change Order		-\$2,500.00	the Owner or Contra	Actor boer this Gontrace	-

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(3B9ADA40)

AIA Document G703° – 1992

Continuation Sheet

Applica	cument G702®, Applicat tion and Certificate for Pa ing Contractor's signed ce	yment, Constructi	ion Manager as Ad	G732™, viser Edition,		APPLICATION NO: APPLICATION DATE: PERIOD TO:		004 April 22, 2024 April 01, 2024	
Use Co	lumn I on Contracts where	e variable retainag	e for line items ma	y apply.		ARCHITECT'S PROJECT	NO:	April 01, 2024	
A	В	С	D	Е	F	G		Н	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO FROM PREVIOUS APPLICATION (D + E)	MPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Adminastrative/Submitt								/
1	als	25,000.00	25,000.00	0.00	0.00		100.00%		1,250.00
2	Mobilization	25,000.00	25,000.00	0.00	0.00	1	100.00%		1,250.00
3	General Conditions	40,000.00	40,000.00	0.00	0.00		100.00%		2,000.00
4	Building 12	0.00	0.00	0.00	0.00		0.00%		0.00
4	Roofing Materials	130,000.00	130,000.00	0.00	0.00		100.00%		6,500.00
5	Roofing Labor	75,000.00	75,000.00	0.00	0.00		100.00%		3,750.00
6	Metal Materials	10,000.00	10,000.00	0.00			100.00%		500.00
7	Metal Labor	7,000.00	7,000.00	0.00			100.00%	0.00	350.00
8	Painting/Stucco	15,000.00	15,000.00	0.00	0.00		100.00%	0.00	750.00
9	Windows	35,000.00	35,000.00	0.00	0.00		100.00%	0.00	1,750.00
10	Lightning Protection	10,000.00	10,000.00	0.00	0.00		100.00%	0.00	500.00
	Building 13	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
11	Roofing Materials	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	0.00	7,500.00
12	Roofing Labor	94,000.00	94,000.00	0.00	0.00	94,000.00	100.00%	0.00	4,700.00
13	Metal Materials	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00%	0.00	600.00
14	Metal Labor	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00%	0.00	375.00
15	Painting/Stucco	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00%	0.00	800.00
16	Windows	40,000.00	30,000.00	10,000.00	0.00	40,000.00	100.00%	0.00	2,000.00
17	Lightning Protection	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	750.00
1	Unit Cost	0.00	0.00	0.00	0.00	0.00	0.00%		0.00
A	Stucco Replacment	1,600.00	0.00	1,600.00	0.00	1,600.00	100.00%		80.00
	Interior Drywall								
	Replacement	800.00	0.00	800.00	0.00	800.00	100.00%	0.00	40.00
18	Contingency	20,000.00	0.00	20,000.00	0.00		100.00%		1,000.00
19	Demobiliztion	5,000.00	0.00	5,000.00	0.00	5,000.00	100.00%		250.00
	Unused Unit Cot	0.00	0.00	0.00			0.00%		0.00

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A	В	С	D	E	F	G		H	Ι
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Stucco Replacement	-1,600.00	0.00	-1,600.00	0.00	-1,600.00	100.00%	0.00	-80.00
	Interior Drywall Replacement	-800.00	0.00	-800.00	0.00	-800.00	100.00%	0.00	-40.00
20	Contingency	-100.00	0.00				100.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%		
		0.00			0.00	0.00	0.00%	0.00	0.00
		0.00				0.00	0.00%	0.00	0.00
		0.00		0.00	0.00	0.00	0.00%	0.00	0.00
		0.00					0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	\$731,400.00	\$696,500.00	\$34,900.00	\$0.00	\$731,400.00	100.00%	\$0.00	\$36,570.00

\mathbf{AIA}° Document G706° – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT : (Name and address)	ARCHITECT'S PROJECT NUMBER:	OWNER:
John D Floyd Elementary		ARCHITECT: 🗌
3139 Dumont Ave	CONTRACT FOR: Roofing Work	CONTRACTOR: 🗌
Spring Hill, FL 34609		SURETY: 🛄
TO OWNER: (Name and address)	CONTRACT DATED: May 16, 2023	OTHER: 🗌
HERNANDO COUNTY SCHOOL		
DISTRICT		
919 N. BROAD ST.		
BROOKSVILLE, FL 34601		

STATE OF: COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1.	Consent of Surety to Final Payment. Whenever
	Surety is involved, Consent of Surety is
	required. AIA Document G707, Consent of
	Surety, may be used for this purpose
* 11	

Indicate Attachment \bowtie Yes

The following supporting documents should be attached hereto if required by the Owner:

- 1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- 2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- 3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: (Name and address) TeamCraft Roofing 1316 N. Long St. Salisbury, NC 28144

uthorized representative)

ammy Hagy Project Courdinates (Printed name and title

Subscribed and sworn to before me on this date: 4/19/34

Notary Public: Brandes R. Hic. My Commission Expires:

BRANDEE R. HICKS Notary Public, North Carolina **Rowan County** My Commission Expires June 27, 2028

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\mathbf{AIA}° Document G706°A – 1994

Contractor's Affidavit of Release of Liens

PROJECT: (Name and address)	ARCHITECT'S PROJECT NUMBER:	OWNER:
John D Floyd Elementary 3139 Dumont Ave	CONTRACT FOR: Roofing Work	ARCHITECT:
Spring Hill, FL 34609		CONTRACTOR: 🗌
TO OWNER: (Name and address) HERNANDO COUNTY SCHOOL	CONTRACT DATED: May 16, 2023	
DISTRICT 919 N. BROAD ST.		OTHER:
BROOKSVILLE, FL 34601		

STATE OF: COUNTY OF:

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

BY:

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- 1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- 2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: (Name and address) TeamCraft Roofing 1316 N. Long St.

Salisbury, NC 28144

(Signature of authorized epresentative)

Provectordinator (Printed name and title)

Subscribed and sworn to before me on this date: 41994

Notary Public: My Commission Expires:

BRANDEE R. HICKS Notary Public, North Carolina **Rowan County** My Commission Expires June 27, 2028

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TO OWNER: (Name and address)	ARCHITECT'S PROJECT NO .:
School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601	CONTRACT FOR:
PROJECT: (Nume and address)	CONTRACT DATED: May 9, 2023
Roof Replacement and Designated Repairs - J. D. Floyd Ave. Spring Hill, FL 34609	d Elementary School Buildings 12 & 13 - 3139 Dumont
In accordance with the provisions of the Contract between the Ox (Insort name and address of Survey)	wner and the Contractor as indicated above, the
Argonaut Insurance Company P.O. Box 469011	
San Antonio, TX 78246-9011	, SURETY,
on bond of (Insen name and address of Contractor)	
TeamCraft Roofing, Inc. 1316 N. Long Street Salisbury, NC 28144	
hereby approves of the final payment to the Contractor, and agre any of its obligations to (Insert name and address of Owner)	, CONTRACTOR, es that final payment to the Contractor shall not relieve the Surety of
School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601	
	, OWNER,
as set forth in said Surety's bond.	
IN WITNESS WHEREOF, the Surety has hereunto set its hand on the constant of the month followed by the moneric date and year.)	his date: March 7, 2024
Attest: (Seal): Angelica Chavez	Argonaut Insurance Company (Survey) By: (Signature of enuborized representative) Travis J. Robles Attorney-in-Fact (Printed name and title)

CONSENT OF SURETY TO FINAL PAYMENT

AIA Document G707

Bond No. SUR0074749

TO OWNER:

G707---1994

334

OWNER ARCHITECT CONTRACTOR SURETY OTHER

Argonaut Insurance Company Deliveries Only: 225 W. Washington, 24th Floor Chicago, IL 60606 United States Postal Service: P.O. Box 469011, San Antonio, TX 78246 POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the Argonaut Insurance Company, a Corporation duly organized and existing under the laws of the State of Illinois and having its principal office in the County of Cook, Illinois does hereby nominate, constitute and appoint:

Thomas McCoy Jr., Kelli E. Housworth, Susan J. Lattarulo, Sarah Heineman, Travis J. Robles

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on its behalf as surety, and as its act and deed any and all bonds, contracts, agreements of indemnity and other undertakings in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

\$107,116,000.00

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolution adopted by the Board of Directors of Argonaut Insurance Company:

"RESOLVED, That the President, Senior Vice President, Vice President, Assistant Vice President, Secretary, Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the Company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the Argonaut Insurance Company, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Argonaut Insurance Company has caused its official seal to be hereunto affixed and these presents to be signed by its duly authorized officer on the 19th day of November, 2021. Argonaut Insurance Company

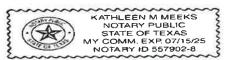


Gary E. Grose, President

STATE OF TEXAS COUNTY OF HARRIS SS:

On this 19th day of November, 2021 A.D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICER OF THE COMPANY, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and he acknowledged the execution of same, and being by me duly sworn, deposed and said that he is the officer of the said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate Seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said corporation, and that Resolution adopted by the Board of Directors of said Company, referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.



Kathun m. muls

(Notary Public)

I, the undersigned Officer of the Argonaut Insurance Company, Illinois Corporation, do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the Seal of said Company, on the 7th day of March 2024.

IF YOU HAVE QUESTIONS ON AUTHENTICITY OF THIS DOCUMENT CALL (833) 820 - 9137.

Complete Section A or B; and C

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

		00005	7400							
Account Number		.3983E	7400		6800		0231		M2090	
		Fund	Function		Object		Cost Center		Project	Sub Project
Original		Budget	Expenditures /		Current		Present		Remaining	
Approved	+	Amendments	- Encumbrances	=	Available	-	Request	=	Balance	
Budget	-		To Date		Budget				Available	
733,900.00	¢	2,500.00	。661,675.00	¢	72,225.00	¢	69,725.00		0.00	
Account Name										
Account Name Account Number		Fund	Function		Object		Cost Costor		Draiget	Cub Droie et
		Fund	Function		Object		Cost Center		Project	Sub Project
		Fund Budget	Function Expenditures /		Object Current		Cost Center Present		Project Remaining	Sub Project
Account Number	÷									Sub Projec

B. Item Currently Not Budgeted -* Funding Source Account Name	φ κ					
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

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**



School Board Regular Meeting

Agenda Item # 27. 25-2581

10/22/2024

Title and Board Action Requested

Approve the Closeout/Final Acceptance to the contract/agreement with Air Mechanical and Service Corporation for Soffit Replacement Phase 2 at JD Floyd Elementary School and authorize the final payment in the amount of \$16,015.12.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the Closeout/Final Acceptance to the contract/agreement with Air Mechanical and Service Corporation for Soffit Replacement Phase 2 at JD Floyd Elementary School and authorize the final payment in the amount of \$16,015.12.

The original contract sum was \$500,000.00, of which \$304,287.47 has been paid, leaving a balance of \$195,712.53. Change Order 01 returns to the School Board \$179,697.41. The final payment due to the contractor, therefore, is \$16,015.12.

My Contact

Brian Ragan Director of Facilities & Construction ragan_b@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

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



SECTION D: OWNER ACCEPTANCE

Upon the recommendation and Certification of the Design Professional in Section A above, and in accordance with Chapter 1013, F.S., the above referenced project is ACCEPTED by the Owner, Name (type or print): Signature of Designee: Date: 10/2/24

FLORIDA DEPARTMENT OF EDUCATION Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO	: Office of	Educational Fa	acilities (C	DEF)			OEF	USE ONLY	
Ì		t Gaines Stree							
}	Tallahass	see, Florida 32	2399-040	0					
[(850) 245	5-0494							
	Fax (850)) 245-9236 or ((850) 245	5-9304					
INS	TRUCTIONS:	Submit for OE	F files on	e copy of the com	pleted form for a	all projects			
with	on construction	costs exceedir	ng \$300,0	000. Mark the ap	propriate term	within the			
			form in a	sufficient quantity	/ for your use	e. Section			
101	3.37(2)(c), F.S	•							
	RE:						o	EF Assigned Project	t Number
	Hernando	County Schools				<u> </u>	(I Scho	ol District	College)
	J. D. Floyd	Elementary School					<u> </u>	(School Name	Campus)
							(# Sch	ool 🗆 College) Cod	e Number
	Phase II S	offit replacement at B	iuilding 300, 9	00 and 1000				Description	of Project
		'S ACCEPTANCE							
Upc BO/	on the recommer ARD ACCEPTED	dation of our Pro	oject (□ Arc nced projec	hitect	as certified in Sec	tion B below, ir	accordance wit	h Chapter 1013, F	.s., the
						Deter			
Sigi	nature:		rintendent	□ President)		Date:		1	
				have inspected this	project and in m		ofossional oninio	n the work require	d by the
con	tract for this proje	ect has been com	pleted in ac	cordance with appro	wed contract docur	ments: Chapter 1	013. Florida Stat	utes: Rule 6A-2.00	10. FAC:
Cha	inter 553 E.S. a	nd the Florida Buil	ding Code			-			,
Sig	nature:		Dallah signet by Ryn Dit Cil-Byrri & Lyn, Dalar Jaki 10 17 or 65	ni 1. y Prinster da la Minister Marcal Vision (C. O-Funda, C-10 1997 W		Date: Sept	ember 30	,2024	
Firn	Name: BAL Engli	neering, Inc.				<u></u>			
Add	ress: 154A Whitak	er Rd. Lutz, FL 33549	Ð						
		Street/F	P.O. Box		City		State	Zip	
SEC	TION C: 炳Buildi	ng Official 🛛 Othe	er (Specify)	Certification					
1 ha	ve inspected the	project, and in my	considered	d opinion, it is comple	ete and in accordan	ce with applicab	ie statutes, rules,	and codes.	
				· · · · · · · · · · · · · · · · · · ·			, , ,		
Nar	ne (Type or Print)	Otto J	5 leta	retter					
		TNIA				_	AC 2	> 7.7.1	
Sig	nature:	(A B				_ Date	: _07.0	<u>1.2024</u> ,	
		Ser Build	ding Official	► Certified Inspec	tor				
SEC	TION D: FACILI	TY INFORMATION	N.						
1.	TYPE OF PRO	JECT: D New P	lant 2	. CORRECTED "S	SPACE INVENTOR	Y REPORT" (lar	d, building, room) HAS BEEN FILED	WITH
	Addition	D Remo	deling		□ Yes ■ No	□ N/A	-	, 1:	
	Renovation	□							
3.	SOURCE OF F		4	. ADJUSTED FIN	AL CONTRACT AM	OUNT: \$ 320.3	02.59		
	Local	State	5		SS SQUARE FOO				SQ. FT.
	Federal	□	6	. COST PER GRO	DSS SQUARE FOC	DT: \$			
			7		DENT STATION: \$		ł		

OEF 209 Rule 6A-2.0010, FAC Page 1 of 2 Effective November 2012

	CERTIFICATE OF	FINAL INSPECTION	(CFI)	
BUILDING CONTRACT D	ATE: 4/22/2024	COMPLETION DATE:	8/7/2024	
	of each Change Order and amount (e			
C.O. No	<u></u> (179,697.41)	C.O. No		
C.O. No	\$\$	C.O. No	\$	
C.O. No	\$\$	C.O. No	\$	
C.O. No	\$	C.O. No	\$	
). Date of Occupancy:	/7/2024		· · · ·	
. Additional Information:			/	
209 6A-2.0010, FAC			Effective	Page 2 November 2



Change Order

 PROJECT: JD Floyd ES, Soffit ReplacementCONTRACT INFORMATION:

 Project Phase II 3139 Dumont Ave,Contract For: JD Floyd

 Spring Hill FL 34609
 Elementary School

 OWNER: Hernando County Schools, Facilities

 Department, 8016 Mobley Road, Brooksville
 ARCH

 FL, 34601
 Inc. 1.

ARCHITECT: BAL Engineering, Inc. 154A Whitaker Road, Lutz, FL 33548 CHANGE ORDER INFORMATION: Change Order Number: 1 Date: 8/23/2024

CONTRACTOR: Air Mechanical & Service Corp., 4311 West Ida Street Tampa, FL 33614

The Contract is changed as follows: Deductive Change Order to Return Un-Used Funds

The original Guaranteed Maximum Price was:	\$ 500,000.00
The net change by previously authorized Change Orders:	\$0.00
The Guaranteed Maximum Price prior to this Change Order was:	\$ _500,000.00
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of:	\$ (179,697.41)
The new Guaranteed Maximum Price, including this Change Order, will be:	\$ _320,302.59
The Contract Time will be unchanged by	0 days.
The date of Substantial Completion will be	August 7, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BAL Engineering, Inc. ARCHITECT (Firm name)	Air Mechanical & Service Corp. CONTRACTOR (Firm name)	Hemando County Schools OWNED (Firm name)
Buyos difel	84	hichard Oakley
SIGNATURE	SIGNATURE	SIGNATURE
Bryant A. Lyle, P.E. President PRINTED NAME AND TITLE	Gus Garza, Area Manager PRINTED NAME AND TITLE	Richand Oakley
<u>2024-08-23</u> DATE	<u>8/23/2024</u> DATE	8/26/2024

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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TO OWNER: FROM CONTR		T. 4601 ANICAL & SERVICE C		3139 DL TE SP RING B.	REPLACEMENT PHASE II IMONT AVE HILL, FL 34609 AL ENGINEERING, INC	APPLICATION NO.: PERIOD TO: PROJECT NOS.: 20 CONTRACT DATE: INVOICE NO:	4 Distribution to: □ OWNER 8/23/24 □ ARCHITECT 042400267 □ CONTRACTOR □ 4/22/24 □ 135898
CONTRACT FO	TANADA TI	DA STREET 33614			54A WHITAKER RD UTZ, FL 33548	INVOICE NO.	122090
CONTRACT FC	JD FLOYD				The undersigned Contractor	certifies that to the best of th	he Contractor's knowledge, infor-
Application is Continuation S	CTOR'S APPLI made for payment, as s Sheet, AIA Document G	hown below, in connect 703, is attached.	tion with the	Contract.	mation and belief the Work c in accordance with the Con	overed by this Application tract Documents, that all ich previous Certificates fo	for Payment has been completed amounts have been paid by the or Payment were issued and pay- ment shown herein is now due.
	CONTRACT SUM		470 4	597.41	CONTRACTOR: ATP M	ECHANICAL & SERVICE	CORP
2. Net change	e by Change Orders .				1. Oter		Date: 8/23/24
3. CONTRACT	T SUM TO DATE (Line	1 ± 2)\$		302.59	By	0	Date:
4. TOTAL CO (Column G	MPLETED & STORED on G703)	TO DATE §	320,:	302.59	State of: FLORIDA County of: HILLSBOROU		
b. <u>0</u> (Column	E: % of Completed Work is D + E on G703) % of Stored Material in F on G703) mage (Line 5a + 5b or Column I of G703)	\$ \$	0.00	0.00	Subscribed and sworn to be me this 23 day of Notary Public: Lease My Commission expires:	BMM -	TERI B, MCMINN MY COMMISSION # HH 350936 EXPIRES: April 22, 2027
6. TOTAL EA	RNED LESS RETAINA			302.59	ARCHITECT'S C		
7 . LESS PRE (Line 6 fro	s Line 5 Total) EVIOUS CERTIFICATES om prior Certificate)			287.47 015.12	comprising this application	, the Architect certifies to rmation and belief the Wor cordance with the Contrac	n on-site observations and the data the Owner that to the best of the isk has progressed as indicated, the at Documents, and the Contractor
9. BALANCE	TO FINISH, INCLUDIN		0.00		AMOUNT CERTIFIED		<u>\$ 16,015.12</u>
(Line 3 les	is Line 6)	\$		<u></u>	(Attach antifan ation if am	ount certified differs from	n the amount applied for. Initial
CHANGE O	RDER SUMMARY	ADDITIONS	DEDUCT	IONS	all figures on this Applica conform to the amount ce	ation and on the Continu rtified.)	lation Sheet that are changed to
Total change	es approved in onths by Owner	0.00		0.00	ARCHITECT: True	-dfl	2024/08/23
	ved this Month	0.00	179.	697.41	By:		12410:
	TOTALS	0.00		697.41	This Certificate is not nego tractor named herein. Iss	uanc NGINE	ce of payment are without
NET CHAN	GES by Change Order	-179,697.41			prejudice to any rights of	tiable uanc the (OF AR	r this Contract.
AVENU	E, N.W., WASHINGTON, D.C.	20006-5292 · WAHNING: UI	incensed photocol	July Wollies	• ©1992 • THE AMERICAN INSTITUTE U.S. copyright laws and will subject noriginal assures that changes will	OF AR the vi	G702-1992
			na hanad ana an an ang ang ang ang ang ang ang a			I noti	<i>7</i>

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

В	C	, D	E	F	G		H	1
		WORK CO	MPLETED	MATERIALS PRESENTLY	TOTAL COMPLETED		BALANCE	RETAINAGE
DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	STORED (NOT IN D OR E)	AND STORED TO DATE (D+E+F)	(G ÷ C)	TO FINISH (C - G)	(IF VARIABLE) RATE)
LABOR CONSTRUCTION MEETINGS 62*64	3,968.00	3,968.00	0.00	0.00	3,968.00	100	0.00	0.00
MISC PROJECT ADMIN	7,936.00	6,448.00	1,488.00	0.00	7,936.00	100	0.00	0.00
SUPERINTENDANT 38*512	19,456.00	15,371.00	4,085.00	0.00	19,456.00	100	0.00	0.00
ASST SUPERINTENDANT 30*512	15,360.00	10,185.00	5,175.00	0.00	15,360.00	100	0.00	0.00
SCHEDULING 62*16	992.00	0.00	992.00	0.00	992.00	100	0.00	0.00
PROJECT SECRETARY 26*80	2,080.00	2,080.00	0.00	0.00	2,080.00	100	0.00	0.00
PROJECT GENERAL LABOR	8,320.00	0.00	8,320.00	0.00	8,320.00	100	0.00	0.00
LABOR BURDEN 63%	36,610.56	23,972.76	12,637.80	0.00	36,610.56	100	0.00	0.00
<u>MATERIALS / TAXABLE</u> MISC SAFETY FENCE / LANDSCAPE	3,500.00	1,055.46	2,444.54	0.00	3,500.00	100	0.00	0.00
RENTALS / TAXABLE STORAGE CONTAINTERS	1,500.00	0,00	1,500.00	0.00	1,500.00	100	0.00	0.00
LULL / FORKLIFT	6,000.00	1,433.68	4,566.32	0.00	6,000.00	100	0.00	0.00
PORT A POTTY	650.00	0.00	650.00	0.00	650.00	100	0.00	0.00
CONSTRUCTION DUMPSTER	7,500.00	2,800.00	4,700.00	0.00	7,500.00	100	0.00	.0.00
SUB CONTRACTOR / NON TAXABLE		· · · · · · · · · · · · · · · · · · ·			-			



AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA[®] • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

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А

ITEM NO.

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567

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4 8/23/2024 8/23/2024 2042400267

APPLICATION NO .:

PERIOD TO:

APPLICATION DATE:

ARCHITECT'S PROJECT NO .:

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

Ala Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.:	
APPLICATION DATE:	4
PERIOD TO:	8/23/2024 8/23/2024
ARCHITECT'S PROJECT NO .:	2042400267

A	В	С	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO FROM PREVIOUS APPLICATION (D + E)	MPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	(G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (1F VARIABLE) RATE)
14 15 16 17 18 19 20 21 22 23	SUB CONTRACTOR / NON TAXABLE ELECTRICAL SUB METAL SOFFIT SUB CONTRACTOR DEMO DRYWALL SOFFITS MISC STUCCO PATCH & PAINT CM FEE 5.5% TAXES 7.5% P & P BOND 1.3% CM CONTINGENCY OWNER CONTINGENCY OWNER CONTINGENCY CHANGE ORDER #1 RETURN UNUSED FUNDS	9,700.00 192,000.00 24,500.00 5,800.00 19,022.99 1,436.25 4,762.31 75,000.00 53,905.89 -179,697.41	9,700.00 192,000.00 24,500.00 5,800.00 16,352.26 136.43 4,500.00 0.00 0.00 0.00	0.00 0.00 0.00 2,670.73 1,299.82 262.31 75,000.00 53,905.89 -179,697.41	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	9,700.00 192,000.00 24,500.00 5,800.00 19,022.99 1,436.25 4,762.31 75,000.00 53,905.89 -179,697.41	100 100 100 100 100 100 100 100 100	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
		320,302.59	.320,302.59	0.00	0.00	320,302.59	100	0.00	0.00



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G703-1992

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WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT

The undersigned lienor, in consideration of the sum of $\frac{16,015.12}{10}$ hereby waives and releases its lien and right to claim a lien in labor, services, or materials invoiced through $\frac{8/23/24}{2}$ on the job Soffit Replacement Phase II to Hernando County Schools on the following described property:

JD Floyd ES 3139 Dumont Ave. Spring Hill, FL 34609

This waiver and release does not cover any retention or labor, services or material furnished after the date specified.

Dated on this 23rd day of August 2024

Lienor's Name: Air Mechanical & Service Corp.

Address:

<u>4311 West Ida Street</u> <u>Tampa, FL 33614</u>

By:

Title: Vice President

State of <u>Florida</u> County of <u>Hillsborough</u> Sworn & Subscribed to before me by means of [x] physical presence or [] online notarization This 23rd day of <u>August</u> 2024

Notary Public, State of Florida My Commission expires: 4/22/27

TERI B, MCMINN MY COMMISSION # HH 350936 EXPIRES: April 22, 2027

NOTE: This is a statutory form prescribed by Section 713.20. Florida Statues (1996). Effective October 1, 1996 a person may not require a lienor to furnish a waiver or release of lien that is different from statutory form.



Change Order

 PROJECT: JD Floyd ES, Soffit ReplacementCONTRACT INFORMATION:

 Project Phase II 3139 Dumont Ave, Contract For: JD Floyd

 Spring Hill FL 34609

 Elementary School

 OWNER: Hernando County Schools, Facilities

 Department, 8016 Mobley Road, Brooksville

 FL, 34601

ARCHITECT: BAL Engineering, Inc. 154A Whitaker Road, Lutz, FL 33548 CHANGE ORDER INFORMATION: Change Order Number: 1 Date: 8 / 2 3 / 2 0 2 4

CONTRACTOR: Air Mechanical & Service Corp., 4311 West Idu Street Tampa, FL 33614

The Contract is changed as follows: Deductive Change Order to Return Un-Used Funds

The original Guaranteed Maximum Price was:	\$ _500,000.00
The net change by previously authorized Change Orders:	\$ 0.00
The Guaranteed Maximum Price prior to this Change Order was:	\$ _500,000.00
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of:	\$ <u>(179,697.41)</u>
The new Guaranteed Maximum Price, including this Change Order, will be:	\$ _320,302.59
The Contract Time will be unchanged by	0 days.
The date of Substantial Completion will be	August 7, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BAL Engineering, Inc. ARCHITECT (Firm name)	Air Mechanical & Service Corp. CONTRACTOR (Firm name)	Hemando County Schools OWNED (Firm name)
Buyo difel	825	Lichard Oakley
SIGNATURE	SIGNATURE	SIGNATURE
Bryant A. Lyle, P.E. President PRINTED NAME AND TITLE	Gus Garza, Area Manager PRINTED NAME AND TITLE	Richand Dakley
2024-08-23 DATE	<u>8/23/2024</u>	8/26/2024

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT

The undersigned lienor, in consideration of the sum of \$<u>16,015,12</u> hereby waives and releases its lien and right to claim a lien in labor, services, or materials invoiced through <u>8/23/24</u> on the job <u>Soffit Replacement</u> <u>Phase II</u> to <u>Hernando County Schools</u> on the following described property:

JD Floyd ES 3139 Dumont Ave. Spring Hill, FL 34609

This waiver and release does not cover any retention or labor, services or material furnished after the date specified.

Dated on this 23rd day of August 2024

Lienor's Name: Air Mechanical & Service Corp.

Address:

<u>4311 West Ida Street</u> Tampa, FL 33614

By:

Title: Vice President

State of <u>Florida</u> County of <u>Hillsborough</u> Sworn & Subscribed to before me by means of [x] physical presence or [] online notarization This 23rd day of <u>August</u> 2024

Notary Public, State of Florida My Commission expires: 4/22/27

TERI B, MCMINN MY COMMISSION # HH 350936 EXPIRES: April 22, 2027

NOTE: This is a statutory form prescribed by Section 713.20. Plorida Statues (1996). Effective October 1, 1996 a person may not require a lienor to furnish a waiver or release of lien that is different from statutory form.

Complete Section A or B; and C

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

		3983E	ffit Replacemen 7400		6800	0231		M2340	
Account Number		Fund	Function		Object	Cost Center		Project	Sub Project
Original Approved Budget 500,000.00	+ - \$	Budget Amendments 179,697.41	Expenditures / Encumbrances To Date 304,287.47	=	Current Available Budget 195,712.53	- Present Request 16,015.12	=	Remaining Balance Available 0.00 \$	
Account Name									
Account Number		Fund	Function		Object	Cost Center		Project	Sub Project
Original Approved Budget	+ -	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	- Present - Request	=	Remaining Balance Available	

 Item Currently Not Budgeted - Funding Source Account Name 	**					
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source _						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

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**



School Board Regular Meeting

Agenda Item # 28. 25-2585

10/22/2024

Title and Board Action Requested

Approve the renewal of the Piggyback with OMNIA Partners, Region 4 Education Service Center (ESC), RFP #21-05, Contract #210501 and #21053: Modular Buildings, Portable Storage and Relocatable Walkways, awarded to Hunter Knepshield Company, Inc. and Williams Scotsman, Inc., and authorize the purchase for an estimated annual amount of \$1,000,000.00.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of the Piggyback with OMNIA Partners, Region 4 Education Service Center (ESC), RFP #21-05, Contract #210501 and #21053: Modular Buildings, Portable Storage and Relocatable Walkways, awarded to Hunter Knepshield Company, Inc. and Williams Scotsman, Inc., and authorize the purchase for an estimated annual amount of \$1,000,000.00.

HCSB Bid #22-155-50 PB RN has been assigned for internal tracking purposes.

<u>My Contact</u> Brian Ragan Director of Facilities & Construction ragan_b@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board	Approval Meet	ing:	October	8, 2024	4	
Bid No. 22-155-	50 PB RN		Bid Title: Storage a			s, Portable /alkways
Recommend approv	al of this agenda item (under the speci	fic category belo	ow:		
□Lowest Bid(s) □Revised Award □Bid Termination □Reversed Auction	□Request for Proposal ⊠Renewal of Contract □Revisions/Amendmen ⊠ Piggyback Cooperation	□So nts to Bid □Bi	ow Bid(s) Meeting ble Source d Extension	Specificatio		Rejection/Cancellation Re-Award (Partial/Whole) Emergency
Bid Contract Perio	d: 10/01/2024	through 09/3	0/2025	□ N/.	A – One Tii	me Purchase
Contract Type:	Estimated Dollar Amount	Firm, Fixed Dollar Amour		irm, Fixed Prices		xed Unit Prices, es, Fees and/or es
Renewal Options:	No. of Terms <u>Remaining</u> 1		ength of <u>1 Term (month)</u>	⊠ Leng <u>Each Te</u> 1	erm (year)	🗆 None
(Contract #210501 & 2	Renewal of the Piggyba 21053) for Modular Build internal tracking purpose	ings, Portable St				
Bidders Electronically Downloaded From Publi Purchase Website: n/a	Bids Received: c	No Bids:	Late Bids:	Rejecte	d Bids:	⊠ N/A – Bids Not Required: Piggyback
Submitted By:	<u>Christopher Reckne</u> Director of Purchasi			ool(s): Di	strict Wide	2
Requested By:	<u>Brian Ragan</u> Director of Facilities	& Constructi		partment(s): Suppor	rt Operations

Recommended award, description of items and prices: (See attached)

T/C CODE: 2250

Vendors:

Hunter Knepshield Company, Inc. Thomas Knepshield knepjr@iglou.com

Williams Scotsman, Inc. Jennifer Renz jennifer.renz@willscot.com

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

A. Item Currently Budget	ed -				ne	ral funds m	ill	age, Impact		
Account Name Account Number	-	3XXX/1100		7400	nci	XXXX		9009	 XXXX	
Original Approved Budget 1,000,000.00	+ -	Fund Budget Amendments 0.00	-	Function Expenditures / Encumbrances To Date 0.00	=	Object Current Available Budget 1,000,000.00	\$	Cost Center Present Request = 1,000,000.00	\$ Project Remaining Balance Available 0.00	Sub Project
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	
\$	\$		\$		\$		\$		\$ 	

Item Currently Not Budgeted - Funding Source	**					
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$						

C. History
Check one:
Prior Year Budget:
New for Current Year:
Prior Year Approved Budget:
Prior Year Actual Spent:

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



School Board Regular Meeting

Agenda Item # 29. 25-2586

10/22/2024

Title and Board Action Requested

Approve the renewal of bid #23-961-21, Real Estate Attorney Services, to C.J. Wilson Law, P.A. and Gray Robinson, P.A., for Legal services related to real estate transactions and other land use matters and authorize the purchase for an estimated annual amount of \$55,000.00.

Executive Summary

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of bid #23-961-21, Real Estate Attorney Services, to C.J. Wilson Law, P.A. and Gray Robinson, P.A., for Legal services related to real estate transactions and other land use matters and authorize the purchase for an estimated annual amount of \$55,000.00.

My Contact

Brian Ragan Director of Facilities & Construction ragan_b@hcsb.k12.fl.us 352-797-7050

Jim Lipsey School Planner lipsey_j@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board	Approval Meeti	ng:	Octo	ber 8, 202	4	
RFP No. 23-961-	-21 RN		RFP 1	itle: Real Est	tate Atte	orney Services
Recommend approv	al of this agenda item u	nder the sp	ecific categor	y below:		
□Lowest Bid(s) □Revised Award □Bid Termination □Reversed Auction	□ Request for Proposal(s ☑ Renewal of Contract □ Revisions/Amendmen □ Piggyback Cooperative	ts to Bid	Low Bid(s) Me Sole Source Bid Extension	eeting Specificatio	'n	Rejection/Cancellation Re-Award (Partial/Whole) Emergency
Contract Period:	12/13/2024 through	12/12/20	25	🗌 N/A – One	e Time Pu	rchase
Contract Type:	Estimated Dollar Amount	□ Firm, F Dollar Am		☐ Firm, Fixed Unit Prices		Fixed Unit Prices, ates, Fees and/or ges
Renewal Options:	No. of Terms <u>Remaining</u> 2		☐ Length of ach Term (mon	⊠ Len; th) Each To	gth of erm (year) 1	□ None
-	Per Florida Statute 287 , an RFP was issued for the contract.			-	-	
Bidders Electronically Downloaded From Bidne Direct Website:	Bids Received: et	No Bids:	Late Bid	s: Rejecte	d Bids:	N/A – Bids Not Required: Renewal
Submitted By:	Christopher Reckner Director of Purchasir		housing	School(s): Di	strict Wid	de
Requested By:	<u>Brian Ragan</u> Director of Facilities	& Constru	ction	Department(s): Facili	ties & Construction

Recommended award: (See attached)

T/C CODE: 2321

23-961-21 RN (10-08-2024)

Real Estate Attorney Services

C.J. Wilson Law, P.A.

Christopher Wilson 1636 Hillcrest Street Orlando, FL 32803 (407) 232-2003 chris@cjwilsonlaw.net

Gray Robinson, P.A.

Julia Mandell 401 East Jackson Street, Suite 2700 Tampa, FL 33602 (813) 273-5000 julia.mandell@gray-robinson.com

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

Account Name	l	_egal Fees								
Account Number		1100	7100	3	100	91	05	42	2400	
,	_	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	
260,000.00	<u></u> ۵)	_{\$} 150,000.00	\$	110,000.00	_{\$} 5	55,000.00	\$	55,000.00	
Account Name	_									
Account Number	-	Fund	Function		Object		Cost Center		Project	Sub Projec
Original Approved	+	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	

Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</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:	_{\$_} 300,000.00	
	Prior Year Actual Spent:	_{\$} 500,523.80	

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



School Board Regular Meeting

Agenda Item # 30. 25-2587

10/22/2024

Title and Board Action Requested

Approve the cancellation of the contract with Globix LLC. from Bid No. 23-962-46: Recycling & Disposal Services: Electronic Equipment.

Executive Summary

The Manager of Warehouse, Property Control, Printing & Records, on behalf of the Superintendent of Schools, hereby requests the Board to cancel the contract with Globix LLC. from Bid No. 23-962-46: Recycling & Disposal Services: Electronic Equipment. This cancellation of contract is per the vendor's request as they are no longer able to fulfill the services.

My Contact

Genele Firlik Manager of Warehouse, Property Control, Printing & Records Phone: (352) 797-7061 ext. 436

Christopher Reckner Director of Purchasing and Warehousing Phone: (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 Meeti	ng:		Octo	ber 8,	2024	ļ	
Bid No. 23-962-	46				i tle: Re onic Ec		-	posal Services:
Recommend approv	al of this agenda item u	nder the	specific	categor	y below:			
 Lowest Bid(s) Revised Award Bid Termination Reversed Auction 	□Request for Proposal(s □Renewal of Contract □Revisions/Amendment □Piggyback Cooperative	s to Bid	□Sole □Bid E		eting Spe	cificatio	n	Rejection/Cancellation Re-Award (Partial/Whole) Emergency
Bid Contract Perio	d: 07/25/2023 t	hrough	07/24/	2025		□ N/#	A – One	Time Purchase
Contract Type:	Estimated Dollar Amount	Firm Dollar A			⊠ Firm, Unit Pric			Fixed Unit Prices, lates, Fees and/or ages
Renewal Options:	No. of Terms <u>Remaining</u>		□ Len _{ Each Te	gth of erm (mon	<u>th)</u>	□ Leng Each Te	th of rm (year)	□ None
Rationale/Reason cancellation of the cor	Contract Cancellation. T	he vendo	or is no lo	onger able	e to provid	de servic	es and ha	s requested the
Bidders Electronically Downloaded From Publi Purchase Website:	Bids Received: c	No Bids:	:	Late Bid	s:	Rejected	l Bids:	N/A – Bids Not Required: Cancellation
Submitted By:	Christopher Reckner Director of Purchasin	g & Wa	rehous	 ing	School	(s): Dis	strict Wi	de
Requested By:	<u>Genele Firlik</u> Manager of Warehou Printing & Records	use, Pro	perty C	 ontrol,	Depart	ment(s	s): Scho	ol Distribution Center

Recommended award, description of items and prices: (See attached)

T/C CODE: 2346

This tabulation establishes a contract with a vendor to provide Recycling & Disposal Services for end-of-life electronic equipment. These services include collection and disposal, as-needed, per the specifications outlined in the solicitation.

Globix, LLC.

ltem No.	Description	Unit of Measure (UOM)	Amount Vendor to Pay District (Per Unit of Measure)
1.	Computer Monitors	Each	\$50.00
2.	CPU's IBM Format	Each	\$50.00
3.	CPU's McIntosh Format	Each	\$60.00
4.	Printers	Each	\$5.00
5.	Laptops	Each	\$6.00
6		Container	\$50.00
6.	Miscellaneous: (Mice, Cables, Speakers, Keyboards, Etc.)	Per Pound	\$0.10
7.	Assorted Audio-Visual Equipment: Projectors, Overheads, Tape	Container	\$50.00
7.	Recorders, Record Players, Portable Stereos, CD Players, etc.	Per Pound	\$0.10
8.	CRT Computer Monitors	Each	\$0.00
9.	LCD Computer Monitors	Each	\$1.00
10.	CRT Televisions	Each	\$0.00
11.	LCD Televisions	Each	\$0.00
12.	Tablets (Android, IOS, etc.)	Each	\$5.00
13.	Cell Phones (Various Models)	Each	\$0.00
14.	Copy Machines	Each	\$0.00

Contact Information:

William Woerner Phone: (770) 337-4823 Email: <u>admin@globixit.com</u> Complete Section A or B; and C

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

Account Name	_		N	o Financial I	mpac	t					
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 <u></u> \$						
Funding Source						
Account Name						
Account Number						
_	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	Year Approved Budget:	\$
Prior	Year Actual Spent:	\$

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



Agenda Item # 31. 25-2592

10/22/2024

Title and Board Action Requested

Approve the piggyback of Choice Partners, Contract No. 22/053KN-03: Custodial Supplies & Services, awarded to Buckeye International Center for the purchases of all varieties of custodial/janitorial supplies and authorize the purchase of various custodial & related products for an estimated annual spending of \$304,259.06.

Executive Summary

The Manager of Warehouse, Property Control, Printing and Records, on behalf of the Superintendent of Schools, hereby requests the Board approve the Choice Partners, Contract No. 22/053KN-03: Custodial Supplies & Services, awarded to Buckeye International Center for the purchases of all varieties of custodial/janitorial supplies and authorize the purchase of various custodial & related products for an estimated annual spending of \$304,259.06.

HCSB Bid No. 25-485-16 PB has been assigned for internal tracking purposes.

<u>My Contact</u> Genele Firlik Manager of Warehouse, Property Control, Printing & Records Phone: (352) 797-7061

Christopher Reckner Director of Purchasing and Warehousing Phone: (352) 797-7060

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

Hernando County School District

School Board Approval Meeting:

Bid No. 25-485-16 PB

October 8, 2024

Bid Title: Custodial Supplies & Services

Recommend approval of this agenda item under the specific category below:

□Lowest Bid(s)	□Request for Proposal(s)
Revised Award	Renewal of Contract
Contract Termination	□ Amendments to Contract
Reversed Auction	⊠Piggyback Cooperative

Low Bid(s) Meeting Specification
 Sole/Single Source
 Extension of Contract
 Responsive/Responsible Bidders

Rejection/Cancellation
Re-Award (Partial/Whole)
Emergency

Bid Contract Perio	d: 10/08/2024 t	hrough 09/20/2025	□ N/A	A – One Time P	urchase
Contract Type:	Estimated Dollar Amount	 Firm, Fixed Dollar Amount 	□ Firm, Fixed Unit Prices	☑ Firm, Fixed U Hourly Rates, Fe Percentages	,
Renewal Options:	No. of Terms <u>Remaining</u> 2	Length of Each Term (mont	⊠ Leng th) Each Te 1	th of <u>rm (year)</u>	□ None

Rationale/Reason: Piggyback Choice Partners, Contract No. 22/053KN-03: Custodial Supplies & Services, awarded to Buckeye International Center for the purchases of all varieties of custodial/janitorial supplies. HCSB Bid #25-485-16 PB has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	⊠ N/A – Bids Not Required: Piggyback
Submitted By:	<u>Christopher Reckner</u> Director of Purchasin	ng & Wareho		ool(s): District Wid	le
Requested By:	<u>Genele Firlik</u> Manager of Warehou Printing & Records	use, Propert		artment(s): Schoo	l Distribution Center

Recommended award: (See attached)

Buckeye Cleaning Center Tampa

Ryan Leffler (813) 857-6125 rleffler@buckeyeinternational.com

Matthew King (813) 240-0350 mking@buckeyeinternational.com

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

4410/1100e			ral Fund/Operatio	5100/7900 5100			/arious		2370/40100	
Account Number		Fund	Function		Object	V	Cost Center	IVI	2370/40100 Project	Sub Project
Original Approved Budget	+ -	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request :	=	Remaining Balance Available	
350,000.00	\$		_{\$} 45,740.94	\$	304,259.06	\$	304,259.06	\$	0.00	
Account Name										
Account Number		Fund	Function		Object		Cost Center		Project	Sub Project
Original Approved Budget	+ -	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request :	=	Remaining Balance Available	

B. Item Currently Not Budgeted - Funding Source	**					
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Funding Source						
Account Name						
Account Number						
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History Check one: Prior Year Budget: New for Current Yea	ır: O			
	Prior Year Approved Budget:	\$_350,000.00_		
	Prior Year Actual Spent:	<u>\$_343,553.35_</u>		



Agenda Item # 32. 25-2593

10/22/2024

Title and Board Action Requested

Approve renewing of the Piggyback of OMNIA Partners, Region 4 Education Service Center, Contract R200401 (RFP #20-04): HVAC Equipment, Installation, Service & Related Products, awarded to Daikin Applied Americas, Inc., for HVAC Equipment, Installation, Service & Related Products and authorize the purchase for an estimated annual spending of \$150,000.00.

Executive Summary

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board to approve renewing the Piggyback of OMNIA Partners, Region 4 Education Service Center, Contract R200401 (RFP #20-04): HVAC Equipment, Installation, Service & Related Products awarded to Daikin Applied Americas, Inc., for HVAC Equipment, Installation, Service & Related Products.

HCSB Bid No. 21-910-63 PB RN has been assigned for internal tracking purposes.

My Contact

Joseph Rychcik Director of Maintenance 8008 Mobley Road Brooksville, FL 34601

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

Hernando County School District

School Board	Approval Mee	ting:	Oct	ober 8	, 202	4		
Bid No. 21-910 ⁻	-63 PB RN					quipme Produc	nt, Installation, ts	
Recommend approv	val of this agenda iten	n under the s	specific catego	ry below	:			
□Lowest Bid(s) □Revised Award □Bid Termination ⊠Piggyback Coopera	□Request for Propos ⊠Renewal of Contrac □Revisions/Amendm tive (OMNIA)	t	□Low Bid(s) N □Sole Source □Bid Extensio		ecificatio	n	Rejection/Cancellation Re-Award (Partial/Whole) Emergency	
Bid Contract Perio	od: 10/01/202	4 through (09/30/2025		□ N/	A – One	Time Purchase	
Contract Type:	Estimated Dollar Amount	□ Firm, Dollar A	Fixed mount	□ Firn Unit Pr	n, Fixed ices		Fixed Unit Prices, ates, Fees and/or ages	
Renewal Options	No. of Terms <u>Remaining</u>	No. of Terms <u>Remaining</u>		□ Length of Each Term (month)		gth of erm (year)	⊠ None	

Rationale/Reason: Renewal of the Piggyback of OMNIA Partners, Region 4 RFP #20-04: *HVAC Equipment, Installation, Service & Related Products*, awarded to Daikin Applied Americas, Inc. Hernando County School District Bid #21-910-63 PB RN has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Publi Purchase Website:	Bids Received: ic	No Bids:	Late Bids:	Rejected Bids:	N/A – Bids Not Required: Piggyback
Submitted By:	<u>Christopher Reckner</u> Director of Purchasi		ousing	School(s): Dist	rict Wide
Requested By:	<u>Brian Ragan</u> Director of Facilities	s & Construc	tion	Department(s)	: Support Operations
	Joseph Rychcik Director of Mainten	ance			

Recommended award, description of items and prices: (Approved OMNIA Partners contracted pricing)

T/C CODE: 2163

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

	-	2024-2025 Mainter	ance H	VAC Outside Repa	irs Gene	eral Fund Account					
Account Number		1100 E		8100		3500		9502		49500	
	-	Fund		Function		Object		Cost Center		Project	Sub Projec
Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
200,000.00	\$		\$	38,275.00	\$	161,725.00	\$	75,000.00		\$ 86,725.00	
Account Name		2024-2025 Mainte	nance F	alf Cent Account							
Account Number	-	3983 E		7400		6700		9500		M200	
	-	Fund		Function		Object		Cost Center		Project	Sub Projec
Original	+	Budget Amendments	-	Expenditures / Encumbrances	=	Current Available	-	Present Request	=	Remaining Balance	
Approved Budget	-			To Date		Budget				Available	

B. Item Currently Not Budgeted Funding Source	_**					
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History Check one: Prior Year Budget: Ox New for Current Year: O Prior Year Approved Budget:\$157,020.82 Prior Year Actual Spent:_{\$}157,020.82



Agenda Item # 33. 25-2595

10/22/2024

Title and Board Action Requested

Award Bid No. 25-675-08: Groundskeeping & Athletic Turf Materials (Herbicides, Pesticides, Fertilizers, Seed), awarded to primary and secondary vendors, for the purchase of various herbicides, pesticides, fertilizers, and seed and authorize spending for an estimated annual spending of \$75,000.00

Executive Summary

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board award Bid No. 25-675-08: Groundskeeping & Athletic Turf Materials: (Herbicides, Pesticides, Fertilizers and Seed) awarded to primary and secondary vendors and authorizes purchases for an estimated annual spending of \$75,000.00. Purchases include various herbicides, pesticides, fertilizers, seeds and miscellaneous materials needed for grounds and turf maintenance.

My Contact

Joseph Rychcik Director of Maintenance 8008 Mobley Road Brooksville, FL 34601

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

Hernando County School District

School Board	Approval Meeti	ng:	Octo	ober 8, 202	24			
Bid No. 25-675-	08		Mate	Bid Title: Groundskeeping & Athletic Turf Materials (Herbicides, Pesticides, Fertilizers, Seed)				
Recommend approve	al of this agenda item u	nder the	specific catego	ry below:				
Lowest Bid(s) Revised Award Contract Termination Reversed Auction	□Request for Proposal(s) □Renewal of Contract □Amendments to Contra □Piggyback		□Sole/Single So □Extension of C			□Rejection/Cancellation □Re-Award (Partial/Whole) □Emergency		
Bid Contract Perio	d: 10/08/2024 t	:hrough :	10/07/2026		I/A – One T	ime Purchase		
Contract Type:	Estimated Dollar Amount	□ Firm, Dollar A	Fixed mount	□ Firm, Fixed Unit Prices	-	Fixed Unit Prices, ates, Fees and/or ges		
Renewal Options:	No. of Terms <u>Remaining</u> 3		□ Length of Each Term (mor		ngth of <u>Term (year)</u> 1	□ None		
Rationale/Reason	:							
Bidders Electronically Downloaded From Bidnet Direct Website: 2	Bids Received: - 7 - 22	No Bids: - 0 -	Late Bi d - 0 -	ls: Rejec - C	ted Bids:) -	☐ N/A – Bids Not Required:		
Submitted By:	<u>Christopher Reckner</u> Director of Purchasir		rehousing	Scho	ool(s): Dist	rict Wide		
Requested By:	Joseph Rychcik Director of Maintena	ance		Dep	artment(s)	: Support Operations		

Recommended award: (See attached)

T/C CODE: 2508

This tabulation established a contract with qualified suppliers to provide and deliver various Goundskeeping and Athletic Turf Materials, securing firm, fixed net delivered unit pricing. Award is based on primary and secondar vendors.

Item	Description	PRIMAR	Y VENDOR		SECONDA	RY VENDOR	
No.	Description	Vendor	UOM	UOM Price	Vendor	UOM	UOM Price
FERTILI	ZERS						
1.	Fertilizer 14-4-4 30% PPSCU as 3FE.MN FL or Equal	The SOS Team (Lesco)	50 lb.	\$14.14	Site One Landscaping (Poly Plus)	50 lb.	\$16.95
2.	19-0-19 PRE M 1.31% 50% PPSCU (Fertilizer for Athletic Fields) (Lesco or Equal)	Site One Landscaping (Lesco)	50 lb.	\$40.51	The SOS Team (Lesco)	50 lb.	\$81.33
3.	Fertilizer 15-0-15 Micronutrients 1% Fe, 0.4% Mn (30% PolyPlus 30% AS (coated granular, slow release)	Site One Landscaping (Lesco)	50 lb.	\$21.51	The SOS Team (Lesco)	50 lb.	\$45.53
4.	Fertilizer 21-0-0 (Lesco or Equal) (Solu Green Ammonium Sulfate), 24% Sulfur	Site One Landscaping (Lesco)	50 lb.	\$38.86	The SOS Team (Lesco)	50 lb.	\$71.54
5.	Granular with Pre-emergent Herbicide Quali- Pro Oxadation (2%) 2G or Equal CAS-No. 19666-30-9	Site One Landscaping (Grow Star)	50 lb.	\$59.89	Heritage (Quali-Pro)	50 lb.	\$83.25
HERBIC	CIDES						
6.	Prosecutor PRO Herbicide (Lesco Item #069291 or Equal), Isopropylamine salt of glyphosate(in surfactant blend 7.0-13.0%), CAS-No. 38641-94- 0, 41.00% Concentration by Weight	Site One Landscaping (Lesco)	30 Gallons	\$469.89	Turf Solutions (Glyplex)	30 Gallons	\$610.00
7.	Dimension 2EW Herbicide (Dow or Equal) Dithiopyr, CAS-No. 97886-45-8, 24.00% Concentration % Weight	Turf Solutions (Quali-Pro)	2.5 Gallons	\$498.00	MAR Green (Rightline)	2.5 Gallons	\$525.00
7.1	Dimension 2EW Herbicide Liquid (Dow or Equal) Dithiopyr, CAS-No. 97886-45-8, 24.00% Concentration % Weight	MAR Green (Rightline)	2.5 Gallons	\$525.00	Site One Landscaping (Dow)	64 oz.	\$132.85
7.2	Dimension 2EW Herbicide Liquid (Dow or Equal) Dithiopyr, CAS-No. 97886-45-8 24.00% Concentration % Weight	MAR Green (Rightline)	2.5 Gallons	\$525.00	The SOS Team (Dow)	1 Gallon	\$385.95

Item		PRIMA	RY VENDOR		SECONDA	RY VENDOR	
No.	Description	Vendor	UOM	UOM Price	Vendor	UOM	UOM Price
8.	Revolver Herbicide (Bayer or Equal) Foramsulfuron 2.34%, Naphtha 34.760%, Calcium Dodecylbenzenesulfonate branched 1.8%, 1-Octanol 1.2%, Naphthalene 0.35%	Site One Landscaping (Bayer Revolver)	87 oz.	\$758.00	Heritage	87 oz.	\$758.00
9.	Celcius Herbicide #097220 Weed Killer (Bayer or Equal), Thiencarbazone-methyl, Iodosulfuron- methyl-sodium & Dicamba, CAS-No. 144550-36-7 1.90% Concentration % Weight	Turf Solutions (Quali-Pro Farenheit)	6 oz.	\$30.00	Heritage (Celcius)	10 oz.	\$128.40
10.	Methylated Seed Oil (MSO) (Adjuvant for herbicide or Equal), Methyl Soy Ester, 80-100% Concentration % Weight	Heritage (Atmos)	2.5 Gallon	\$36.14	Site One Landscaping (Lesco)	2.5 Gallon	\$48.79
11.	Speed Zone Southern EW 2,4-D, 2-Ethylhexyl Ester Dicamba CAS-No. 1928-43-4 9.02% Concentration % Weight CAS-No. 1918-00-9 0.59% Concentration % Weight	Site One Landscaping (Speedzone)	2.5 Gallon	\$182.50	Heritage (Speedzone)	2.5 Gallon	\$182.50
12.	Quinclorac 75 D (Quali-Pro or Equal) 8-Quinolinecarboxylic acid, 3,7-dichloro- CAS-No. 84087-01-4 72.75-77.25% Concentration % Weight	Site One Landscaping (Quali-Pro)	1 lb.	\$42.86	Heritage (Quali-Pro)	1 lb.	\$41.57
13.	Tribute Total (Bayer or Equal) Thiencarbazone-methyl CAS-No. 317815-83-1 9.90% Concentration % Weight	Site One Landscaping (Tribute)	6 oz.	\$413.60	Heritage (Tribute)	6 oz.	\$413.60

Item		PRIMAR	Y VENDOR		SECOND	ARY VENDO	R
No.	Description	Vendor	UOM	UOM Price	Vendor	UOM	UOM Price
14.	THREE-Way Selective (Week Killer) (Lesco or Equal) Dimethylamine Salt of Dicamba, Dimethylamine salt 2,4 Dichlorophenoxyacetic Acid, Dimethylamine salt of Mecoprop-p Acid (Herbicide)CAS-No. 2008-39-1 29.6-31.5% Concentration % Weight Case-No. 66423-09-4, 7.75-8.6% Concentration % Weight, CAS-No. 2300-66-5, 2.6-2.9% Concentration % Weight	Heritage (Strike 3)	2.5 Gallon	\$61.14	MAR Green (Prokoz Vessel)	2.5 Gallon	\$85.00
15.	Pre-M Aqua Cap (Pendimethalin group 3 Herbicide Regulated) (Lesco or Equal) N-(1-ethylpropyl)-3,4-dimethyl-2,6- dinitrobenzenamine CAS-No. 40487-42-1	Heritage (Pin Dee)	2.5 Gallon	\$88.33	Turf Solutions (Pin Dee)	2.5 Gallon	\$170.00
16.	Suregard Pre-Emergent Wettable Powder (Flumi- Shield or Equal)	Heritage (Quali-Pro)	1 lb.	\$35.33	Turf Solutions (Atticus Semara)	1 lb.	\$60.00
17.	Glyplex (Herbicide) Concentrated Liquid, (Prosecutor/Lesco, or Equal)	Site One Landscaping (Ranger Pro)	30 Gallon	\$459.89	Turf Solutions (Lesco)	30 Gallon	\$610.00
INSECTIS	SIDES		-				
18.	Topchoice Granual Insecticide (Lesco or Equal) Fipronil (granual) CAS-No. 120068-37-3 0.0143% Conentration % Weight	Heritage (Topchoice)	50 lb.	\$70.38	MAR Green (Topchoice)	50 lb.	\$77.00
18.1	Topchoice Granual Insecticide (Lesco or Equal) Fipronil (granular) CAS-No. 120068-37-3 0.0143% Conentration % Weight	Site One Landscaping (Quali-Pro)	30 lb.	\$47.66	MAR Green (Quali-Pro)	30 lb.	\$52.00
19.	Doxem Precise Insect Bait System (4 x 5 gram pkg = 20 grams) or equal (insecticide) Indoxacarb, CAS-No. 173584-44-6	Site One Landscaping (Doxem)	(4) x 5 grams	\$60.00	Heritage (Doxem)	(4) x 5 grams	\$62.00

lt a un		PRIMA	RY VENDOR		SECONDA	ARY VENDOR	
ltem No.	Description	Vendor	UOM	UOM Price	Vendor	UOM	UOM Price
20.	Maxforce Fireant (Lesco #061710 or Equal)	Site One Landscaping (Maxforce)	10 lb.	\$119.89	Heritage (Extinguish Plus)	1.5 lb.	\$18.48
21.	Crosscheck Plus (Broad Spectrum Insecticide) Concentrated Liquid (Lesco or Equal) Bifenthrin (Pyrethroid Pesticide) CAS-No. 82657-04-3	Turf Solutions (Atticus-Talak)	1 Gallon	\$34.00	Heritage (Quali-Pro)	96 oz.	\$31.40
22.	Battalion 2EC (Bifen xts, Bifenthrin (Pyrethroid Pesticide) 25.0 % Bifenthrin) Atticus LLC, CAS-No. 82657-04-3	The SOS Team (GCS)	(4) – 1 Gallon	\$235.20	Site One Landscaping (Bifen)	(4) – 1 Gallon	\$379.40
23.	D-Fense Dust, (Maxforce or Equal) Deltamethrin (Pyrethroid Insecticide) (Calcium Carbonate, Crystalline Silica, quartz CAS-No. 52918-63-5, 0.05% Concentration % Weight	Turf Solutions (Maxforce, Equal)	1 lb.	\$7.85	Heritage (Delta Dust)	1 lb.	\$16.31
24.	Maxforce Quantum Fire ant Bait (Lesco or Equal) Imacloprid 0.03% CAS-No. 138261-41-3	Heritage (Maxforce)	120 Grams	\$29.35	The SOS Team (Lesco)	120 Grams	\$39.71
25.	Maxforce Complete Granular Insect Bait (or Equal) Hydramethylnon, CAS-No. 67485-29-4, 1.00% Concentration % Weight	Heritage (Maxforce)	4 lb.	\$68.95	Mar Green (Maxforce)	4 lb.	\$78.98
OTHER							
26.	Turface Game Saver (#088884 Profile or Equal), Silica crystalline quartz CAS-No. 14808607, 3.0-5.0% Concentration % Weight	Site One Landscaping (Lesco)	50 lb.	\$10.89	The SOS Team (Lesco)	50 lb.	\$29.87
27.	Turface Allsport (Lesco Item #088782 or Equal), Heat Treated Montmorillonite Clay Mineral	Site One Landscaping (Lesco)	50 lb.	\$10.99	BSN/Passon's (Diamond Pro)	Pallet (40) 50 lb.	\$1140.96
28.	Limestone Pell Dolomite (Southdown, Inc. #008979 or Equal) Limestone/Dolomite (CaCO3: 55%-87%, Quartz ~ 3%), CAS-No. 1317-65-3, ~97.0% Concentration % Weight	Site One Landscaping (Lesco)	50 lb.	\$4.59	The SOS Team (Lesco)	50 lb.	\$13.14

ltom		PRIMAR	Y VENDOR		SECONDARY VENDOR			
ltem No.	Description	Vendor	UOM	UOM Price	Vendor	UOM	UOM Price	
ADDITIO	NAL PRODUCTS							
29.	Field Marker White #863472 Chalk Old (Castle or Equal)	Site One Landscaping (Plus 5)	50 lb.	\$7.34	BSN/Passon's (Diamond Pro)	Pallet (40) – 50 lb.	\$985.34	
30.	Posting Signs (i.e. "keep off", etc.) FL w/o Stick NPERS (Lesco Item #053507 or Equal)	Site One Landscaping	500/Box	\$52.35	The SOS Team	500/Box	\$128.38	
31.	Spray Indicator Dye, Concentrated Liquid Blue Max (Lesco or Equal)	Turf Solution (Blue Max)	1 Gallon	\$78	Site One Landscaping (Lesco)	32 Oz	\$19.87	
31.1	Spray Indicator Dye, Concentrated Liquid Blue Max (Lesco or Equal)	Site One Landscaping 2.5 (Lesco) Gallon \$44.86		Heritage (Mystic-SPI)	2.5 Gallon	\$49.37		
SEED								
32.	Midway Intermediate Ryegrass Lesco Item #059473 or Equal	Site One Landscaping (Lesco)	50 lb.	\$55.86	Heritage (Southern)	50 lb.	\$69.00	
33.	Harbour Intermediate Ryegrass (Athletic Fields) Lesco Item #083440 or Equal	Site One Landscaping (Lesco) 50 lk		\$55.86	Heritage (Southern)	50 lb.	\$69.00	
SMALL E	QUIPMENT		1		I		1	
34.	Various small equipment type items, on an as- neede basis, for the application of product. Percentage (%) discount from manufacturer's list price, regardless of the manufacturer's equipment product line.	The SOS Team		10%	No Bid			
BALANCI	E OF LINE							
35.	Fertilizer(s) & Related Products	The SOS Team		20%	Heritage	159	6	
36.	Herbicide(s) & Related Products	The SOS Team		20%	Heritage	159	6	
37.	Pesticide(s) & Related Products	The SOS Team		20%	Heritage	159	6	
38.	Seed(s) & Related Products	The SOS Team		20%	Heritage	159	6	

Vendor Contact Information:

 BSN Sports LLC (EIN#22-2795073) Bid Department Online Catalog Webpage: www.bsnsports.com/vault Phone: (800) 527-7510 Email: bsnbid@bsnsports.com Order Log Number to Receive Contract Pricing: #24-67316

 Heritage Landscape Supply Group, Inc. (EIN#46-1116383)
 Jeff Baker
 Online Catalog Webpage:
 www.heritagePPG.COM
 Phone: (207)606-9119
 Email: jeff.baker@heritageppg.com

 MAR Green Resources LLC (EIN#47-144868) Kriss Ramroop
 Phone: (561)714-6250
 Email: sales@margreenresources.com

♦ Siteone Landscape (EIN#36-4485550)

Bids Department (216)706-9250 Ext 2 Email: <u>bids@siteone.com</u> Local Branch Address: 15380 Aviation Loop Drive, Brooksville, FL 34604 Phone:(352)799-3119

- The SOS Team (EIN# 92-0370811) Megan Galane Phone: (702)305-7982 Email: <u>admin@thesosteam.com</u>
- Turf Solutions of Florida Inc. Online Webpage: www.turfsolutions.org Joshua Sandel Phone: (727)359-2612 Email: josh@turfsolutions.org

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

Account Name	2024-2025 Mainten	ance Athletic Turf Supplies	General Fund Account			
Account Number	1100 E	8100	5900	9509	49500	
	Fund	Function	Object	Cost Center	Project	Sub Project
Original	Budget	Expenditures /	Current	Present	Remaining	
Approved +	Amendments	- Encumbrances	= Available	- Request =	Balarioo	
Budget -		To Date	Budget		Available	
114,000.00	6	\$ 37,552.03	\$ 76.447.97	\$ 50,000.00	\$ 26,447.97	
Account Name		nance Turf Grounds Suppli	es General Fund Account			
			5000			
Account Number	1100 E	8100	5900	9506	49500	
Account Number	1100 E Fund	8100 Function	Object	9506 Cost Center	49500 Project	Sub Project
Account Number Original						Sub Project

B. Item Currently Not Budgeted - Funding Source Account Name	**					
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

C. History Check one: Prior Year Budget: O: New for Current Year: O Prior Year Approved Budget:\$61,332.77 Prior Year Actual Spent \$61,332.77



Agenda Item # 34. 25-2596

10/22/2024

Title and Board Action Requested

Approve the renewal of the Piggyback of Omnia Partners through Region 4 Education Service Center #R200802, Cyber Security Solutions and Associated Products & Services, awarded to Iron Bow Technologies, LLC and approve expenditures for an annual amount not to exceed \$500,000.00 as funding becomes available.

Executive Summary

The Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board approval for Renewal of the Piggyback of Omnia Partners through Region 4 Education Service Center #R200802, Cyber Security Solutions and Associated Products & Services, awarded to Iron Bow Technologies, LLC and approve expenditures for an annual amount not to exceed \$500,000.00 as funding becomes available. Hernando County School District Bid #21-257-56 PB RN has been assigned for internal tracking purposes.

My Contact

Brandon DeRespiris Director of Safe Schools derespiris_b@hcsb.k12.fl.us (352) 797-7233 Ext 495

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

Hernando County School District

School Board	Approval Meet	ing:	Oct	ober 2	22, 202	24		
Bid No. 21-257-	56 PB RN		Bid Title: Cyber Security Solutions and Associated Products & Services					
Recommend approve	al of this agenda item	under the	e specific catego	ory below	/:			
□Lowest Bid(s) □Revised Award □Bid Termination ⊠Piggyback Cooperati	Revised Award			□Low Bid(s) Meeting Specification □Sole Source □Bid Extension			Rejection/Cancellation Re-Award (Partial/Whole Emergency	
Bid Contract Period: 10/01/2024 through			09/30/2025		□ N//	A – One T	ime Purchase	
Contract Type:	Estimated Dollar Amount		n, Fixed Amount	□ Firr Unit P	n, Fixed rices		ixed Unit Prices, tes, Fees and/or ges	
Renewal Options:	No. of Terms <u>Remaining</u>		Length of Each Term (mc	onth)	ြ Lenန <u>Each Te</u>	gth of erm (year)	⊠ None	
Cyber Security Solution	Renewal of the Piggyba as and Associated Produc PB RN has been assigne	cts & Servio	ces, awarded to I	ron Bow 1				
Bidders Electronically Bids Received: No Bids: Downloaded From Public Purchase Website: n/a			Late Bids: Rejected			d Bids:	🔀 N/A – Bids Not Required: Piggyback	
Submitted By: <u>Christopher Reckner</u> Director of Purchasing & Wa		arehousing	Schoo	ol(s): Di	strict Wid	e		

Requested By:	Brandon DeRespiris	Department(s): Office of Safe Schools
	Director of Safe Schools	

Recommended award: Iron Bow Technologies, LLC.

T/C CODE: 2156

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

Account Name				Voted N	/illage S	afety/ Safe Schools	Funds					
Account Number	_	1120		7900		6800		9551		0	0106	70040
, 1000 and 11 and 50	_	Fund		Function		Object		Cost Center			Project	Sub Projec
Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=		Remaining Balance Available	
837,353.12	\$	0.00	\$	334,640.50	\$	502,712.62	\$	500,000.00		\$	2,712.62	
Account Name				Hardening	g Grant -	awarded						
Account Number		Зххх		variuos		6800		various			various	
, 1000 ann 11 ann 201	_	Fund		Function		Object		Cost Center	_		Project	Sub Projec
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 <u>\$</u>						
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:	O ⊗	
	Prior Year Approved Budget:	\$
	Prior Year Actual Spent:	\$



Agenda Item # 35. 25-2599

10/22/2024

Title and Board Action Requested

Approve the purchase of training materials from Franklin Covey for use by our district trained facilitators during "7-Habits" training sessions to take place throughout the school year, and authorize the issuance of a purchase order for an estimated amount of \$43,389.20.

Executive Summary

The Director of Federal Programs on behalf of the Assistant Superintendent of Teaching and Learning, hereby requests the Board approve the purchase of training materials from Franklin Covey for use by our district trained facilitators during the "7 Habits" training sessions to take place throughout the school year.

Materials include:

Qty of 350 - Habits Signature 4.0 Participant Guide Qty of 124 - 7 Habits Signature 4.0 Participant Kit

My Contact

Magen Schlechter Director of Federal Programs 919 N. Broad Street Brooksville, FL 34601 352-797-7000 ext. 295 Schlechter m@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

ESSER Funding - \$43,389.20 (cost for the agenda item). See attached budget sheet.

Solutions Overview

Prepared For:

Hernando County School District Created on September 16, 2024 Proposal is valid for the next 30 days

> Michelle Work Client Partner

Client Partner michelle.work@franklincovey.com

FranklinCovey Education



Hernando County School District Created on September 16, 2024 Proposal is valid for the next 30 days

Investment Summary

Total Cost

\$43,389.20

Investment Detail

Hernando County School District

Total			\$43,389.20			
Materials \$43,389.2						
Description	List Price	Quantity	Total Cost			
7 Habits Signature 4.0 Participant Guide	\$72.50	350	\$25,375.00			
7 Habits Signature 4.0 Participant Kit	\$130.00	124	\$16,120.00			
Shipping and Handling Estimate (Actual Invoiced)	\$1,894.20	1	\$1,894.20			



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

Account Name	ed -	ESSER									
Account Number	-	4450E	6,	400	51	00	90	01	99	930	
, tooount ritumbol	-	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	
_{\$} 43,389.20	\$		\$		\$		\$4	3,389.20	0)	
Account Name											
Account Number	_										
		Fund	-	Function		Object	_	Cost Center	_	Project	Sub Project
Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
•											

Item Currently Not Budgeted -	**					
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$;			,

C. History		
Check one: Prior Year Budget: New for Current Year:		
	Prior Year Approved Budget:	\$
	Prior Year Actual Spent:	\$



Agenda Item # 36. 25-2605

10/22/2024

Title and Board Action Requested

Approve the Piggyback of OMNIA Partners, Region 4 Education Service Center, Contract #R230801, #R230802, #R230803 and #R230804, Performing Arts Apparel, Instruments, Equipment and Related Services, Awarded to Multiple Vendors and Authorize Purchase Orders in an Estimated Annual Amount of \$75,000.00

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the piggyback of OMNIA Partners, Region 4 Education Service Center, Contract #R230801, #R230802, #R230803 and #R230804, Performing Arts Apparel, Instruments, Equipment and Related Services, awarded to multiple vendors. Purchases will be made utilizing schools/sites already approved budgets.

HCSB Bid #25-580-17 has been assigned for internal tracking purposes.

My Contact

John Morris Director of Secondary Programs 352-797-7000 ext. 443 morris j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

Hernando County School District

School Board Approval Meeting:			October 8, 2024			
Bid No. 25-580-	Inst	Bid Title: Performing Arts Apparel, Instruments, Equipment and Related Services				
Recommend approv	al of this agenda item ι	under the specific categ	ory below:			
Lowest Bid(s) Revised Award Contract Termination Reversed Auction	□Request for Proposal(s □Renewal of Contract n □Amendments to Contra ⊠Piggyback (OMNIA)	□Sole/Single act □Extension o		□Rejection/Cancellatio □Re-Award (Partial/Who □Emergency		
Bid Contract Perio	d: 10/08/2024	through 06/30/2027	□ N//	A – One Time Purchase		
Contract Type:	□ Estimated Dollar Amount	□ Firm, Fixed Dollar Amount	☐ Firm, Fixed Unit Prices	☑ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages		
Renewal Options:	No. of Terms <u>Remaining</u> 2	□ Length of <u>Each Term (m</u>	⊡ Leng onth) Each Te 2	erm (year)		

Rationale/Reason: Piggyback OMNIA Partners, Region 4 Education Service Center, Contract Nos. R230801, R230802, R230803 and R230804, awarded to G2 Performance, Music & Arts, Washington Music Sales Center and Stanbury Uniforms, LLC. HCSB Bid No. 25-580-17 has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	☑ N/A – Bids Not Required: Piggyback
Submitted By:	Christopher Reckner Director of Purchasir		ousing	School(s): Dist	rict Wide
Requested By:	<u>John Morris</u> Director of Secondar	y Educatior	1	Department(s)	: Academic Services

Recommended award: (See attached)

T/C CODE: 2517

OMNIA Partners Awarded Vendors:

G2 Performance Joe Lutes (517) 231-1180 <u>il@g2performance.com</u>

Music & Arts Monica Durmisevic (301) 620-4040 <u>schools@musicarts.com</u>

Stanbury Uniforms, LLC Steve Roberts (800) 826-2246 <u>stanbury.bids@stanbury.com</u>

Washington Music Sales Center, Inc. Mandy Fried (301) 946-8808 <u>debih@chucklevins.com</u> <u>bids@chuckleving.com</u>

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

Account Name	Instructional C	lassroom Supplies				
Account Number	1100E	5100	Various	Various	Various	Various
	Fund	Function	Object	Cost Center	Project	Sub Project
Original	Budget	Expenditures /	Current	Present	Remaining	
Approved + Budget -	Amendments	- Encumbrances To Date	= Available Budget	- Request =	Balance Available	
0.00	\$ 0.00	\$ 0.00	\$ 0.00	_{\$} 75,000.00	\$ 0.00	
Account Name						
Account Number						
	Fund	Function	Object	Cost Center	Project	Sub Project
Original	Budget Amendments	Expenditures / - Encumbrances	Current	Present	Remaining Balance	

B. Item Currently Not Budgeted - Funding Source	**					
Account Number Amount	Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source						
Account Number Amount	Fund	Function	Object	Cost Center	Project	Sub Project

C. History		
Check one: Prior Year Budget: New for Current Year:	Ø 0	
	Prior Year Approved Budget:	\$ <u>75,000.00</u> \$75,000.00
	Prior Year Actual Spent:	<u></u> \$75,000.00



Agenda Item # 37. 25-2617

10/22/2024

Title and Board Action Requested

Approve the piggyback of the Florida Department of Management Services, State Purchasing, Contract No. 15100000-19-1: Bulk Fuel, Gasoline and Diesel, awarded to Mansfield Oil Company, Petroleum Traders Corporation and Pro Energy Fleet Fueling, LLC. HCSB Bid No. 25-405-15 PB has been assigned for internal tracking purposes and authorize the purchase for \$1,026,760.68.

Executive Summary

The Director of Transportation, on behalf of the Superintendent of Schools, hereby requests the Board to approve the piggyback of the Florida Department of Management Services, State Purchasing, Contract No. 15100000-19-1: Bulk Fuel, Gasoline and Diesel, awarded to Mansfield Oil Company, Petroleum Traders Corporation and Pro Energy Fleet Fueling, LLC. HCSB Bid No. 25-405-15 PB has been assigned for internal tracking purposes and authorize the purchase for \$1,026,760.68.

My Contact

Ralph Leath Director of Transportation 352-797-7003

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

The cost for this agenda item is \$1,026,760.68. See attached budget sheets. The cost for previous fiscal year was \$1,202,098.98

Hernando County School District

School Board Approval Meeting:

Bid No. 25-405-15 PB

October 22, 2024

Bid Title: Bulk Fuel, Gasoline and Diesel

Recommend approval of this agenda item under the specific category below:

\Box Lowest Bid(s)	□Request for Proposal(s)
Revised Award	□ Renewal of Contract
□Contract Termination	Amendments to Contract
□ Reversed Auction	⊠Piggyback (DMS)

Low Bid(s) Meeting Specification
 Sole/Single Source
 Extension of Contract
 Responsive/Responsible Bidders

Rejection/Cancellation
Re-Award (Partial/Whole)
Emergency

Bid Contract Perio	d: 1	2/03/2024 throu	ugh 06/30/2025	□ N/A	– One Time Pu	irchase
Contract Type:	Estimate Dollar Amore		,	□ Firm, Fixed Unit Prices	⊠ Firm, Fixed Un Hourly Rates, Fee Percentages	,
Renewal Options:		o. of Terms emaining	Length of Each Term (montherm)	Lengt <u>Each Ter</u>	h of m (year <u>)</u>	⊠ None

Rationale/Reason: Piggyback the Florida Department of Management Services, State Purchasing, Contract No. 15100000-19-1: Bulk Fuel, Gasoline and Diesel, awarded to Mansfield Oil Company, Petroleum Traders Corporation and Pro Energy Fleet Fueling, LLC. HCSB Bid No. 25-405-15 PB has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	🛛 N/A – Bids Not Required: Piggyback
Submitted By:	<u>Christopher Reckner</u> Director of Purchasi		ousing	School(s): Dist	rict Wide
Requested By:	<u>Ralph Leath</u> Director of Transpor	tation		Department(s)	: Support Operations

Recommended award: (See attached)

T/C CODE: 2515

Awarded Vendors:

Mansfield Oil Company mocbids@mansfieldoil.com

Petroleum Traders Corporation gnewton@petroleumtraders.com

Pro Energy Fleet Fueling, LLC. <u>chas@proenergy.us</u>

Pricing is based on Florida State Contract No. 15100000-19-1

CENTRAL REGION Brevard, Charlotte, Citrus, Desoto, Hardee, Hernando, Highlands, Hillsborough, Indian River, Lake, Lee, Manatee, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, Seminole, St. Lucie, and Sumter Counties		Mansfield Oil Company of Gainesville, Inc.	Petroleum Traders Corporation	Pro Energy Fleet Fueling LLC
Group A - Diesel Fuel, Grade No. 2-D Ultra Low Sulfur (Marku	p per Gallon)			
Transport Delivery (6,000 - 7,500 gallons)		\$0.00	\$0.01	\$0.01
Non-Transport Delivery (500 - 5,999 gallons)		N/A	\$0.48	N/A

Group B - Diesel Fuel, Red Dye Grade No. 2 Ultra Low Sulfur (Markup per Gallo	n)		
Transport Delivery (6,000 - 7,500 gallons)		\$0.00	\$0.02	\$0.01
Non-Transport Delivery (500 - 5,999 gallons)		N/A	\$0.48	N/A

Group C - Biodiesel Blend (Markup per Gallon)			
Transport Delivery (6,000 - 7,500 gallons)	\$0.09	N/A	N/A
Non-Transport Delivery (500 - 5,999 gallons)	N/A	N/A	N/A

Group D - Gasoline E10, Unleaded 87 Octane (Markup per Ga	llon)			
Transport Delivery (6,000 - 8,500 gallons)		-\$0.02	\$0.01	\$0.01
Non-Transport Delivery (500 - 5,999 gallons)		N/A	\$0.48	N/A

Allowable Charges - All Delivery Types

Delivery Charge (per gallon) Delay Charge (per 30 minutes) Back Haul Charge (per gallon) Top Off Charge (flat rate, not to exceed) Emergency Delivery Charge (per gallon, not to exceed)

\$0.10	\$0.06	\$0.03
\$0.00	\$0.00	\$32.50
\$0.00	\$0.05	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.05	\$0.00
	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.05 \$0.00 \$0.00

Allowable Charges - Transport Delivery Only

Freight Charge (flat rate, not to exceed) Pump Off Charge (per pump off, not to exceed) Maximum Pump Off Charge (per delivery, not to exceed)

\$0.00	\$0.00	\$0.00
\$0.00	\$10.00	\$40.00
\$0.00	\$10.00	\$0.00

Complete Section A or B; and C

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

Account Name	Diesel Fuel					
Account Number	1100 Fund	7800 Function	4600 Object	9602 Cost Center	401 Project	Sub Project
Original Approved Budget	Budget + Amendments	Expenditures / Encumbrances To Date	Current ≍ Available Budget	Present - Request	Remaining = Balance Available	
1,200,000.00	<u>\$</u> .00	<u></u> \$342,920.54	_{\$} 857,079.46	<u>\$857,079.46</u>	<u>s.00</u>	
Account Name	Unleaded Fuel					
Account Number	1100	7800	4500	9602	401	
	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	Budget + Amendments -	Expenditures / - Encumbrances To Date	Current = Available Budget	- Request	Remaining = Balance Available	
6,000.00	_s .00	s .00	s 6,000.00	s 6,000.00	_s .00	

B. Item Currently Not Budgeted Funding Source	j .**					
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Funding Source						
Account Name					. <u></u>	
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount S	<u></u>					

C. History		<u></u>		
Check one: Prior Year Budget: New for Current Year:		4600	4500	
	Prior Year Approved Budget:	\$ 1,460,000.00	\$6,000.00	
	Prior Year Actual Spent:	s_1,044,799.37	\$3,887.22	
				392

Complete Section A or B; and C

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

_	Fund		Function		Object		Cost Center		Project	Sub Project
+ -	Budget Amendments			=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$		\$		\$		\$		\$		
_	Fund		Function		Object		Cost Center		Project	Sub Projec
	Budget Amendments		xpenditures / ncumbrances	=	Current Available	_	Present Request	=	Remaining Balance	
-	-	Budget + Amendments - \$ Fund	Budget E + Amendments - - \$ \$	Budget Expenditures / + Amendments - Encumbrances To Date	Budget Expenditures / + Amendments - Encumbrances = To Date	Budget Expenditures / Current + Amendments - Encumbrances = Available - \$ \$ \$ \$ \$	Budget Expenditures / Current + Amendments - Encumbrances = Available - To Date Budget - <u>\$ \$ \$ \$</u>	Budget Expenditures / Expenditures / Encumbrances Current Available Budget Present Request * Amendments * \$ \$ * Request * \$ \$ \$ \$ \$ \$ * \$ \$ \$ \$ \$ Fund Function Object Cost Center	Budget Expenditures / Current Present + Amendments - Encumbrances = Available - Request = _ \$ \$ \$ \$ \$ \$ \$ _ \$ \$ \$ \$ \$ \$ \$ _ \$ \$ \$ \$ \$ \$ \$	Budget Expenditures / Encumbrances Current Available Budget Present Request Remaining Balance Available * Amendments • \$ • \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ - Fund Function Object Cost Center Project

Funding Source						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</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:		
now for ourfold rour.		
	Prior Year Approved Budget:	\$
	Prior Year Actual Spent:	\$



Agenda Item # 38. 25-2619

10/22/2024

<u>Title and Board Action Requested</u>

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

Executive Summary

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of the piggyback Hillsborough County Public Schools RFP # 22012-MST-KJ, Elevator and Wheelchair Lift preventative Maintenance, Repair and Upgrades, for elevator and wheelchair lift preventative maintenance, repair and upgrades awarded to Oracle Elevator and authorize the purchase for an estimated annual amount of \$55,000.00.

HCSB Bid No. 23-295-16 PB RN has been assigned for internal tracking purposes.

<u>My Contact</u> William L Hall Fire Official/Plans Examiner hall_b@hcsb.k12.fl.us 352-797-7050

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

Hernando County School District

School Board Approval Meeting:				October 22, 2024			
Bid No. 23-295-16 PB RN				Bid Title: Elevator and Wheelchair Lift Preventative Maintenance, Repair and Upgrades			
Recommend approv	al of this agenda item u	nder the sp	ecific catego	ry below:			
 Lowest Bid(s) Revised Award Bid Termination Reversed Auction 	□Request for Proposal(☑Renewal of Contract □Revisions/Amendmen ☑ Piggyback Cooperativ	Low Bid(s) M Sole Source Bid Extensior	eeting Specificat		Rejection/Cancellation Re-Award (Partial/Whole) Emergency		
Bid Contract Perio	d: 10/22/2024	through 09	/26/2025	□ N	/A – One Ti	me Purchase	
Contract Type:	Estimated Dollar Amount	□ Firm, Fi Dollar Ame		□ Firm, Fixed Unit Prices		ixed Unit Prices, tes, Fees and/or es	
Renewal Options:	No. of Terms <u>Remaining</u> 2		☐ Length of ach Term (moi		ngth of <u>Term (year)</u> 1	□ None	
Wheelchair Lift Prever	: Renewal of the Piggyba ntative Maintenance, Rep en assigned for internal tr	air and Upgra	ades awarded				
Bidders Electronically Downloaded From Publi Purchase Website: n/a	Bids Received: c	No Bids:	Late Bio	ls: Reject	ted Bids:	⊠ N/A – Bids Not Required: Piggyback	
Submitted By:	Christohper RecknerSchool(s): District WideDirector of Purchasing & Warehousing					ict Wide	
Requested By:	uested By: <u>Bill Hall</u> Fire Official/Plans Examiner			Department(s): Facilities/Safety			

Recommended award, description of items and prices: (See attached)

T/C CODE: 2316

Oracle Elevators

Annual Preventative Maintenance/Inspection

Item	Elevator Group	Monthly Cost
1	Older or Nonproprietary	\$89.87
2	Newer Schindler	\$89.87
3	New Otis	\$89.87
4	New Kone	\$89.87
5	Newer ThyssenKrupp	\$89.87
6	Chairlifts and Platforms	\$79.54

Labor/Material Rates for Work Not Included in Annual Preventative Maintenance

Item	Description	UOM	Unit Price
7	Standard Labor Rate – Elevators Monday-Friday 6:00 am to 6:00 pm	Hour	\$175.61
8	Overtime Labor Rate – Elevators Monday-Friday 600 pm to 6:00 am, Saturdays, Sundays & Holidays	Hour	\$232.43
9	Standard Labor Rate – Chairlifts/Platforms Monday-Friday 6:00 am to 6:00 pm	Hour	\$175.61
10	Overtime Labor Rate – Chairlifts/Platforms Monday-Friday 600 pm to 6:00 am, Saturdays, Sundays & Holidays	Hour	\$232.43
11	Markup on materials (non-manufacturer specific) for work not covered by contract	Each	10%
12	Markup from manufacturer's list price – Schindler parts	Each	10%
13	Markup from manufacturer's list price – ThyssenKrupp parts	Each	10%
14	Markup from manufacturer's list price – Otis parts	Each	10%
15	Markup from manufacturer's list price – General Elevator parts	Each	10%
16	Markup from manufacturer's list price – Kone parts	Each	10%
17	Older or NonProprietary Elevator	Each	10%

Contact:

Matthew Pozai Account Manager (727) 545-3538 matthew.pozai@efsteam.com Complete Section A or B; and C

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

	1100		8100		3510/3500		9550		4950	
_	Fund		Function		Object	• •	Cost Center		Project	Sub Project
+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$	0.00	\$	0.00	\$	55,000.00		_{\$} 55,000.00		\$ 0.00	
_										
_	Fund		Function		Object	• •	Cost Center		Project	Sub Project
+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
	- \$ +	+ Amendments - 0.00 \$ Fund + Amendments	Budget + Amendments - - 0.00 \$ Fund + Amendments -	Budget - Expenditures / + Amendments - Encumbrances To Date 0.00 \$ 0.00 Fund Function + Amendments - Expenditures / Function	Budget - Expenditures / + Amendments - Encumbrances = To Date = 0.00 \$ 0.00 \$ Fund Function = + Amendments - Expenditures / Encumbrances =	Budget - Expenditures / Current + Amendments - Encumbrances = Available Budget 0.00 \$ 0.00 \$ 55,000.00 Fund Function Object + Amendments - Expenditures / Current Available Budget Current Available Budget - Current Available Budget - Current - C	Budget - Expenditures / Current + Amendments - Encumbrances = Available - 0.00 \$ 0.00 \$ 55,000.00 - Fund Function Object + Amendments - Expenditures / Current Available - Budget - Current - Current -	Budget Expenditures / Encumbrances Current Present + Amendments - Encumbrances = Available - Request s 0.00 \$ 55,000.00 \$ 55,000.00 \$ 55,000.00 * Fund Function Object Cost Center + Budget Expenditures / Encumbrances Current Present + Amendments - Expenditures / Encumbrances Current Present	Budget Expenditures / Encumbrances Current Present + Amendments - Encumbrances = Available - Request = s 0.00 \$ 0.00 \$ 55,000.00 \$ 55,000.00 * Fund Function Object Cost Center - + Budget - Expenditures / Encumbrances Current Present + Amendments - Expenditures / Encumbrances Current Present	Budget Expenditures / Encumbrances Current Present Request = Remaining Balance Available * 0.00 \$ 0.00 \$ 55,000.00 \$ 55,000.00 \$ 0.00 \$ 0.00 \$ 55,000.00 \$ 55,000.00 \$ 0.00 \$ 0.00 \$ 55,000.00 \$ 55,000.00 \$ 0.00 \$ Fund Function Object Cost Center Project + Budget Expenditures / Encumbrances Current Present Remaining Balance + Amendments - Expenditures / Encumbrances Current Present Remaining Balance

B. Item Currently Not Budgeted -*	**					
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Funding Source						
Account Name						
Account Number						
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History
Check one:
Prior Year Budget:
New for Current Year:
Prior Year Approved Budget:
Prior Year Actual Spent:

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



School Board Regular Meeting

Agenda Item # 39. 25-2632

10/22/2024

<u>Title and Board Action Requested</u>

Approve the piggyback of Sourcewell Cooperative Contract, No. 121522-MNF: Supply and Delivery of Fuel and Fuel Related Services, awarded to Mansfield Oil Company of Gainesville, Inc. and authorize the purchase of Diesel Fuel and Unleaded Gasoline for an estimated annual spending of \$1,026,760.68

Executive Summary

The Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby requests the Board approve the piggyback of Sourcewell Cooperative Contract, No. 121522-MNF: Supply and Delivery of Fuel and Fuel Related Services, awarded to Mansfield Oil Company of Gainesville, Inc. and authorize the purchase of Diesel Fuel and Unleaded Gasoline for an estimated annual spending of \$1.026,760.68.

This contract will supplement the State of Florida DMS Contract allowing the District to obtain the best possible pricing to achieve the highest savings.

HCSB Bid No. 25-405-22 PB has been assigned to internal tracking purposes.

My Contact

Christopher Reckner, Director of Purchasing and Warehousing 352-797-7060

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board	Approval Meet	ing: O	ctober 22, 20	October 22, 2024				
Bid No. 25-405-	22 PB		Bid Title: Supply and Delivery of Fuel and Fuel Related Services					
Recommend approv	al of this agenda item u	under the specific cat	egory below:					
□Lowest Bid(s) □Revised Award □Contract Termination □Reversed Auction	□Request for Proposal(s □Renewal of Contract n □Amendments to Contra ⊠Piggyback (Sourcewell)	□Sole/Sing act □Extension) Meeting Specification le Source of Contract ve/Responsible Bidders		□Rejection/Cancellation □Re-Award (Partial/Whole) □Emergency			
Bid Contract Perio	d: 12/03/2024	through 02/10/202	7 🗆 N/	'A – One T	ïme Purchase			
		□ Firm, Fixed Dollar Amount	□ Firm, Fixed Unit Prices	,	Fixed Unit Prices, ates, Fees and/or ges			
Renewal Options:	No. of Terms <u>Remaining</u> 1	Length c <u>Each Term</u>		gth of <u>erm (year)</u> 1	□ None			

Rationale/Reason: Piggyback Sourcewell Cooperative Purchasing, Contract No. 121522-MNF: Supply and Delivery of Fuel and Fuel Related Services, awarded to Mansfield Oil Company of Gainesville, Inc. HCSB Bid No. 25-405-22 PB has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received: n/a	No Bids:	Late Bids:	Rejected Bids:	☑ N/A – Bids Not Required: Piggyback
Submitted By:	<u>Christopher Reckner</u> Director of Purchasi		ousing	School(s): Dist	rict Wide
Requested By:	<u>Ralph Leath</u> Director of Transpor	tation		Department(s)	: Support Operations

Recommended award: (See attached)

T/C CODE: 2522

Vendor:

Mansfield Oil Company of Gainesville, Inc. Matthew Peck <u>mpeck@mansfieldoil.com</u> Complete Section A or B; and C

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

A. Item Currently Budgeted -Maintenance General Fund Gasoline 2024-2025 Account Name 1100 E 8100 4500 9500 4010 Account Number Object Cost Center Project Sub Project Fund Function Expenditures / Remaining Original Budget Current Present Encumbrances Available Balance Approved Amendments Request = Budget To Date Budget Available _{\$}0.00 <u></u>170,000.00 _{\$}126,555.37 _{\$}43,444.63 \$ 126,555.37 \$ Maintenance General Fund Diesel 2024-2025 Account Name 9500 4010 1100 E 8100 4600 Account Number Fund Cost Center Sub Project Function Object Project Expenditures / Remaining Original Budget Current Present Approved Amendments Encumbrances Available Request Balance Budget To Date Available Budget _{\$}42,000.00 _{\$}4,874.15 _{\$}37,125.85 \$37,125.85 \$ 0.00 \$

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

C. History				
Check one: Prior Year Budget: New for Current Year:				
	Prior Year Approved Budget: Prior Year Actual Spent:	\$ <u>157,299.61</u> <u>\$</u> 157,299.61		

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

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

Account Name	Diesel Fuel					
Account Number	1100	7800	4600	9602	401	
	Fund	Function	Object	Cost Center	Project	Sub Project
Originat Approved Budget	Budget + Amendments	Expenditures / - Encumbrances To Date	Current ≕ Available Budget	Present - Request	Remaining ≕ Balance Available	
1,200,000.00	<u>s.00</u>	\$342,920.54	<u>\$857,079.46</u>	<u>\$</u> 857,079.46	s.00	
Account Name	Unleaded Fue					
Account Number	1100	7800	4500	9602	401	
	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	Budget + Amendmonts -	Expenditures / - Encumbrances To Date	Current = Available Budget	- Present - Request	Remaining = Balance Available	
6,000.00	s .00	s .00	s 6,000.00	s 6,000.00	s .00	

B. Item Currently Not Budge	eted -**					
Funding Source						
Account Name	<u> </u>	<u>. </u>				<u> </u>
Account Number						<u> </u>
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Funding Source					1	
Account Name						
Account Number				<u> </u>		
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount S						
C. History						
Check one:	_					
Prior Year Budget: New for Current Year:	<u> </u>	4600	4500			
	rior Year Approved Budget:	\$ 1,460,000.00	\$6,000.00			
	Prior Year Actual Spent:	s_1,044,799.37	\$3,887.22			
					2.0	

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



School Board Regular Meeting

Agenda Item # 40. 25-2509

10/22/2024

Title and Board Action Requested

Approve the Florida Safe Schools Assessment Tool (FSSAT) District Best Practices for 2024-2025

Executive Summary

The Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board Approve the District FSSAT Best Practices Assessment for 2024-2025. Information covered during Board Workshop 25-2510 on October 22, 2024.

My Contact

Brandon DeRespiris Director of Safe Schools 352-797-7233

2023-28 Strategic Focus Area

Priority 3 : Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

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



Superintendent: Ray Pinder Board Chairperson: Linda K. Prescott Vice Chairperson: Susan Duval Board Members: Gus Guadagnino Mark Johnson Shannon Rodriguez

Learn it. Love it. Live it.

MEMORANDUM

DATE: 10/22/2024

TO: Commissioner Manny Diaz, Jr Florida Department of Education

FROM: Superintendent Ray Pinder Hernando County School District

Subject: 2024-2025 Florida Safe Schools Assessment Certification of School Board Action.

This memo serves to certify that Hernando County School District has completed the 2024-2025 Safe School District assessment as promulgated by s.1006.07 (6) F.S. The assessment findings and recommendations were presented to the district school board at a publicly noticed school district board at a publicly noticed district school board meeting on Oct 22, 2024 and the district has submitted the assessment to the Florida Department of Education via the Florida Safe Schools Assessment Tool.

Superintendent or Designee Signature (Required)

Complete Section A or B; and C

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

Account Name	_		N	o Financial I	mpac	t					
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 <u></u> \$						
Funding Source						
Account Name						
Account Number						
_	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History		
Check one: Prior Year Budget: New for Current Year:		
Prior	Year Approved Budget:	\$
Prior	Year Actual Spent:	\$

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



School Board Regular Meeting

Agenda Item # 41. 25-2609

10/22/2024

Title and Board Action Requested

Approve out of state travel for Brandon DeRespiris to attend the 17th National Student Safety and Security Conference scheduled for November 18-20 2024.

Executive Summary

The Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board approve the out of state travel for Brandon DeRespiris to attend the 17th National Student Safety and Security Conference in LasVegas, NV scheduled for November 18-20, 2024, for an estimated amount of \$2,500.00.

My Contact

Brandon DeRespiris Director of Safe Schools 352-797-7233 x495 DeRespiris b@hcsb.k12.fl.us

<u>2023-28 Strategic Focus Area</u>

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

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



School violence is a process, and not an event.

Bobby Kipper Executive Director National Center for Prevention of Community Violence

11



There's no way to schedule a crisis; As adults, it is time we get out of the way, because positive change in our schools MUST be student led!

John Calvert School Safety Specialist, Safe and Secure Schools Unit Kansas State Department of Education





Roundtable Discussions Issues Hands-on Worskhops

Pressing Issues Panel Discussions Experts Are Waiting for You







TIT











CONFERENCE UNDERWAY ON ENHANCING SAFETY IN SCHOOL SYSTEMS

Dec 1, 2023







National Student Safety and Security Conference & Workshop



Watch the video





A S B AMERICA'S SCHOOL BUS CONGRESS





9:20



11:35

10:29



13:45

12:20



15:37

16:15

Town Hall Discussions

8:40

7:55

Hands-on Workshops

14:45

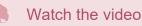
8:00 - 9:00	Conference Material Pick-up & Breakfast
9:00 - 9:10	Chairperson's Opening Remarks
9:10 - 10:00	School Safety: A National Perspective
10:00 - 10:30	Coffee Break
10:30 - 11:15	Break-out

SSSC WILL FEATURE REAL-WORLD SIMULATIONS OF COMMUNITY RESPONSE TO SCHOOL SHOOTINGS AND RELATED TRAGEDIES.

Session-	Session-2	Session-3	Session-4
Prevention	Prevention	Prevention	Prevention
🌲 School Crime Watch	🌲 Gang Apparel & Student Dress	🌲 Law Enforcement Resources &	🌲 Information Kits & Advisories
🌲 Drug-Free Zones	Codes	Presentations	🌲 Engaging the Business Sector
🐥 Gun-Free Zones	A Mentoring		
Rero-Tolerance Messages	Parent Cooperation		

CBS 8 Local news affiliate KLAS STUDENT SAFETY CONFERENCE





11:20 - 12:05 Break-out

_ So	ssio	n_5
	3310	

- Prevention
- Restrictions in Hallways Locker Areas Bathrooms Parking lots Cafeteria & Other High-Risk Areas

		Session-6
P	revention	
	Bullying and Violence Prevention	

Prevention	

Prevention and Early Intervention

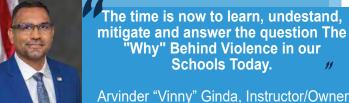
Alcohol Tobacco and Drug

Session-7

Session-8

Prevention through Information

Prevention



Arvinder "Vinny" Ginda, Instructor/Owner Emotional Intelligence When we know Better, We do Better. Adverse Childhood Experiences can have a profound impact on adulthood and life expectancy.

Dr. Kevin W. Brown, Deputy Superintendent, Waukegan Community Unit School District



Limited Seats: Secure your spot by completing your registration now



Learn How To Plan

Protect Your School

SSSC's ACTIVITIES ARE RESULTS-ORIENTED, OFFERING YOU HANDS-ON EXPERIENCE WITH THE PLANNING PROCESS IN AREAS OF PREVENTION, PREPAREDNESS, RESPONSE AND RECOVERY.

11:20 - 12:05 Break-out

7:55

Session-9	Session-10	Session-11	Session-12
Prevention	Preparedness	Preparedness	Preparedness
Balancing Student Privacy and School Safety	 What You Can Do Right Now Assessing Threat & Potential Victims Exercising the Student Safety Plan Reviewing Civil & Criminal Options 	 Patrols & Security Systems Video Monitoring Taking Preemptive Action Crime Maps 	 Creating a School Safety Who's Who Photo ID Database Including Private Sector Resources Dealing with Outside Threats

ABC 13 Local news affiliate KLAS SCHOOL LEADERS **DISCUSSING SCHOOL** SAFETY



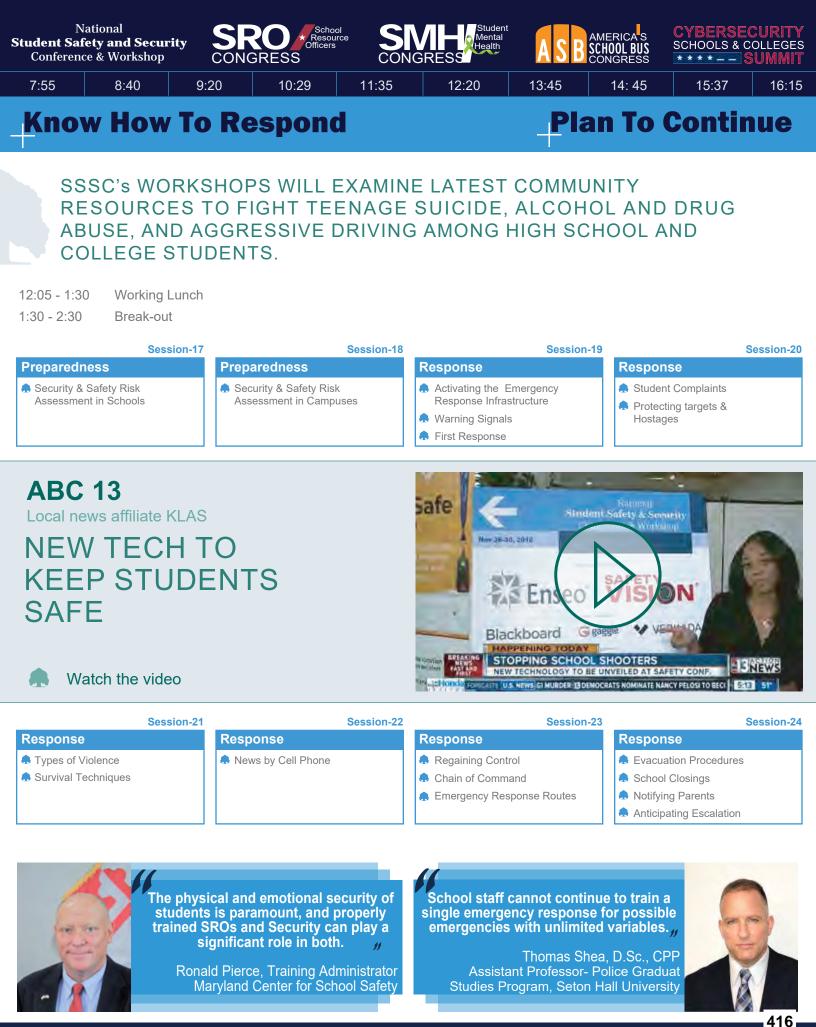
Watch the video

Session	-13 Session-14	Session	-15 Session
reparedness	Preparedness	Preparedness	Preparedness
Releasing Information	🌲 Legislative Actions	Designating Crisis Planning and	🌲 Plan for Natural and Man-Made
Media Relations	n Town Hall Meetings	Crisis Management Teams	Disasters
Crisis Kits	Sharing Best Practices		
Preparing the Lines of Communication			
	pend so much time, money and / on feel-good programs that are fective, when we have simple,	HOPE is not a strategy an not a destination. When protecting our schools, we	it comes to

Aztec Municipal School District

Speakers: The full list of speakers and presentations is available here: www.syllabusx.com

Corbett School District



Purchase Orders: We accept purchase orders from educational institutions.

SyllabusX

Student Saf	ational ety and Secur e & Workshop		Scho Resou GRESS		GRESS Student		AMERICA ^S SCHOOL BUS CONGRESS	CYBERSE SCHOOLS & C	COLLEGES
7:55	8:40	9:20	10:29	11:35	12:20	13:45	14: 45	15:37	16:15
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	Sess	ion-25		Session-26		Session	-27		Session-28
Response		Resp	oonse		Response		Respon	ISE	
Sharing Medical Pr Dealing wit		n 🌲 Bui Tea	lding a School-Ba m	sed Crisis	Media Relations Communication Information			is Emergency Re Program	sponse
CBS Local ne	8 ws affiliate ł	KLAS			1			-	

SCHOOL SAFETY CONFERENCE OUTLINES DIFFERENT METHODS TO PREVENT VIOLENCE, KEEP STUDENTS SAFE



Session-29	Session-30	Session-31	Session-32
Response	Recovery	Recovery	Recovery
Incident Command System: The Transition From Routine Day to Day Operations to Effective Management Control	 Overcoming Fear of Returning to Class Debriefings 	 Victim Needs Survivor Needs Families of Offenders 	 Call-in Lines Grief Counseling Health Services & Resources Statements to Students & Parents
	ASSESSING	SECURITY & SAFET	٦Y
	THE THREATS	RISK ASSESSMENT	

33 DAYS

Student Saf	ational ety and Secur e & Workshop		School Resou Officers		SRESS		AMERICA'S SCHOOL BUS CONGRESS	CYBERSE(SCHOOLS & C * * * * S	OLLEGES
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Recovery		Reco	very		Recovery		Recover	У	
🜲 Academic	Support	🐥 Fun	erals & Anniversa	ries	Working with St			Site Crisis Interve	
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A Removing	Names	-	v to Orient New St r Families	udents &					

FOX 5

Local news affiliate KVVU

Watch the video

NATIONAL STUDENT SAFETY AND SECURITY CONFERENCE FEATURES INNOVATIVE SOLUTIONS



Session-37	Session-38	Session-39	Session-40
Recovery	Recovery	Real Cases	Real Cases
Planning for Recovery in the Preparedness Phase & How to Keep the Learning Process Alive	Providing Stress Management During Class Time	 Improving Student Safety Dealing with Rumors and/or Acts of Vandalism That Might Precede Incidents 	Step-by-Step Process on How to Get Community & Government Officials Involved in to Supporting Crisis Response Team



All students deserve to have a male role model to support them. *y*

Kim Pendleton, Principal Southwood High School

Making a difference by being different: creating a response to threats that promotes the growth and development of all students.

> Mykel Bridget Czaja, Director of Student Services, The Norwich Free Academy



Syllabus<u>X</u>

For immediate assistance please call us at 703-466-0011 or email us at info@syllabusx.com



Session-41	Session-42	Session-43	Session-44
Real Cases	Real Cases	Real Cases	Real Cases
 Mechanical Accidents/Disasters School Bus Safety & Security 	Drills and Exercises Using Best Practices	Domestic Conflict & Child Abuse, Hostage	🐥 Gunman in School
	Bomb Threats, Suicide, Community Violence	Situation in a Classroom & Responding to a Student in Crisis	
		Dealing Effectively with the Media	

FOX 5

Local news affiliate KVVU

SCHOOL SAFETY CONFERENCE FOCUSES ON NEW TECHNOLOGY



SYLLABUSX

Watch the video

Communications Work? Conduct School Safety and Security Threat Assessments Session-48 Session-48 Message out to Students Create a Threat Assessment Team in the University Environment Incident Specific Protocol Session-48 Having adequate mental health services in schools is predicated on having an adequate number of professionals to deliver the services. The Dangers of Devices class highlights the dangers involved with the use of technology and the devices we use each day. Image: Special Structure Specical Structure Special Structure Special St		Session-46	Session-47	Session-4
Communications Work? • Conduct School Safety and Security Threat Assessments • Conduct School Safety and Security Threat Assessments • Session-48 Message out to Students • Create a Threat Assessment Team in the University Environment • Incident Specific Protocol with Others without Violating Confidentiality Law? Message out to Students • Areate a Threat Assessment Team in the University Environment • Incident Specific Protocol with Others without Violating Confidentiality Law? Message out to Students • Areate a Threat Assessment Team in the University Environment • Incident Specific Protocol • Incident Specific Protocol Message out to Students • Having adequate mental health services in schools is predicated on having an adequate number of professionals to deliver the services. • The Dangers of Devices class highlights the dangers involved with the use of technology and the devices we use each day. • Message out the devices of technology and the devices we use each day.	Real Cases	Best Practices	Best Practices	Legal Issues
 Better Ways of Getting the Security Threat Assessments Create a Threat Assessment Team in the University Environment Incident Specific Protocol Incident Specific Protocol Confidentiality Law? 		Conducting School Safety Audits	Setting and Enforcing Standards	What is Permissible to be Shared
Image: Section of the analysis of the date of t			Session-48	0
Environment Incident Specific Protocol Image: Structure Protocol Image: Structure Protocol Image: S	Message out to Students		Best Practices	
in schools is predicated on having an adequate number of professionals to deliver the services.			A Incident Specific Protocol	
Nevada State College Maryland Ceriter for School Safety			11	



Assessing the Threats

Job-Alike

School-Alike

Best Practices

TABLETOP EXERCISE WORKSHOPS

Learn How To Plan

- **Protect Your School**
- 🜲 Make everyone a stakeholder
- Spell out roles and responsibilities
- Know Your Resources Test them Against Your Toughest Scenarios

What attendees are saying?



Jeff Johnson

Watch the video

VISION NUM EXECUTION IS

Kirk Carpenter Watch the video



Know How To Respond

Recognize Problems Earlier

Make the Right Decisions

Faster

Watch the video



Plan To Continue

Alive

Keep the Learning Process

Watch the video

Group Discount

Complimentary Registrations are available for groups of five paid attendees or more from the same organization are available.

Complimentary Registrations

- 1 for every 3 paid registrations
- **How To Redeem**
- 2 for every 5 paid registrations
- 3 for every 7 paid registrations

All teams that want to redeem the group discount must have one representative register the team members at the same time. Please email info@insssc.com your specialized discount code for the complimentary registration(s) once you have submitted registration for the Initial team



Watch the video



Watch the video



Reserve your seat now!

Seats are Limited **Register Now**

Visit www.insssc.com for the most up-to-date program and speaker information.







10:29







7:55

8:40

9:20

11:35

12:20

13:45 14:45 15:37 16:15

Role Playing

Testing Your Emergency Plans

What speakers are saying?



Aaron Bayer Superintendent Oregon Trail School District Sandy, OR

Watch the video



chael Heal Mi **Chief of Police** Aztec Police Department Aztec, NM

Watch the video





Kevin Byars Sheriff Marshall County Sheriff's Office Benton, KY

Watch the video



Lauren Reese Advocate

Littleton, CO

Watch the video



Superintendent Marshall County Schools Benton, KY

Watch the video

Reserve your seat now!



Guy Grace Director, Security & Emergency Planning Littleton Public Schools Littleton, CO Watch the video



Group Registration

- 1 for every 3 paid registrations
- 2 for every 5 paid registrations
- A for every 7 paid registrations

1

DERESPIRIS	BRANDON	DOUGLAS	- Transactions
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DERESPIRIS, BRANDON DOUGLAS - Transactions

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DERESPIRIS, BRANDON DOUGLAS - Transactions

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DERESPIRIS, BRANDON DOUGLAS - Transactions

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

Account Name		Office of Sat	<u>e Sch</u>	<u>ools Out of S</u>	State	Travel budge	et				
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, looo ant reampor	_	Fund		Function		Object		Cost Center		Project	Sub Project
Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
3,300.00	\$	0.00	\$	1,770.95	\$	1,529.05	\$	1,500.00	\$	29.05	
Account Name		Office of S	afe So	chools Dues	& Fe	es					
Account Number		1100		7900		7300		9551	1	M2050	
,	_	Fund		Function		Object		Cost Center		Project	Sub Projec
Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
13,000.00	\$	0.00	\$	558.00	\$	12,442.00		925.00	\$	11,517.00	

 Item Currently Not Budgeted - Funding Source Account Name 	**					
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

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**



School Board Regular Meeting

Agenda Item # 42. 25-2597

10/22/2024

Title and Board Action Requested

Approval Requested for out of county travel for School Board Member(s) to attend the 79th FSBA / FADSS Annual Joint Conference on December 3, 2024 through December 6, 2024 in Tampa, FL that may exceed \$500 per Board Member.

Executive Summary

The Board Chair hereby requests the Board to approve out of county travel for School Board Member(s) to attend the 79th FSBA / FADSS Annual Joint Conference on December 3, 2024 through December 6, 2024 in Tampa, FL that may exceed \$500 per Board Member.

According to Florida Statute 1001.39, any travel outside the district by a Board Member that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district. The conference presentations and materials are related school district business. Board Members who attend such may seek travel reimbursement in excess of \$500 to the extent that such expenses are authorized by Florida Statute 112. 061 and consistent with State Board of Education rules.

<u>My Contact</u> Linda Prescott Board Chair

Kelly Pogue Secretary to the School Board and General Counsel Pogue_k@hcsb.k12.fl.us

2023-28 Strategic Focus Area Other

Financial Impact

See attached budget sheet.

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



Tuesday, December 3, 2024 79th Annual Joint Conference - TENTATIVE AGENDA

FSBA, FADSS, FELL, FERMA, FSBAA, SUNSPRA 79th Annual Joint Conference December 3 - December 6, 2024 Grand Hyatt Tampa Bay Tampa, Florida

Tuesday, December 3, 2024 - TENTATIVE AGENDA

- 7:00 a.m. 5:00 p.m. Conference Registration Audubon Foyer (1st Floor)
- 7:45 8:30 a.m. Continental Breakfast Chairmanship Academy -

7:45 - 8:30 a.m. Continental Breakfast - New School Board Member Academy (For New School Board Members ONLY) -

- 8:00 10:00 a.m. FSBA Executive Officers Breakfast and Meeting -
- 9:30 a.m 4:00 p.m. FADSS Superintendent Leadership Development Training Program (Superintendents Only) -
- 8:30 a.m. 3:00 p.m. Chairmanship Academy (Lunch on your own) -
- 8:30 a.m. 3:00 p.m. New School Board Member Academy: Part 1 (For New School Board Members ONLY)
- 10:00 11:00 a.m. FSBA Finance Committee Meeting -
- 11:00 a.m. 12:00 p.m. FSBA Advocacy Committee Meeting -
- 1:00 p.m. 3:00 p.m. FL PALM Board of Trustees Meeting -
- 1:30 3:00 p.m. Pre-Conference Session Parliamentary Procedure -
- 3:30 5:00 p.m. FSBA Board of Directors Meeting -
- 5:30 6:30 p.m. New School Board Member and New Superintendent Reception & Speed Networking Event -
- 8:30 10:30 p.m. The Sing-along Karaoke Lounge White Ibis

Wednesday, December 4, 2024 - TENTATIVE AGENDA

- 7:00 a.m. 5:00 p.m. Conference Registration Audubon Foyer (1st Floor)
- 7:30 8:30 a.m. Continental Breakfast & Coffee Break Audubon Foyer (1st Floor)
- 7:30 8:30 a.m. Breakfast Meeting FSLRS Board of Directors -
- 7:30 8:30 a.m. Breakfast Meeting Northeast Florida Coalition of School Boards -
- 8:30 10:30 a.m. Opening General Session "Be a Coffee Bean": The Power to Change Any Situation
- 10:30 10:45 a.m. Coffee Break Audubon Foyer (1st Floor)

10:45 a.m. - 3:45 p.m. FADSS Superintendent Leadership Development Training (Superintendents Only) -

10:45 - 11:45 a.m. Breakout Session I: Who's the Boss Regarding the Hiring and Firing of Employees? -

10:45 - 11:45 a.m. Breakout Session I: Making Sense of the Science of Reading -

10:45 - 11:45 a.m. Breakout Session I: Strategies & Policy Considerations for Improving Student Attendance in Florida Schools

10:45 - 11:45 a.m. Breakout Session I: Protect Yourself: Understanding Your Fiduciary Liability as a School Board Member -

10:45 - 11:45 a.m. Breakout Session I: Advocacy 101 (Recommended for New School Board Members - Open to Everyone) -

11:45 a.m. - 1:00 p.m. Networking Luncheon and Awards Ceremony - Audubon A-C (1st Floor)

1:00 - 1:15 p.m. Break - Audubon Foyer (1st Floor)

1:15 - 2:15 p.m. Breakout Session II: Making Sense of the Science of Reading -

1:15 - 2:15 p.m. Breakout Session II: Strategies & Policy Considerations for Improving Student Attendance in Florida Schools

1:15 - 2:15 p.m. Breakout Session II: Why Would I Want to Talk to a News Reporter? -

1:15 - 2:15 p.m. Breakout Session II: Family Engagement Solutions: Transforming Family-School Partnerships with Evidence-Based Programs -

1:15 - 2:15 p.m. Breakout Session II: Introducing Diligent's New Community Governance Software -

2:15 - 2:30 p.m. Break - Audubon Foyer (1st Floor)

2:30 - 3:30 p.m. Breakout Session III: Who's the Boss Regarding the Hiring and Firing of Employees? -

2:30 - 3:30 p.m. Breakout Session III: Why Would I Want to Talk to a News Reporter? -

2:30 - 3:30 p.m. Breakout Session III: Family Engagement Solutions: Transforming Family-School Partnerships with Evidence-Based Programs -

2:30 - 3:30 p.m. Breakout Session III: Protect Yourself: Understanding Your Fiduciary Liability as a School Board Member -

3:30 - 3:45 p.m. Break - Audubon Foyer (1st Floor)

3:45 - 4:15 p.m. [BONUS SESSION] FSBA - We Want You! Pathways to FSBA Leadership -

3:45 - 4:45 p.m. FSBA Equity Committee Meeting -

4:30 - 5:00 p.m. FSBA Leadership Services Committee Meeting -

5:30 - 6:30 p.m. Reception and Ugly Sweater Contest

Thursday, December 5, 2024 - AGENDA / SPORTS DAY! Wear your favorite team's gear all day!

7:00 a.m. - 5:00 p.m. Conference Registration - Audubon Foyer (1st Floor)

7:30 - 8:30 a.m. Continental Breakfast & Coffee Break - Audubon Foyer (1st Floor)

7:30 - 8:30 a.m. Breakfast Meeting - FSBA Small District Council -

7:30 - 8:30 a.m. Breakfast Meeting - Central Florida Public School Boards Coalition -

7:30 - 8:30 a.m. Breakfast Meeting - FSBA/FADSS Joint Executive Committee -

8:30 a.m. - 12:00 p.m. SUNSPRA Annual Meeting - Wilson's Plover (14th Floor)

8:45 - 10:15 a.m. General Session II - One Team, One Dream!

10:15 - 10:30 a.m. Break - Audubon Foyer (1st Floor)

10:30 a.m. - 12:00 p.m. FSBA General Membership Business Meeting (All School Board Members are invited to attend) -

10:30 a.m. - 3:45 p.m. FADSS Superintendent Leadership Development Training (Superintendents Only) -

12:00 - 1:00 p.m. Networking Luncheon -

1:00 - 1:15 p.m. Break - Audubon Foyer (1st Floor)

1:15 - 2:15 p.m. General Session III: Student Panel Discussion: Essential Insights for School Board Members -

1:15 - 2:15 p.m. FELL General Membership Meeting -

2:15 - 2:30 p.m. Break - Audubon Foyer (1st Floor)

2:30 - 3:30 p.m. Breakout Session IV: First Amendment Rights of Elected Officials and Constituents

2:30 - 3:30 p.m. Breakout Session IV: Truth or Consequence: Dealing with Misinformation -

2:30 - 3:30 p.m. Breakout Session IV: Sunshine and Statutes: Navigating the Upcoming Florida Legislative Session -

2:30 - 3:30 p.m. Breakout Session IV: Beyond the Lockdown: What School Boards Need to Know About School Safety and Mental Health

2:30 - 3:30 p.m. Breakout Session IV: There is No Crying During Hurricane Season! -

3:30 - 3:45 p.m. Break - Audubon Foyer (1st Floor)

3:45 - 4:45 p.m. Breakout Session V: First Amendment Rights of Elected Officials and Constituents

3:45 - 4:45 p.m. Breakout Session V: Truth or Consequence: Dealing with Misinformation -

3:45 - 4:45 p.m. Breakout Session V: Sunshine and Statutes: Navigating the Upcoming Florida Legislative Session -

3:45 - 4:45 p.m. Breakout Session V: Beyond the Lockdown: What School Boards Need to Know About School Safety and Mental Health

3:45 - 4:45 p.m. Breakout Session V: There is No Crying During Hurricane Season! -

5:00 - 5:30 p.m. Greater Florida Consortium Business Meeting - Roseate Spoonbill (2nd Floor)

5:30 - 6:30 p.m. GAME ON! Reception - Audubon D-F (1st Floor)

Friday, December 6, 2024 - AGENDA / SPIRIT DAY! Wear your School District gear all day!

7:30 - 10:00 a.m. Conference Registration - Audubon Foyer (1st Floor)

8:00 -11:30 a.m. General Session IV and Plated Breakfast - Audubon A-C (1st Floor)

12:00 noon Adjourn Florida School Boards Association Approval requested for out of county travel for School Board Member(s) to attend the upcoming events. Travel is for official school district business and complies with the rules of the State Board of Education.

Details	Registration	Hotel	Miscellaneous	Total
	Fee		(Mileage,	
			Meals, etc.)	
12/03/24 – 12/06/24: FSBA 79 th Annual Conference	 \$375/per board member (5 members) \$195/per board member - Chair Academy (1 member) \$250/per board member - New School Board 	Grand Hyatt Tampa Bay \$214/per night/per board member	Mileage, meals, tolls, parking: \$140/per board member	Approx. \$1,400/per board member
	Member Academy (2 members)			

Please note: board members may or may not attend the following conferences:

1001.39 District school board members; travel expenses.-

¹(1)In addition to the salary provided in s. 1001.395, each member of a district school board shall be allowed, from the district school fund, reimbursement of travel expenses as authorized in s. 112.061, except as provided in subsection (2). Any travel outside the district shall also be governed by the rules of the State Board of Education.

(2)Each district school board may reimburse a district school board member for travel expenses for travel from the member's residence incurred in the performance of a public purpose authorized by law to be performed by the district school board, including, but not limited to, attendance at regular and special board meetings. Mileage allowance in the amount provided by law for reimbursement of travel expenses, when authorized, shall be computed from the member's place of residence to the place of the meeting or function and return.

History.-s. 51, ch. 2002-387; s. 5, ch. 2018-5.

¹Note.-Section 5, ch. 2018-5, amended subsection (1), effective July 1, 2019, to read:

(1) In addition to the salary provided in s. 1001.395, each member of a district school board shall be allowed, from the district school fund, reimbursement of travel expenses as authorized in s. 112.061, provided that any travel outside the district that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education. Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel agenda item.

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

Account Name	Registration F	ees				
Account Number	1100	7100	7300	9100	40100	
	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	
41,026.00	_{\$} 0	_{\$} 20,321.00	_{\$} 20,705.00	_{\$} 2,570.00	_{\$} 18,135.00	
Account Name	Out of County	Travel				
Account Number	1100	7100	3330	9100	40100	
	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	
15,128.00	_{\$} 0	_s 162.68	_{\$} 14,965.32	_{\$} 4,400.00	_{\$} 10,565.32	

B. Item Currently Not Budgeted	_**					
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u>\$</u>						
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount <u></u> \$						

C. History			
Check one: Prior Year Budget: New for Current Year:			
New for Current rear.	Prior Year Approved Budget:	_{\$} 61,192.00	
	Prior Year Actual Spent:	\$ 23,850.13	

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



School Board Regular Meeting

Agenda Item # 43. 25-2616

10/22/2024

Title and Board Action Requested

Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Executive Summary

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

<u>My Contact</u> Kelly A. Pogue Secretary to the School Board and General Counsel Pogue k@hcsb.k12.fl.us

2023-28 Strategic Focus Area Other

<u>Financial Impact</u> There is no financial impact.

NON-AGENDA ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/ PRINTED :
LEGAL ADDRESS:
PHONE: ()
Identify topics not included on the agenda. Topics need to address educational concerns.

Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the Board Meeting is called to order.
- The HCSD Code of Civility is in effect at all times (see other side).
- The Board typically does not respond to remarks or questions made during Citizen Comments.

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

Signature of speaker: _____

Chairperson's Approval of form: ______

Date Received: _____

Revised: March 2024 PINK SPEAKER FORM Time Received: _____ 434

Hernando County School Board CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

*Any lack of civility by any person will result in that person being directed by the Superintendent, or Chairperson, to leave the premises. Failure to follow a directive will result in law enforcement assistance.

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.