

# **Hernando School District**

# School Board Regular Meeting Agenda - Final

**Tuesday, June 25, 2024** 

6:00 PM

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

#### CALL TO ORDER

#### REFLECTION

by Mark Johnson, Board Member

#### PLEDGE OF ALLEGIANCE

#### ADOPTION OF AGENDA

1.  $\underline{24-2403}$  Approval to adopt the agenda dated 6/25/2024.

#### **ELECTED OFFICIALS**

#### **PRESENTATIONS**

2. <u>24-2283</u> 2024 Wellness Initiative Recognition

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

#### APPROVAL OF THE MINUTES

3. 24-2404 Approval of the Minutes from the Workshop and Regular School Board Meeting of 6/11/2024.

Attachments: 06-11-24 Workshop Minutes DRAFT with links

06-11-24 Meeting Minutes DRAFT with links

#### **PUBLIC HEARING ITEMS**

4. 24-2352 Public Hearing and Final Approval of the 2024-2025 Athletic Handbook that Received Tentative Approval at the May 28, 2024 Workshop.

Attachments: 2024 2025 Athletic Handbook Final Strikethrough

2024 2025 Athletic Handbook Final Clean Copy

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

5. 24-2358 Public Hearing and Final Approval of the Wilton Simpson Technical College Handbook that received tentative approval at the May 28, 2024 Workshop

Attachments: STC Program Catalog 2024\_25 strikethrough (2)

STC Program Catalog 2024 25 clean (3)

**Budget Sheet \$0** 

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

**6.** <u>24-2405</u> Citizen Input on agenda items (Green Form)

Attachments: Citizen Input Speaker Green Form 031424 ACC

#### ADOPTION OF CONSENT AGENDA

#### **Personnel Recommendations**

7. <u>24-2373</u> Approval of the Personnel Recommendations

Attachments: 23-24 BOARD AGENDA JUNE 25 2024

24-25 INST Board List

24-25 ADMIN Board List

24-25 NON-INST Board List

24-25 PTS Board List

24-25 CONF Board List

2024 Inst. Supplements & Differentiated Pay for 6-25-24

2024 Noninst., PTS & Adm. Supplements for 6-25-24

#### All Other Teaching & Learning Agenda Items

**8.** 24-2348 Approve field trip for Coach Nina Nickelson, and Central High School cheerleaders to attend cheerleading camp at University of South Florida, Tampa, Florida, on July 13 - 15, 2024.

**Attachments:** Budget Sheet - CHS 071324-3

9. 24-2411 Approve out of state travel for Mike Lastra, Principal and Eric Schwartz, Assistant Principal of Eastside Elementary School to Nashville, Tennessee to attend the Making Schools Work Conference from July 18-12, 2024.

Attachments: Executive Summary - Making Schools Work Conference - EES Lastra

Agenda

Lastra Approved Leave

Schwartz Approved Leave

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

#### All Other Business Services Agenda Items

June 25, 2024

10. 24-2304 Approve Deposit Account Resolution and New Signature Cards and Authorize the Execution of the Resolution and Signature Cards by the Board Chairperson and the Interim Superintendent and Update Authorized Signers on Four (4) Truist Bank Accounts.

Attachments: hernando school 2024 Redacted

Hernando school 2745 Redacted Hernando school 3295 Redacted Hernando school 9703 Redacted

Hernando school Resolution

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

11. 24-2305 Approve Disclosure Statement and Account Maintenance Form and Authorize the Execution of the Disclosure Statement and Account Maintenance Form by the Board Chairperson and the Interim Superintendent on the Florida Prime Bank Account.

**Attachments:** FL Prime Redacted

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

12. <u>24-2370</u> Approve the Deletion of Missing Property from District Inventory Records.

Attachments: MISSING PROPERTY TO BE REMOVED 2023-2024
Budget Sheet Sept 2021 Revised WITH Financial Impact

13. 24-2389 Approve Ordinary Expenditures Between July 1 and the Date the Tentative Budget is Adopted

**Attachments:** Budget NO Financial Impact ACC

14. 24-2393 Approval of out of state travel for Jill Renihan to attend the 2024 Campus Safety Conference in Atlanta, Georgia, scheduled for July 8-10, 2024.

Attachments: Jill Renihan 7.8 TDL

Jill Renihan 7.9 TDL

Jill Renihan 7.10 TDL

Campus Safety Conference Agenda

J. RENIHAN OOC WITH MAP

J. Renihan Budget Sheet

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

15. 24-2281 Award RFP No. 24-953-32, Employee Health Benefit Program, to Blue Cross Blue Shield of Florida, for Employee Health Benefits and the Purchase of Services for \$19,138,632

Attachments: 24-953-32 Health Benefits Program (06-25-24)

49771 School District of Hernando County 2 Year PS 1 1 2025

to 12 31 2026 V2

Budget Sheet

16. 24-2282 Approve the renewal of the Risk Management Program Contract and Instructional Services Program Contract with Putnam County School Board on Behalf of the North East Florida Educational Consortium and Issuance of a PO in the Amount of \$4,365,600.78 for the Contract and Non-Consortium Member fee.

<u>Attachments</u>: 2024-2025 NEFEC Membership Agreement Budget Sheet for Agenda Item No. 24-2282

17. 24-2327 Approve the cancellation of Bid Contract #22-595-43: Mulch-Playground: Purchase & Installation with iMulchFl.

<u>Attachments</u>: 24-2327 Bid Tab 22-595-43 CANCEL Mulch.pdf 24-2327 Budget Sheet No Financial Impact.pdf

18. 24-2329 Award Bid #23052-00, Roof Replacement & Designated Repairs for Nature Coast Technical High School, to Advanced Roofing, Inc., and approve the contract and the purchase of construction goods and services for \$1,916,739.00.

Attachments: 24-2329 Advertisement for Bids.pdf

24-2329 Advanced Roofing Bid Submittal.pdf

24-2329 Bid Tab for bid opening 23052.00.pdf

24-2329 Letter of Recommendation - NCTHS Phase1.pdf

24-2329 A101-2017 GC Agreement Signed.pdf

24-2329 A101-2017 Exhibit A.pdf

24-2329 A201-2017 Exhibit C - Insurance & Bond Requirements.pdf

24-2329 Exhibit D - Standard Addendum to Agreements.pdf

24-2329 Exhibit E - Conflict of Interest.pdf

24-2329 Budget Sheet- NCTHS Roof Replacement.pdf

19. 24-2332 Approve the Closeout/Final Acceptance to the contract with Ryman Construction of Florida, Inc. for Multi-Site Capacity Improvements and Fire Alarm Replacement at Brooksville Elementary, Suncoast Elementary and Westside Elementary Schools, and authorize Final Payment in the amount of \$129,190.85.

Attachments: 24-2332 Certificates of Final Inspection MulitSite.pdf

24-2332 Certificates of Final Completion MultiSite.pdf

24-2332 Notice of Final Acceptance MultiSite.pdf

24-2332 Notice of Final Settlement MultiSite.pdf

24-2332 Final Waivers and Release of Lein MultiSite.pdf

24-2332 Final Reconciling Change Order MultiSite.pdf

24-2332 Final Applications for Payment MultiSite.pdf

24-2332 Budget Sheet 1 of 3.pdf

24-2332 Budget Sheet 2 of 3.pdf

24-2332 Budget Sheet 3 of 3.pdf

**20. 24-2333** Approve the agreement with Sunrise Consulting Group and authorize the purchase of lobbying services for an estimated amount of \$60,000.00.

**Attachments:** Sunrise Consulting Agreement 2024-2025 6.5.24

Sunrise Consulting Addendum 6.5.24

**Budget Sheet - Sunrise Consulting** 

21. 24-2351 Award RFQ #2024-EES-001, Construction Manager Services for Eastside Elementary School Classroom & Cafeteria Buildings, to Williams Company, for construction goods & services and authorize the purchase for \$21,500,000.00.

Attachments: 24-2351 FINAL CM RFQ.pdf

24-2351 FINAL Addendum 1.pdf

24-2351 Score Sheets Step 2 Typed.pdf

24-2351 AIA A133-2019 Final CM Agreement Signed.pdf

24-2351 AIA A201 General Conditions Signed.pdf

24-2351 AIA A133 ExhibitB signed.pdf

24-2351 ExhibitC Contractor's Insurance Signed.pdf

24-2351 ExhibitD Standard Addendum signed.pdf

24-2351 ExhibitE Conflict of Interest Signed.pdf

24-2351 ExhibitF Construction Manager Specifications Signed.pdf

24-2351 Budget Sheet- EES Pre-Construction Services.pdf

22. 24-2366 Approve the Renewal of a Nearpod District License for Grades K-12 and Authorize the Issuance of a Purchase order for an Estimated Amount of \$76,332.00

Attachments: 2023 2024 HCSD Nearpod Usage Report

Sales Order Hernando County K 12 2024-2025 4 11 2024

Standard Addendum to Agreements

**Budget Sheet Nearpod** 

23. 24-2367 Approve the renewal of Bid #22-961-04 RN, Building Official Services, awarded to M. T. Causley, LLC, and authorize the purchase of services for an estimated annual amount of \$150,000.00.

Attachments: 24-2367 Bid Tab - Building Official Services.pdf

24-2367 Budget Sheet.pdf

**24.** 24-2368 Approve the Purchase of Online and Credit Recovery Courses from Imagine Learning, LLC (FKA Edgenuity, Inc.) and Issuance of a Purchase order in an Estimated Amount of \$134,852.50

**Attachments:** Hernando County Courseware Renewal 24 Quote 40328 v2

Standard Addendum to Agreements

Imagine Learning PEP
Budget Sheet Edgenuity

25. 24-2376 Approve renewing bid no 21-968-51 RN, Network Cabling Projects to multiple vendors for the installation of network cabling and authorize the purchase of goods and /or services on an as needed basis for an estimated annual amount of \$490,420.85.

Attachments: 21-968-51 RN Network Cabling Projects (06-25-2024)
Budget Sheet

26. 24-2378 Approve the renewal of Bid #21-990-06 RN, Service of Fire Extinguishers/Fire Suppression Systems, Related Equipment, Inspections, Repair & Purchase of Parts/Equipment, awarded to Thomas Safety, LLC. (formerly All Florida Fire Equipment Co.) and authorize the purchase of products/services for an estimated annual amount of \$37,000.00.

Attachments: 24-2378 Fire Extinguisher 21-990-06 RN.pdf 24-2378 Budget Sheet.pdf

27. 24-2382 Approve the Contract between PACE Center for Girls of Hernando County and the Hernando County School District for services to High Risk Females in Identified Schools with an estimated annual spending of \$77,087.

Attachments: PACE Contract Final
Standard Addendum
Budget Sheet for PACE (1)

**28. 24-2384** Accept notification of the Annual Comprehensive Safety Inspections for district schools and facilities for the 2023-2024 school year.

Attachments: 24-2384 Budget Sheet.pdf

29. 24-2390 Award Bid #24-918-37: Emergency Response Restoration Services, to Fantastic Five (Servpro), Global Disaster Recovery, Hydradry, Inc. and Lemoine Disaster Recovery, LLC and authorize the purchase of services for an estimated amount to be determined by the post disaster recovery assessment.

<u>Attachments: 24-2390 Emergency Response Restoration 24-918-37.pdf</u> 24-2390 Emergency Response BUDGET SHEET.pdf

30. 24-2391 Award Bid #24-918-39, Emergency Response & Disaster Recovery - Vegetative Debris, to CTC Customer Tree Care, Inc. (dba CTC Disaster Response, Inc.), and Merion Landscape Services, LLC, for Emergency Vegetative Debris Removal Services for and estimated amount to be determined by the post disaster recovery assessment.

<u>Attachments:</u> 24-2391 Emergency Response Vegetative Debris 24-918-39.pdf 24-2391 Vegetative Debris BUDGET SHEET.pdf

31. 24-2394 Approve the Adoption and Purchase of K-12 Science Materials from the Florida School Book Depository and Authorize the Issuance of Purchase Orders for an Estimated Amount of \$2,230,324.00

**<u>Attachments</u>**: Hernando County Schools Preso

Hernando County Elementary Schools

McGraw Hill K 5 Science Overview Hernando McGraw Hill HS Science Overview Hernando Body Structures and Functions CENGAGE Forensic Science Fundamentals 3e CENGAGE

Florida K 5 Science Quote Hernando Budget Sheet Sci Textbook Adoption

32. 24-2412 Approve a Purchase Order in the Amount of \$500,000 to BloomBoard for the Associate Teacher Substitute Program

**Attachments:** Bloomboard Orders 24-25

BBI Hernando County School District HCSD Proposal May 2024

Standard Addendum Bloomboard June 2024

**Budget Sheet BloomBoard** 

#### All Other Superintendent Agenda Items

33. 24-2413 Approve the Superintendent Employment Agreement between the Hernando County School Board and Ray Pinder

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

#### ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

#### **ADDENDUM ITEMS**

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

34. 24-2406 Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Attachments: Citizen Input Speaker Pink Form 031424 ACC

#### INFORMATIONAL AGENDA ITEMS

**GENERAL COUNSEL** 

SCHOOL BOARD COMMENTS

**ADJOURNMENT** 

The next School Board Meetings are scheduled for July 30, 2024:

2:00 PM - Workshop

5:01 PM - First Public Budget Hearing

6:00 PM - Regular Meeting

#### Mission Statement

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



# Hernando School District

# School Board Regular Meeting

**Agenda Item #** 1. 24-2403

6/25/2024

## **Title and Board Action Requested**

Approval to adopt the agenda dated 6/25/2024.

#### **Executive Summary**

The Superintendent of Schools, hereby requests the Board adopt the agenda dated 6/25/2024.

#### My Contact

John Stratton Superintendent of Schools

#### 2023-28 Strategic Focus Area

Other

### **Financial Impact**

No Financial Impact

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



# Hernando School District

# School Board Regular Meeting

Agenda Item # 2. 24-2283

6/25/2024

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

2024 Wellness Initiative Recognition

### **Executive Summary**

The Supervisor of Risk, Benefits and Wellness, on behalf of the Superintendent of Schools, hereby requests the Board acknowledge the employees who participated in the 2024 Wellness Initiative with a special recognition to Eastside Elementary Team, The Scale Slayers, led by Principal Mike Lastra for meeting and exceeding the wellness goal of losing 100 pounds in 10 weeks and participating in weekly wellness activities.

#### My Contact

Awilda Fonte Supervisor of Risk, Benefits and Wellness (352)797-7247 fonte\_a@hcsb.k12.fl.us

#### 2023-28 Strategic Focus Area

Priority 2: Talent Management

#### **Financial Impact**

See attached budget sheet.

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

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

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<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

### Agenda Item # 3. 24-2404

6/25/2024

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

Approval of the Minutes from the Workshop and Regular School Board Meeting of 6/11/2024.

#### **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, June 11, 2024** 

12:00 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 12:03 P.M. Also present were David Delaney, School Board Attorney and John Stratton, Superintendent.

#### **PRESENTATIONS**

1. <u>24-2360</u> Discussion on the Interim Superintendent Interview Process

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

The Board took at short recess due to technical difficulties. When they reconvened, they discussed the process for today's interviews. The Board flipped a coin to see which candidate would interview first. Mr. Gaustad will interview first, then Mr. Pinder.

The board recessed at 12:25 P.M. and reconvene at 12:47 P.M.

2. 24-2317 Interviews for Interim Superintendent for the 2024-25 School Year

**Attachments:** Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Mr. Guastad introduced himself and explained his background. During his presentation, Mr. Gaustad announced that he is rescinding his application for Interim Superintendent. The Board decided to proceed with Mr. Pinder's interview. Mr. Pinder introduced himself. The Board asked Mr. Pinder their questions.

The board recessed at 1:51 P.M. and reconvened at 2:02 P.M.

3. 24-2287 Presentation of RFP No. 24-953-32, Employee Health Benefit Program

Attachments: 051424 HCSD Medical RFP Evaluation 2025 Booklet

052924 Hernando Schools BAFO Booklet

061124 Hernando Schools Board Workshop Presentation

**Budget Sheet** 

Awilda Fonte, Manager of Risk Management and Athena Archard from the Gehring Group presented this item.

School Board Workshop Minutes - Draft June 11, 2024

**4. 24-2288** Review and Tentative Approval of the 2024-25 Staff Handbook Changes that Support the Ongoing Operational needs of the district.

**Attachments:** Summary of Changes to Staff Handbook 2024-25

Master Strike 2024-25 Staff Handbook Master Clean 2024-25 Staff Handbook Budget Sheet NO Financial Impact

Rachel Becker, Coordinator of Human Resources and Alexis Brown, Supervisor of Human Resources came forward to present this item. Mrs. Rodriguez questioned the exit interviews and asked to see the responses that they have received.

5. 24-2357 Presentation of the Initial Success and the Continued Plans of the Associate Teacher Substitute Program and Collaboration with BloomBoard.

Attachments: Associate Teacher Presentation June 2024

BBI Hernando County School District HCSD Proposal May 2024 Hernando County Schools BLOOMBOARD CONTRACTS Cohorts

1-4 - June 2024

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Rachel Becker, Coordinator of Human Resources; Alexis Brown, Supervisor of Human Resources; Dawn Leo, Coordinator of Retention; and Lauren Kusnierczak, TOSA came forward to present this item.

#### INFORMAL BOARD DISCUSSION

**GENERAL COUNSEL** 

**ADDENDUM ITEMS** 

#### GOOD OF THE ORDER/BOARD DISCUSSION

#### **School Board Comments**

Gina Michalicka, Assistant Superintendent of Teaching and Learning, came forward to discuss student learning gains for this year. Mr. Johnson provided an update on the FSBA conference he attended. Mrs. Rodriguez spoke about teacher seniority. Mr. Guadagnino stated he will continue to pray for respectful students.

#### **ADJOURNMENT**

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Superintendent	Roard 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, June 11, 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 P.M. Also present were David Delaney, School Board Attorney and John Stratton, Superintendent.

#### **REFLECTION**

by Gus Guadagnino, Board Member

#### PLEDGE OF ALLEGIANCE

#### ADOPTION OF AGENDA

1. 24-2361 Approval to adopt the agenda dated 6/11/2024.

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Susan Duval

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

#### **ELECTED OFFICIALS**

No one came forward to speak on this item.

#### **PRESENTATIONS**

2. 24-2312 Recognize the Graduation of the Citizens Academy Class of 2024

**Attachments:** Budget Sheet - NO Financial Impact

Karen Jordan, Director of Communications came forward to present this item.

#### APPROVAL OF THE MINUTES

**3.** <u>24-2359</u> Approval of the Minutes from the Workshop, Employee Discipline Appeal Hearing and Regular School Board Meeting of 5/28/2024.

**Attachments:** 05-28-24 Workshop Minutes DRAFT with links

05-28-24 Employee Appeal Hearing Minutes DRAFT with links

05-28-24 Meeting Minutes DRAFT with links

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

#### PUBLIC HEARING ITEMS

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

**Attachments:** Standards of Ethical Conduct Policies

Budget Sheet Sept 2021 Revised NO Financial Impact ACC

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

**AYES:** Prescott, Duval, Guadagnino

NAYS: Johnson, Rodriguez

Mr. Delaney read the instructions for this agenda item. No one came forward to speak on this item. Mr. Johnson explained that he spoke with Tom from Neola regarding the strike-through copy. He stated he still would like a clean copy in addition to the strike-through copy.

#### **EXPULSION RECOMMENDATIONS**

RESULT: APPROVED THE CONSENT AGENDA

MOVER: Mark Johnson SECONDER: Gus Guadagnino

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

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

**Attachments:** Budget Sheet Sept 2021 Revised NO Financial Impact ACC

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

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

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

7. <u>24-2362</u> Citizen Input on agenda items (Green Form)

**Attachments:** Citizen Input Speaker Green Form 031424 ACC

Mr. Delaney read the instructions for this item. The following citizens came forward to speak: Rachel Kiley, Kathleen Robinson, Kimberly Mulrooney, Christine Marie Barton, and Tina Vieira. Citizen's spoke on the Personnel Recommendations (8. 24-2338), and Interim Superintendent (26. 24-2350).

#### ADOPTION OF CONSENT AGENDA

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

8. 24-2338: Personnel Recommendations

13. 24-2251: Approve the job description Director of Finance & Budget and the job description changes that were affected by the reorganization of Business Services

RESULT: APPROVED THE CONSENT AGENDA

MOVER: Mark Johnson SECONDER: Gus Guadagnino

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

#### **Personnel Recommendations**

#### All Other Teaching & Learning Agenda Items

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

**Attachments:** Yearbook SB Letter

AliCarr TDL

Yearbook Financial Form

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

Attachments: P Hernando County School Wilton Simpson Technical College

7-1-2024to 6-30-2025 - stamped

**Budget Sheet** 

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

Attachments: 2025 DC Letter

Budget Sheet 2025 DC

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

> SHS Leave of Absence Form - Balfour Florida Yearbook Seminar **Attachments:**

> > 6-18-2024 thru 6-21-2024

Budget Sheet - SHS Balfour Florida Yearbook Seminar

#### **Job Descriptions**

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

3Progressive Re-Organization Plan **Attachments:** 

2Copy of Proposed FNS Staff - 23.24

2023-2024 PTS 2Combined-Strike

2023-2024 PTS 2Combined-Clean

2023-2024 Confidential-Index-ACC STRIKE

2023-2024 Confidential-Index-ACC CLEAN

Administrative Assistant FNS NEW STRIKE

Administrative Assistant FNS NEW CLEAN

Director of Food and Nutrition Services STRIKE

Director of Food and Nutrition Services CLEAN

FNS Catering Manager NEW STRIKE

FNS Catering Manager NEW CLEAN

FNS Nutrition and Wellness Coordinator NEW STRIKE

FNS Nutrition and Wellness Coordinator NEW CLEAN

**FNS Operations Manager STRIKE** 

**FNS Operations Manager CLEAN** 

FNS Specialist (formerly manager) STRIKE

FNS Specialist (former Manager) CLEAN

FNS Team Development Marketing STRIKE

FNS Team Development Marketing CLEAN

Food and Nutrition Assistant Specialist tracking STRIKE (1)

Food and Nutrition Assistant Specialist CLEAN

2259 Budget

15. 24-2306 Approval of updates to the attached job descriptions for

Professional/Technical/Supervisory roles regarding exemption status based on

increases to the standard salary level for FLSA earnings thresholds.

**Attachments:** Updated PTS JDs Combined STRIKE

Updated PTS JDs Combined CLEAN

**Budget Sheet NO Financial Impact** 

**16. 24-2346** Approve Job Description for Discipline Hearing Officer.

**Attachments:** Discipline Hearing Officer Job Description-strike through

Discipline Hearing Officer Job Description-clean

2023-2024 PTS Combined-Index-01-23-24-ACC

Discipline Hearing Officer Salary Budget

Discipline Hearing Officer Budget Sheet

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

Attachments: Registered Nurse (RN) Job Description- STRIKE

Registered Nurse (RN) job description- CLEAN

RN to Student Ratio Map

2023-2024 PTS Combined-Index-01-23-24-ACC

Millage RN Salary Budget

Registered Nurse (RN) Budget Sheet

18. 24-2353 Approval of the School Counselor Intern job description.

Attachments: NEW -School Counselor Intern

**CLEAN -School Counselor Intern** 

CLEAN - Intern\_Salary

Budget Sheet - No Budget Impact

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

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

Attachments: 24-2319 Bid Tab Playground Equipment (06-11-24).pdf

24-2319 Budget Sheet Playground Equipment.pdf

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

Attachments: 24-2326 Bid Tab 21-990-52 RN Water Based Fire Protection.pdf

24-2326 Budget Sheet Water Based Fire Protection.pdf

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

**Attachments:** Canvas Instructure Presentation

Canvas Instructure Committee May 3 24

Canvas LMS Stakeholder Benefits

Canvas Quote Q3681491 HCSD Standard Addendum

**Budget Sheet Canvas** 

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

Attachments: 2024-2025 FLVS Franchise Agreement (002)-AAH stamped

Budget Sheet - FLVS 2024-2025

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

**Attachments:** 24-2340 Certificate of Completion.pdf

24-2340 Final Release of Lein.pdf

24-2340 Final Reconciling Change Order SES HVAC Phase 1.pdf

2024-2340 Notice Final Acceptance.pdf 24-2340 Notice of Final Settlement.pdf

24-2340 Final Ap for Payment phase I SES HVAC.pdf 24-2340 Budget Sheet - SES Phase I Close Out r2.pdf

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

Attachments: 24-2341 Certificate of Final Completion.pdf

24-2341 Release of Lien.pdf

24-2341 Final Reconciling Change Order.pdf

24-2341 Notice of Final Acceptance.pdf

24-2341 Notice of Final Settelement.pdf

24-2341 Final Application for Payment.pdf

24-2341 Budget Sheet - SES Phase II Close Out r2.pdf

#### ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

**8.** 24-2338 Approval of the Personnel Recommendations

Attachments: 23-24 BOARD AGENDA JUNE 11 2024

June 11, 2024 Agenda ESOL

2024 Inst. Supplements & Differentiated Pay for 6-11-24 2024 Noninst., PTS & Adm. Supplements for 6-11-24

06-11-24 Handout by M. Goldrick 24-2338

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

**AYES:** Prescott, Duval, Guadagnino, Johnson

**NAYS:** Rodriguez

This item was pulled by Mark Johnson for discussion. Matt Goldrick, Director of Human Resources came forward to answer questions addressed by the board.

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

Attachments: Director of Finance & Budget Clean

Accountant Strikethrough

Accountant Clean

Accounting Assistant Strikethrough

Accounting Assistant Clean

Accounting Clerk Strikethrough

Accounting Clerk Clean

**Budget Analyst Strikethrough** 

Budget Analyst Clean

Coordinator of Finance Strikethrough

<u>Coordinator of Finance Clean</u> Financial Analyst Strikethrough

Financial Analyst Clean

Grant Accounting Compliance Specialist Strikethrough

Grant Accounting Compliance Specialist Clean

**Budget NO Financial Impact ACC** 

**RESULT:** ADOPTED

**MOVER:** Gus Guadagnino

**SECONDER:** Susan Duval

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

This item was pulled by Mark Johnson for discussion. Joyce McIntyre, Director of Finance, came forward to answer questions addressed by the board.

#### **ADDENDUM ITEMS**

#### **ACTION ITEMS**

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

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

RESULT: ADOPTED

MOVER: Susan Duval

SECONDER: Linda Prescott

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

Mrs. Prescott asked for nominations. Ms. Duval made a motion for Mr. Johnson and Mrs. Rodriguez to continue these roles; Mr. Johnson as the lead committee member and Mrs. Rodriguez as the alternate.

26. 24-2350 Approve the Selection of an Interim Superintendent for the 2024-25 School Year

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

**RESULT: ADOPTED** 

**MOVER:** Gus Guadagnino

**SECONDER:** Susan Duval

**AYES:** Prescott, Duval, Guadagnino

NAYS: Johnson, Rodriguez

Ms. Duval moved to appoint Ray Pinder as Interim Superintendent. Second my Mr. Guadagnino. Mr. Johnson questioned the proposed superintendent contract. Mr. Delaney explained that the contract will come before the board at a public meeting and board members will have input. Mrs. Rodriguez shared comments on how she feels this process has gone and her reasoning for opposing this nomination [Ray Pinder]. Mr. Guadagnino stated that the most important thing in replacing our Superintendent is continuity. Motion passes 3-2.

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

27. 24-2363 Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Attachments: Citizen Input Speaker Pink Form 031424 ACC

Mr. Delaney read the instructions for this item. The following citizens came forward to speak: Hamilton Hanson, Ralph Leath, Carla Johns, Gracie, Mary Hollenbeck, Kimberly Mulrooney, Thomas Kelly, Diane Limbrecht, Hunter Johns, Tina Vieira, Kathleen Robinson Harrison, Diane Liptak, Mary Mazzuco, Crystal Santiago were called to speak.

## INFORMATIONAL AGENDA ITEMS

#### **GENERAL COUNSEL**

#### SCHOOL BOARD COMMENTS

Mr. Johnson announced that his decision regarding Mr. Pinder has to do with process and not Mr. Pinder's qualifications. Mrs. Rodriguez made comments on the guardian program. Mr. Guadagnino asked everyone to keep an extra eye out for students on bikes, scooter, etc. Mrs. Prescott suggested a review of Roberts Rules of Order. Mr. Stratton thanked everyone for their kind words and congratulated Mr. Pinder.

#### **ADJOURNMENT**

The meeting adjourned at 7:37 P.M.

Superintendent	Board Chair	

Mission Statement

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



# Hernando School District

# School Board Regular Meeting

Agenda Item # 4. 24-2352

6/25/2024

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

Public Hearing and Final Approval of the 2024-2025 Athletic Handbook that Received Tentative Approval at the May 28, 2024 Workshop.

### **Executive Summary**

The District Athletic Director, on behalf of the Superintendent of Schools, hereby requests the Board to give final approval of the 2024-2025 Athletic Handbook that received tentative approval at the May 28, 2024 Workshop. All revisions made to the 2024-2025 Athletic Handbook are made in collaboration with district and school personnel. The revisions are based on new legislation, existing Florida Statutes, State Board Rules, and School Board policies and procedures at the schools.

#### My Contact

Dustin Kupcik District Athletic Director 352-797-7000 ext. 314 kupcik d@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.

# The Hernando County School District

<del>2023-2024</del> <u>2024-2025</u>

# -ATHLETIC HANDBOOK

A GUIDE FOR\_-STUDENT-ATHLETESPLAYERS, PARENTS, AND
THE ATHLETIC COMMUNITY



**Superintendent**John Stratton

#### **School Board**

Linda K. Prescott – Chairperson Susan Duval – Vice Chairperson Gus Guadagnino – Member Mark Johnson – Member Shannon Rodriguez– Member

# District Athletic Director Dustin Kupcik

<del>6/22/2023</del><u>5/1</u>5<u>/2024</u>

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If you do not have access to a computer and need a copy of this handbook, please contact your school<u>'s Athletic</u>

<u>Director</u>.

# Vision:

# To inspire and support the pursuit of individual greatness.

#### Mission:

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

#### **Guiding Principles:**

#### We believe:

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

All Hernando County School District High School Athletic Departments are proud members of the Gulf Coast Eight Conference Athletic Conference and all Hernando School District Schools competing in interscholastic athletics are members of the Florida High School Athletic Association (FHSAA)





#### 1. Foreword:

This handbook has been prepared to present in brief form, the purpose and content of the athletic program and its compliance with state governing body rules. It includes those general areas that will help the reader become acquainted with the rules and regulations of the program. Specific rules and regulations will differ from sport to sport. Its intent is to lay a standard foundation so that parents and <a href="student-athletes">student-athletes</a> will know what is expected regardless of what sport in which the student athlete participates. Final interpretation of the rules will be made by the coach, athletic director, and principal of the school. This handbook is designed to set forth minimum standards for athletes in all of the Hernando County Schools. —A complete copy of all state governing body regulations is available <a href="online via the http://www.fhsaa.com/">online via the http://www.fhsaa.com/</a> website at each school in the principal's office and the athletic director's office.

### 2. Athletic Philosophy:

The philosophy of athletics in Hernando County is such that athletics is considered an integral part of the school's educational program that provides experiences which are beneficial to boys and girls physically, mentally, socially and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the elements of good sportsmanship prevail, at all times, to enhance the educational values of competition.

### 3. Objectives of the athletic program are to develop:

- A. knowledge of the values that athletics has for the individual and for society;
- B. understanding of the rules essential to playing the game in order to be an intelligent fan;
- C. the ability to think, both as an individual and as a member of a group;
- D. improved motor skills;
- E. better health and physical fitness;
- F. the desire to succeed and excel;
- G. moral and ethical standards:
- H. self-discipline and emotional maturity;
- I. social competence;
- *J.* the ability to conform to rules and;
- K. respect for the rights of others and for authority.

#### Lead, Compete, Excel

#### Lead:

We believe in the power of interscholastic sports. We believe in building leaders of today and tomorrow by fostering positive character traits, leadership and life skills through the vehicle of school-based athletic competition.

It is the goal of Hernando School District Athletics to develop the following:

- Teamwork
- Critical Thinking Skills
- Communication Skills
- Stress Management Skills
- Better Total Health & Physical Fitness
- The Desire & Drive To Succeed
- Moral & Ethical Standards
- Self-Discipline
- Accountability

- Emotional Maturity
- Hard Work & Commitment
- Social Competence
- Respect For Others & For Authority
- Perseverance
- The Ability To Win With Humility & To Lose With Dignity

We expect ALL of our Hernando School District Student-Athletes to be leaders in their school, in their sport and in their community.

#### Compete:

We expect ALL of our student-athletes and athletic programs to compete with pride, sportsmanship and in accordance with all Hernando School District & FHSAA Policies and Bylaws.

We expect ALL of our student-athletes and athletic programs to compete with respect for the game, the officials and their opponents.

We expect ALL of our student-athletes to compete to the best of their own abilities. Nothing more, nothing less.

We expect ALL of our athletic programs to strive be competitive at the county, conference, district and state levels.

#### Excel:

We are dedicated to creating an environment that provides opportunities for student-athletes to strive for excellence. It is the goal of Hernando School District Athletics for each and every student-athlete to excel in the classroom, in their sport and ultimately in life.

#### In the classroom...

- Provide student-athletes with support systems to promote academic success and on-time graduation.
- Provide those student-athletes interested in advancing their academic and athletic careers beyond high school, the resources and guidance to do so.
- Support school and district based academic initiatives.

#### In their sport...

- Employ athletic staff that encompasses integrity, knowledge, skill and leadership qualities that enable programs of mental, moral, and physical benefit to student-athletes.
- Provide student-athletes with adequate practice and competition facilities and equipment as well as proper medical supervision.
- Provide a variety of athletic opportunities to compete at the county, conference, district and state level.
- Run a program that is in compliance with Hernando School District & FHSAA policies and bylaws.

#### In life...

- Enhance community within the general student body, faculty and staff.
- Strengthen the relationship between our school-based athletic programs, alumni and our community.
- Coach the whole student-athlete (mentally, physically, emotionally and socially) while stressing the importance of respect, teamwork, perseverance, character, integrity, hard work and commitment.
- Provide opportunities to lead and to serve in their sport, on their campus and in their community.

### Requirements of This Handbook:

The provisions stated in this Student Athletic Handbook are in effect on a 24-hours per day, 7-days per week basis all year. Additional procedures and guidelines governing sports may be developed by the principal and/or their designee. Individual coaches' specific rules must be submitted to the principal and athletic director for approval. These additional procedures, guidelines and/or rules may be more stringent with administrative approval but cannot be more lenient.

<u>Coaches will schedule a parent/guardian meeting Parent/guardian meetings will be scheduled with coaches</u> before each season begins. Parents/guardians are encouraged to ask for interpretation of the material in this handbook and <u>the coach</u>'s expectations. Copies of practice schedules and athletic contests will be distributed to parents/guardians. These meetings will be scheduled at times for the largest attendance possible and advertised by the coach.

# General Rules for Participation and Athletic Eligibility

All interscholastic athletics and school activities are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through interscholastic competitions or performances:

- 1. Athletic Eligibility/Transfers: Current information relative to athletic eligibility and transfers can be found on the Florida High School Athletic Association FHSAA website at <a href="http://www.fhsaa.com/">http://www.fhsaa.com/</a>. Other provisions regarding eligibility shall be as provided by applicable Board Policy, the Code of Student Conduct, the Student Progression Plan and Florida Statute.-
- 2. All high school student\_athletess must maintain an overall cumulative, unweighted 2.0GPA. This is based off of the previous semester's final, posted cumulative, unweighted GPA. For the first semester, whatever cumulative unweighted GPA is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the cumulative unweighted GPA that is posted by the district after grades are finalized in January. All incoming 9<sup>th</sup> graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
- 3. All mMiddle school students must maintain a 2.0GPA each semester. This is based off of the previous semester's final, posted unweighted GPA. For the first semester, the unweighted GPA that is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the unweighted GPA that is posted by the district after grades are finalized in January. All incoming 6th graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
- 4. If a student-athlete is making up credits and/or trying to improve their GPA over the summer, all coursework must be 100% completed and submitted prior to the first day of school in order for it to be calculated into the first semester's posted GPA for FHSAA academic eligibility purposes. See FHSAA Policies 9.4.3 and 9.4.5.
- 5. If a student-athlete starts a semester off academically ineligible or eligible, they will remain as such for that entire semester. See FHSAA Policy 9.4.6 as it pertains to a change in eligibility status.
- <u>6.</u> A student must be reported as present for the entire school day <u>(all class periods)</u> in order to participate in <u>extracurricular events</u>, interscholastic competitions, <u>or</u> performances, <u>and practices</u>. Exceptions may only be approved by the principal or <u>principal</u>'s designee.
- 7. Per the Student Progression Plan, bBased on the number of unexcused absences, students in Middle School Students grade (6-8) and must maintain a 90% attendance rate in all class periods throughout the school year to maintain privileges and participation to include but not limited to field trips, performances, athletics, and school dances. High School Students grade (9 12) must have less than 10-9 or less unexcused absences per semester (in each class period) in order to maintain privileges and participation participate in extracurricular events to include but not limited to: parking, homecoming events, grad night, prom, dances, field trips, performances, athletics and any other activity with attendance requirements.
- 1. athletics, homecoming events, grad night, prom, and school dances.
- 8. If a student is assigned to In-Sechool Suspension (ISS) for the entire school day or during the school day for a referable offense, he or she will be unable to participate in interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to ISS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions or performances on the weekend. Students may attend practices while assigned to In-School Suspension (ISS) with approval of school administration.
- 9. Students assigned to Out-of-School Suspension (OSS) will be ineligible to participate in practices and interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to OSS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions

or performances on the weekend. <u>Students assigned to OSS</u>, are not allowed to be on schoolboard property on the day(s) on which he or she is assigned, per HCSD Code of Conduct.

- 10. A student who is arrested on a felony charge will be suspended from interscholastic competitions and performances until Hernando County School officials complete an investigation and rule on further participation. If a student is arrested for any other offense they will be suspended pending a determination by administration at the school.
- 11. AA student\_athlete\_found in possession, using, or buying tobacco, vaping products, alcohol, or drugs in any form will be suspended from all interscholastic <u>practices</u>, competitions or performances <u>for a length of time corresponding to the HCSD Code of Conduct.</u> <u>for a minimum of three to five days not to exceed 10 school days.</u>
  - a. Per Code of Conduct, the student-athlete They must be enrolled and complete the approved substance abuse or tobacco abuse programprogram (depending on nature of offence) through the Hernando County Public School's HCSD's Substance Abuse Educator. Failure to attend and complete the substance or tobacco abuse program will result in dismissal from all athletics for the remainder of the school year. (Please note, if scheduled time for student-athlete's attendance to Substance Abuse Education Program is after the minimum suspension has been served, the student-athlete may return to practice, competition and performance. However, the above consequences do apply for student's failure to attend the Substance Program at scheduled time. These programs are not rescheduled, and the student-athlete must attend on scheduled dates).
  - a.—A second offense will result in a student's dismissal from all athletics for the remainder of the school year. (Please note, if scheduled time for student-athlete's attendance to Substance Abuse Education Program is after the minimum suspension has been served, the student-athlete may return to practice, competition and performance. However, the above consequences do apply for student's failure to attend the Substance Program at scheduled time. These programs are not rescheduled, and the student-athlete must attend on scheduled dates).
  - b. -The student will not be allowed to continue to be a part of the athletic program or a team in any capacity.
  - c. Students caught selling <u>or distributing drugs/alcohol/tobacco/vaping products</u> will be removed from <u>athletic participation for one calendar</u>-year.
- 12. A student-athlete who checks out school equipment and/or uniform(s) is responsible for the equipment and/or uniform(s). The student-athlete is expected to keep equipment and/or uniform(s) clean and in good condition. Loss of any equipment and/or uniform(s) is the student-athlete's financial obligation. Failure to pay for any lost or damaged equipment and/or uniform(s) will result in the issuance of a notice of obligation.—In high school, said notice(s) of obligation must be satisfied by the end of the current school year. If left unsatisfied, student-athletes may not be allowed to compete the following school year. If the student-athlete is a senior, they may not be able to participate in graduation activities. In middle school, said notice(s) of obligation must be satisfied before starting their next sport. If left unsatisfied, student-athletes may not be allowed to compete in their next sport, that must be satisfied prior to graduation.
- 13. -If a student-athlete quits a team or is removed from a team for disciplinary reasons, said student-athlete must return all checked out equipment and/or uniform(s) before they will be allowed to participate in another sport. Said student-athlete must also be approved to start another sport by both the vacated sport's coach and the receiving sport's coach. The Athletic Director and Principal reserve the right to make final decision on said student-athlete's ability to start a new sport.
- 14. Student-athletes competing in a respective sport's season are expected to finish out said season and fulfill their obligations to that team through the postseason. Said student-athlete must be afforded a tryout at the conclusion of the proceeding sport's season. (For example, a fall sport student-athlete finishing their fall season, must be afforded a tryout for a winter sport regardless of when their fall sport's season concluded).

- 15. While we recognize the significance and importance of club/travel teams (including, but not limited to AAU, USSSA, etc.), we strongly discourage the participation in such teams during the respective sport's sanctioned FHSAA season(s). Doing so can often lead to overuse injuries, unreported injuries, unnecessary stress and burnout, technique and scheme confusion, as well as major scheduling conflicts. If a student-athlete chooses to participate in a club/travel team during the same time as their sanctioned, FHSAA school affiliated season, the school team shall take priority for the entirety of the sanctioned season. If there is a conflict of a practice or game between the club/travel team and the school team, the school team shall take priority. Any absence from the student -athlete's school team practice or a competition (because of their participation in a club/travel team), will be considered an unexcused absence. Unexcused absences or chronic absenteeism may result in, but not limited to, forfeited, or diminished playing time or potential dismissal from the team.
- 16. Student-athletes, parents and/or guardians should refrain from using social media of any kind to post any negative or inappropriate comments about a team, specific players, coaches, opponents or officials. Doing so may result in disciplinary action or even removal from the team.
- 17. Student-athletes who transfer schools are subject to FHSAA and HCSD transfer policies, as well as the HCSD Good Cause Policies.
- 18. Non-traditional student-athletes must adhere to all FHSAA policies and will be required to submit additional paperwork prior to any interscholastic athletic participation per FHSAA Policy.
- 19. A student will be ineligible until deemed eligible by administration and/or FHSAA when it is found that the student or parent falsifies documents or accepts a prohibited benefit. Hernando County School officials reserve the right to verify residence and investigate allegations.

College Bound Student-Athletes: College bound student athletes Student-athletes that aspire to further their academic and athletic careers at the collegiate level must meet rigorous academic rules requirements to be eligible for scholarship opportunities, some of which may be above and beyond normal graduation requirements. For information on the rules requirements, please visit the links below:

NCAA - DI, DII and DIII

-https://web1.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks

**NAIA** 

https://play.mynaia.org/

NJCAA – Junior College

https://www.njcaa.org/eligibility/index

NOTE: The National Collegiate Athletic Association (NCAA) schools through which students receive athletic scholarships, do not recognize courses, credits, or grades that were earned based on less than the full completion of a semester course. Potential NCAA candidates cannot participate in credit recovery but must instead repeat the entire course. Therefore, Edgenuity and/or similar credit recovery programs are not recognized by the NCAA.

Adding Sanctioned Sports - Should a school or schools have the desire and backing to add a new, additional sport for FHSAA sanctioned competition, it must first submit a request to the District Athletic Director and then be approved in order to submit for FHSAA sanctioned competition.

Sideline Cheer Sponsors – If a sideline cheer sponsor would like to have their sideline cheerleaders stunt, they must complete the National Federation of State High School Associations (NFHS) "Cheer and Dance Safety Certification" course once every four years. The course completion certificate must be submitted to the onsite Athletic Director and provided upon request.

# **TRANSPORTATION** Transportation

#### **Bus/Van Departure and Procedures:**

- 1. <u>Student-a</u>Athletes must conduct themselves in a proper manner while on the provided transportation. Hands and arms shall stay inside the windows, there shall be no littering, athletes will stay in designated seats, and there shall be no clowning or boisterous behavior or other lewd or inappropriate behavior, i.e. mooning, flashing, etc. Changing of clothes will not be allowed on the provided transportation.
- 2. Players—Student-athletes must ride the team provided transportation to all out of county games. A parent/guardian may request to have a player student-athlete ride home from an event with them. In such case the parent must speak with the coach, provide proof of identity and sign the player-student-athlete out. If, for some reason, it is necessary for a n-student-athlete to ride to ander from an away event with their parent/guardian, a written request from the parent/guardian must be brought to the attention of and approved by the principal or designee.
- 3. All <u>student-athletes</u> must have transportation home within 30 minutes after the end of the game, after practice, or upon arrival back from an away game. <u>Student-aAthletes</u> should discuss this requirement with parents/guardians. <u>Students who attend a game or competition as fans, must also have transportation home within 30 minutes after the end of the game or competition. <u>After 30 minutes a child may be released to the Sheriff's Department and held until the parent arrives.</u> If this is a continuous problem an <u>student-athlete may be dismissed from the team and student fans may not be allowed to attend after school games or competitions.</u> Coaches are required to follow <u>Board-HCSD</u> procedures on transportation of <u>student-athletes</u>.</u>
- 4. Student-aAthletes will not be allowed to drive to away athletic utilize private transportation to athletic events or competitions without a completed and submitted Consent for Private Transport form and the proper approval from the principal or designee.

# **Athletic Fees and Ticket Prices for Secondary Schools**

		<b>V</b>		
Middle School				
Varsity Fo	ootball	All Other Sports		
\$6.0	0	\$5.00		
(Children in grades K-4 are	free accompanied by their	parent/guardian)		
ALL HERNANDO COUNT	Y SCHOOL EMPLOYEES	S ARE ADMITTED FREE WITH THEIR COUNTY		
IDENTIFICATION BADGE	(Current Employees Only	<u>v)</u>		
	High S	<u>chool</u>		
Varsity Fo	<u>ootball</u>	All Other Sports		
\$8.0	0	<u>\$6.00</u>		
\$4.00 parking fee/\$8.00 pre	ferred parking(optional)			
(Children in grades K-4 are f	ree accompanied by their p	parent/guardian)		
ALL HERNANDO COUNT	Y SCHOOL EMPLOYEES	S ARE ADMITTED FREE WITH THEIR COUNTY		
IDENTIFICATION BADGE	(Current Employees only)	)		
_		Director for a free county wide sports pass. This pass		
must be renewed every school	ol year. Fraudulent use of the	this pass will result in permanent loss of this privilege.		
NOTE: Processing and/or	Digital Ticketing platform	n fees may be added on to ticket and/or pass prices.		
	<u>Athletic</u>	c Fees		
	Middle School	High School		
First Sport	\$40.00	\$50.00		

Middle School				
<del>Football</del>	Other Sports			
<del>\$5.00</del>	<del>\$4.00</del>			
(Children in grades K-4 are free accompanied by their parent/guardian)  ALL HERNANDO COUNTY SCHOOL EMPLOYEES ARE ADMITTED FREE WITH THEIR COUNTY				
IDENTIFICATION BADGE(Employees Only)				
High School				
Football Other Sports				
\$7.00 \$5.00				

\$30.00

\$110.00

\$80.00

\$25.00

\$90.00 \$65.00

Second Sport

Individual Cap

Family (Same School)

\$4.00 parkin	g fee	
(Children in grades K-4 are free	e accompanied by their par	<del>rent/guardian)</del>
		ARE ADMITTED FREE WITH THEIR COUNTY
IDENTIFICATION BADGE(E	<del>Employees only)</del>	
	<b>Athletic</b>	Fees
	Middle School	High School
First Sport	\$40.00	<del>\$50.00</del>
Second Sport	\$25.00	<del>\$30.00</del>
Family (Same School)	\$90.00	<del>\$110.00</del>
Individual Cap	<del>\$65.00</del>	\$80.00

•—100% of the money collected will go to the <u>respective</u> school's <u>general</u> athletic <u>fundinternal account.</u>-

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- Pay to Participate Athletic Fees must be paid prior to competing in interscholastic competition.
- Student-athletes and families who are unable to pay the athletic fees may submit a hardship request to the Athletic Director and Administration.
- If for any reason, a student-athlete fails to pay all of the athletic fees by the conclusion of the season, the Coach and/or Athletic Director reserve the right to issue a notice of obligation for the remaining amount owed.
- Paying the athletic fees does not guarantee playing time, only the opportunity to be on the team when an eligible student is selected.
- If a student-athlete has participated in a practice, game or competition for any length of time, and then decides to quit or is removed from the team for disciplinary reasons, the athletic-fees will not be refunded.

#### **General Provisions:**

District, Region, Section and State events, including ticket prices and digital ticketing platforms, areis subject to the rules of the FHSAA, which is the state governing body to which all HCSDthe schools belong.

Schools hosting preseason and/or regular season tournaments or competitions reserve the right to set different ticket price points due to the unique nature of these events.

# **Sports Media**

To ensure the safety of our student-athletes and coaches as well as ensuring legitimate media members and outlets are identified and granted appropriate media access, the Hernando County School District (HCSD) has a sports media vetting and credentialling process. To be admitted to athletic events, practices and/or competitions free of charge and granted media access, approval by HCSD is required prior to the visit, said approval is subject to the following HCSD Athletics Protocols for Media Credentials:

- Credentialling requests must be made at least 10 school/business days prior to the requested visit date.
- Same Day and/or Walk-up requests will not be considered.
- The HCSD Athletics Credential Request Form must be submitted online, approval granted and badge issued prior to visiting a campus or facility to cover a practice, competition or event.
  - Must meet eligible media criteria (see below)
  - Credential applications must be submitted by each member of an outlets media team that plans on attending.
  - Once the online form is completed, each media member requesting credentials will be run through our Safe Visitor Solutions platform at no cost.
  - Each media member will also be required to submit a high-resolution photo, similar to that of a passport photo, to be placed on their HCSD Athletics media credential badge if approved.
  - O This entire process is at no cost to the media members.

#### **Eligibility Requirements to Media Credentials:**

- Credentials may be issued to working members of the media representing recognized outlets in the business
  of news and/or sports gathering as their primary source of revenue for the purpose of informing the
  general public or school-specific audiences. This includes a daily or weekly publication, cable system, radio
  station or network, television station or television network, or reputable online entity providing coverage.
- Reporters, photographers, and couriers from national publications, online entities, broadcast networks, and wire services that consistently cover youth sports.
- The designated representative or crew of a television, cable system, radio network, or a radio station that originates a daily "sports talk" program.
- Credentials will not be issued to spouses, guests or children of media members.
- Individuals or a crew gathering content on behalf of the Florida High School Athletic Association (FHSAA)
- Full-time reporters representing international agencies that regularly cover the sport.
- Athlete profile promoters or video/photography professionals working for recruiting purposes are not considered media providing coverage of an event to inform the general or school-specific audiences. Requests will be considered on a case-by-case basis.
- Membership in a journalism or broadcasting association and/or FHSAA media credentials does not automatically qualify an individual for credentials.
- Media credentials are only valid for one school year and will expire every June 30<sup>th</sup>, therefore media credentials must be renewed each school year.

#### **Upon Arrival to a School Site:**

- If asked to pay for parking by staff/volunteers, please identify yourself as media and show them your media credential pass. You will not have to pay for parking.
- Each campus, facility and event are unique but more often than not there will not be designated media parking spot(s).
- At the gate or entrance to a facility, media members will be asked to display their media credential pass and may be asked to display government issues ID at school sites.
- If you arrive during the school day, you must check in at the front office.
- Equipment bag(s) may be subject to a search for security purposes.
- Media representatives are expected to dress in appropriate professional attire, preferably wearing clothing or a hat clearly identifying your media outlet.

#### **Expectations For Working Media at HCSD Athletic Events:**

- Entering the locker room area under any circumstances will not be tolerated and are grounds for not being credentialed for future events.
- Entering the team bench area without prior permission, will not be tolerated and are grounds for not being credentialed for future events.
- Not bringing guests who are not credentialed media to the event with the expectation that they will receive free admission and/or privileges offered to the media.
- Not blocking view of the fans.
- Refraining from cheering for specific a player, coach or team while attending an event in an official media capacity.
- Being respectful and professional to those around you including but not limited to student-athletes, coaches, officials, fans, support staff, administrators and fellow media members. This includes not distracting the stakeholders listed above as well.
- Being mindful of the workspaces, including taking care of food and beverage containers and nor taking up too much space.
- Per FHSAA Media Policies, the host school principal, contest manager, and/or the officials assigned to work the event will have the authority to require the repositioning of photographers if they believe their placement or use of equipment may threaten the safety of the participants or interfere with the conduct of the competition.

#### **Sport Specific Guidelines:**

<u>Ultimately, access to the "sidelines" is left to the discretion of the host school administration or contest manager, who should guard against the overcrowding of the sideline areas which may threaten the safety of the media personnel, the participants, and the contest officials.</u>

- CROSS COUNTRY: Photographers may not be in the way of timing equipment, officials, coaches, or student-athletes.
- BASEBALL: Photographers are not allowed on the field of play and must be outside the fence and field of play.

  Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.
- BASKETBALL: Photographers are not allowed on the court (including the painted baseline area and behind the basket/lane) and cannot shoot in front of or behind team benches and the scorer's table. Photographers should not affect the view of fans.
- FOOTBALL: Photographers are not permitted on the sidelines between the 25-yard lines and must remain outside the restraining hashed lines surrounding the field.
- GOLF: Photographers are not allowed in any areas in which they are in the line of play or could interfere with officials, coaches, or student-athletes.
- SOCCER: Photographers are permitted on the sideline but should avoid blocking spectators' sightlines. Photographers should also avoid the endline areas.
- SOFTBALL: Photographers are not allowed on the field of play and must be outside the fence and field of play.

  Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.
- SWIMMING: Photographers are allowed on the pool deck but may not be in the way of the timing equipment, officials, coaches, or student-athletes. No photography is allowed behind the starting blocks.
- TENNIS: Photographers must be outside of the fence and may not be in the way of coaches. Photographers should not obstruct the view of fans.
- TRACK: Photographers are not allowed in any areas in which they would interfere with the running of an event and must be out of the way of timing equipment, officials, coaches, and student-athletes.
- VOLLEYBALL: Photographers are not allowed on the court (including the painted baseline area) and are not allowed to shoot in front of or behind team benches or the scorer's table. Photographers should not affect the view of fans.

- WEIGHTLIFTING: Photographers are not allowed on the mat/platform and are not allowed to be in the way of officials, coaches, or student-athletes. Photographers should not affect the view of fans.
- WRESTLING: Photographers are not allowed on the mat and are not allowed to be in the way of officials, coaches, or student-athletes. Photographer access/positioning may vary from tournament to tournament and facility to facility, ultimately access is left to the discretion of the host school administration, contest manager and/or official, who should guard against the overcrowding of the mat area which may threaten the safety of the media personnel, the participants, and the contest officials. Photographers should not affect the view of fans.

#### **Specific to Still and Video Photographers:**

- Photographers are not allowed in the line of play and may not be in the way of officials, coaches, or student-athletes.
- The use of flash photography is not allowed.
- Drones are not allowed anywhere on HCSD property.

**NOTE:** Violation of HCSD Protocols for Media Credentials may result in removal from the school site at the discretion of school administration and/or game manager.

**NOTE:** There is to be no rebroadcasting in its entirety of any HCSD athletic event or contest without expressed consent from the respective school's athletic director and/or administration.

Thank you for taking time to familiarize yourself with these protocols and for your work informing the public about the student-athletes, coaches, teams and schools who make up the Hernando County School District.

# General Forms and Paperwork Needed for Participation

All HCSD schools that offer interscholastic athletics must utilize the FHSAA student-athlete registrar and scheduling platform, Home Campus. In conjunction with Home Campus, all HCSD schools that offer interscholastic athletics must utilize the Athletic Clearance student-athlete registration platform for FHSAA and HCSD athletic paperwork collection and housing.

Student-athletes and parents/guardians must upload, submit and digitally sign all of the below items and forms in order to be eligible to participate in any interscholastic sport's activities in or out of season. Student-athletes will not be allowed to participate or compete in any form or fashion until they are 100% cleared through the Athletic Clearance platform.

The paperwork, certifications and information below is the minimum required to register a student-athlete in the HCSD.

(Revised 4/23)

- Physical Evaluation FHSAA Form EL2 Revised 4/24 Pre-participation Physical Examination (Only the fully executed and signed EL2 Page 4 needs to be uploaded).
  - o FHSAA EL2 Form
- Consent and Release \_ (FHSAA Form EL3 Revised 3/23 <u>Digitally signed</u> Consent and Release from Liability Certificate pages 1-5. 1 & 4 of 4; For Concussion, page 2 of 4; for Cardiac Arrest and Heat Related Illness, page 3 of 4).
  - o FHSAA EL3 Form
- NFHS Courses Student-athletes athletes must watch all FHSAA required -NFHS videos (Concussion for Students, Sudden Cardiac Arrest and Heat Illness Prevention) with team or submit to co, achupload and submit completion certificates(s) showing completion of viewing video(s). as proof of course completion. The student-athlete's name must be on the certificate.
  - Concussion For Students
  - Sudden Cardiac Arrest
  - o Heat Illness Prevention
- Proof of Health Insurance Parents/guardians must upload a copy of their health insurance card to provide proof
  of private health insurance. If a student-athlete does not have private health insurance, or would like to add
  supplemental insurance, it can be purchased through the link below.
  - o https://schoolinsuranceofflorida.com/pages/parent/1081/9067/student-accident-insurance
- Acknowledgement of the HCSD Athletic Handbook Digitally signed acknowledgement of receiving and reviewing the HCSD Athletic Handbook.
- •
- Student Media Permission for Athletic Purposes Form
- Academic Records Release for Athletic Purposes Form
- Consent for Private Transport Form (Hernando County School Board SEC-Adm-021) (May not be required for all levels and sports)

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#### All forms may be found online at:

http://www.fhsaa.com

and https://athleticclearance.fhsaahome.org/ (Two additional copies are required when using downloaded forms from website)

(Some of the forms are triplicate page forms and can only be obtained at the school)

Consent for Private Transport (Hernando County School Board SEC Adm 021)

Other forms may be neededneeded, and the collection of those additional forms may vary from school to school. Please speak with your coach or Athletic Director.

# Parent/Coach Relationship

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to our student-athletes. As parents, when your children become involved in our athletic programs, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

As your children becomes involved in their school's athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand there may also be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged. Communication is the key to a successful resolution, as well as support of the coach.

#### 1) Preseason Meeting Communication Expected from The Coach:

- Philosophy of the coach
- Tryout expectations/evaluations
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season, etc.)
- Procedure should your child be injured during participation
- Duty to warn
- Behavior that could result in the denial of your child's participation

#### 2) Appropriate Methods of Communication:

Situations may arise in which concerns need to be expressed directly to the coach. These type of conferences or conversations are encouraged as they provide a clear understanding of the situation from both the coach and the parent perspective. Below are the best steps of communication to follow for most situations. We recognize that there are some situations in which skipping the first step may be warranted.

- Student-athlete to Coach set up a time before or after practice
- Parent to Coach with an appointment
- Parent to Athletic Director and Coach with an appointment
- Parent to Principal, Athletic Director and Coach with an appointment
- Parent to District Athletic Director with an appointment

Please contact the school or coach to set up an appointment. If the coach does not return your call in a timely fashion, contact the Athletic Director to set up an appointment.

#### A) Appropriate Concerns to Discuss with a Coach:

- The treatment of your child mentally, physically, emotionally and socially
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns regarding injury

#### B) <u>Issues Not Appropriate to Discuss with a Coach:</u>

- Questioning playing time
- Strategy and/or personnel
- Play Calling
- Other student-athletes and/or parents

It is very difficult to accept that your child may not be playing as much as you had hoped. Coaches are professionals and they make decisions based on what they view is the best for the team and all student-athletes involved. Playing time is the decision of the Coach.

Do not attempt to confront a coach before, during or right after a contest or practice. A 24 hour "cool off" period is the expectation for all parties involved. Scheduled meetings or conferences are best practice and designed for resolution of any concerns that may exist.

# **SPORTSMANSHIP**Sportsmanship

#### The Dedicated Student-Athlete:

A student who participates in interscholastic competitions and/or performance groups should demonstrate high standards of ethics and promote the development of good character and other life skills. A model student participant should exhibit a high degree of decorum demonstrating respect for self, family, and all people regardless of ethnicity, race, religion, gender, or physical condition. As a representative of Hernando County Public Schools, students are asked to commit to the following pledge:

I understand it's a privilege to join a team and wear the uniform. Therefore, I will represent the school in a positive way.

I accept the responsibility to show pride in the traditions of my team, maintain a safe and healthy lifestyle, and model appropriate behavior on and off the fields/courts.

I recognize that academics come first. Therefore, I commit to studying by budgeting my time and maintaining a minimum of a 2.0 GPA.

I will work hard, to build strength and improve skills each year I participate.

I will always put the team ahead of myself. I am willing to obey the training rules and raise the status of the team.

I will show respect for my teammates, opponents, officials, and coaches.

I will take care of all equipment and facilities.

I will THINK SAFETY FIRST!

I am thankful to my parents/guardians for all of their support during the athletic seasons.

#### A) CONDUCT Conduct - BEHAVIOR ON THE PLAYING FIELD Behavior on The Playing Field:

- 1. Athletics requires good sportsmanship and conduct; this is a must! If unsportsmanlike conduct is observed and reported to the coach, appropriate disciplinary action will be taken. In all cases, unsportsmanlike conduct will be reported to the principal and to the state governing <a href="bodybody">bodybody</a> (FHSAA) which is required when a game official <a href="mailto:officially">officially</a> reports unsportsmanlike conduct to the school <a href="principal">principal</a>. Additional disciplinary action may be taken by administration at the school <a href="mailto:for said unsportsmanlike behaviors">for said unsportsmanlike behaviors</a>.
- 1.2. The state governing body FHSAA may enact up to a six week suspension. a Level 1 to Level 4 suspension per Policy 30. Student-a Athletes and coaches may will be held financially responsible for any fines levied by the FHSAA for ejection from a contest.

#### -B) HAZING-Hazing:

Hazing will not be tolerated by the Hernando County School <u>Board District</u> in any form or manner and will be referred to a local law enforcement agency for prosecution. The person([s)] responsible will be removed immediately from the sport in which the hazing occurred for the remainder of the season, and may. Additional disciplinary action(s), such as loss of privilege to participate in extracurricular activities, may be taken by administration per the HCSD Code of Conduct.

#### 3) DISCIPLINARY ACTION Disciplinary Action:

The Hernando County Schools Student Code of Conduct is hereby incorporated into this handbook. -With the exception of the areas noted above, disciplinary action will follow the guidelines therein.

#### 4) POLICY ON CROWD CONTROL Policy on Crowd Control:

FHSAA policy requires the home school administration be —responsible for the control of spectators during athletic contests and recommends that the home schools secure uniformed security to assist with this responsibility. However, the assigned officials are responsible for the conduct of the contest.

Since athletics must operate within the framework of sound educational principles, it follows that athletic teams at each school come under the jurisdiction of and are required to abide by the rules of the FHSAA, so that all student-athletes may compete under identical standards. Those who take advantage of the privilege of athletics either as a participant or spectator are expected to conduct themselves in a manner that does not detract from the educational principles which direct the basic organization. Student-aAthletes and officials are human beings, they are not perfect and never will be. Everyone involved in a contest may make a mistake. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Even though winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

When followed, these expectations and protocols enhance the interscholastic experience for our students and ensures the safest environment for our student-athletes, coaches, referees, and our families and fans. Our goal is always to provide the absolute best and safest experience possible for our student-athletes, coaches and fans, and with your help, we can achieve that. As the preceding points are kept in mind, the following spectator behavior will be adhered to:

- -Good sportsmanship is always the expectation for all spectators. Repetitive and/or egregious unsportsmanlike behavior can result in the stoppage of a contest. This behavior can and will result in the spectator(s) being removed from the event with the potential for the spectator(s) to be issued a trespass warning.
- Fans or spectators that are intoxicated or show other signs of alcohol or drug impairment that results in irresponsible and/or inappropriate behavior will be removed and may be issued a trespass warning.

- No spectators are allowed into the locker room or competition areas. Spectators are prohibited from entering the playing surface before, during or after a game. Interfering with the progress of the game (including throwing objects onto the playing surface) is prohibited. Those who violate the rule will be removed and may be issued a trespass warning.
- "Storming" the playing surface creates a dangerous situation for our student-athletes, coaches and officials. The FHSAA will also fine schools for such behaviors. "Storming" of the playing surface at any time is prohibited.
- Parents, fans, or spectators are not to confront a coach before, during or immediately after a contest or practice. Follow the "24 Hour Rule" and allow time to gather information and most importantly, for cooler heads to prevail. If there is an issue that needs to be addressed, please schedule an appointment with the coach the next day.
- Coaches, student-athletes and spectators will have a maximum of 15 minutes following the conclusion of the game/competition to exit the facility.
  - NOTE: Special time considerations should be made for special events including, but not limited to, homecoming, senior night, state series contests and/or other championship events.

#### FANS AND SPECTATORS ARE EXPECTED TO Fans and Spectators are Expected To:

- 1. Stand during the National Anthem.
- 2. Cheer for their team rather than against their opponents.
- 3. Maintain self-control at all times while conducting themselves as responsible citizens.
- 4. Show <u>respectRESPECT</u> for opponents in every way possible.
- 5. Always be *positive* in support of their teams.
- 6. Recognize and acknowledge good performances made by both teams.
- 7. RESPECT Respect officials and coaches, and accept their decisions.
- 8. Be humble and not boastful in victory and gracious and not bitter in defeat.
- 9. Leave the site of an activity--including the parking lot--as soon as possible after the activity is completed.

#### NOTE:

10. Disruptive fans will be asked to leave the game and may be subject to being barred from future school events. Ejected fans may not receive a refund on their tickets purchase.

NOTE: Officials and/or School Administration reserve the right to clear the stands if necessary.

#### 5) Prohibited items for spectators include, but are not limited to the following:

- Firearms
- Weapons of any kind
- Knives
- Any item that could be used as a missile
- Fireworks
- Aerosols or spray bottles
- Glass
- Horns or lasers
- Illegal drugs

- Alcoholic beverages of any kind
- Pets (exceptions will be made for service animals per HCSD policy)
- Coolers (except for medical purposes)
- Unmanned Aircraft Systems and Radio-Controlled Model Aircraft/ Drones
- Propane tanks and/or portable heaters

Name of Student Athlete (Print):		
School:	Sport(s):	
Signature of Parent/Guardian:	Signature of Parent/Guardian:	
Name of Parent/Guardian	Name of Parent/Guardian	
(PRINT):	(PRINT):	
Date:	Date:	

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to our-students.—As parents, when your children become involved in our

Parent/Coach Relationship

parents, when your shildren become involved in our program, you have the right to understand what expectations are place on your shild. This begins with clear communication from the coach of your shild's program.

As your children become involved in their school's athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand there may also be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged. Communication is the key to a successful resolution, as well as support of the coach.

#### **Pre Season Athletic Meeting**

#### Communication You Should Expect From Your Child's Coach

- Philosophy of the coach
- 2. Tryout expectations/evaluations
- 3. Locations and times of all practices and contests
- 4. Team requirements, i.e., fees, special equipment, off season conditioning
- Procedure should your child be injured during participation
- Discipline that results in the denial of your shild's participation

#### Parent/Coach\_Appropriate Methods of Communication

- 1. Concerns, expressed directly to the coach:
  - Parent to Coach with an appointment
  - Parent, Coach, and Athletic Director
     with an appointment
  - Parent, Coach, Athletic Director and Principal with an appointment
- 2. Prior notification required of any schedule conflict
- 3. Support of the coach

There are situations that may require a conference between coach and parent.
Conferences are highly\_encouraged as they provide a clear understanding of the situation from both the coach and parent perspective.

- 1. Call the school to set up an appointment with the coach.
- If the seach does not return your call in a timely fashion, call the school for the
   Athletic Director to set up an appointment.
- 3. Please do not attempt to confront the coach before, during, or right after the contest or practice. Meetings are designed for resolution of any concerns that may exist. Appropriate spectator behavior is expected at all contests

It is very difficult to
accept your child's not
playing as much as you
may hope. Coaches are
professionals and they
make decisions based on
what is best for the team
and all students
involved. Playing time is
the decision of the

#### Appropriate Concerns to Discuss With Coach

- 1: The treatment of your child, mentally and physically
  - Ways to help your child improve
- 3. Concerns about your child's behavior of academics
- 4. Concerns regarding injuries

Issues Not Appropriate to Discuss With Coach

- 1. Playing time
- 2. Strategy and/or personne
- 3. Play calling
- 4. Other student athletes and/or parents

#### **Parent Conduct at Games**

Good sportsmanship is the goal for all fans. Behavior that does not support sportsmanship is not appropriate. If you have an issue please schedule an appointment with the coach the next day to discuss your concerns. Inappropriate behavior at a game can result in your removal from the game and or a trespass warning being issued. We want you to support our athletes and coaches in a way that benefits the team and leads to your enjoyment as a fan.

Name of Student Athlete (Pr	<del>int):</del>	
School:	S <del>port(s):</del>	
Signature of Parent/Guardian:	Signature of Parent/Guardian:	
Name of Parent/Guardian	Name of Parent/Guardian	

Dato:	Dato:

# THE POLICY OF NONDISCRIMINATION OF THE SCHOOL BOARD OF HERNANDO COUNTY

**GENERAL:** It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status in its educational programs or employment practice.

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

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

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

Any questions concerning compliance should be addressed to:

Jill Kolasa, Director of Student Services The School Board of Hernando County, Florida 919 North Broad Street Brooksville, Florida 34601

Statutory Authority: Florida Statute 1001.42; Florida Statute 1001.43; Florida Statute 1000.05; Florida Statute 1001.01; Article 1, Section 2 Florida Constitution, F.A.C. 6A-19001 et.seq.

# The Hernando County School District

# 2024-2025 ATHLETIC HANDBOOK

A GUIDE FOR STUDENT-ATHLETES, PARENTS, AND THE
ATHLETIC COMMUNITY



# Superintendent

John Stratton

#### **School Board**

Linda K. Prescott – Chairperson Susan Duval – Vice Chairperson Gus Guadagnino – Member Mark Johnson – Member Shannon Rodriguez– Member

# District Athletic Director Dustin Kupcik

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If you do not have access to a computer and need a copy of this handbook, please contact your school's Athletic Director.

### Vision:

# To inspire and support the pursuit of individual greatness.

#### Mission:

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

#### **Guiding Principles:**

#### We believe:

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

All Hernando School District High School Athletic Departments are members of the Gulf Coast Eight Athletic Conference and all Hernando School District Schools competing in interscholastic athletics are members of the Florida High School Athletic Association (FHSAA)





#### 1. Foreword:

This handbook has been prepared to present in brief form, the purpose and content of the athletic program and its compliance with state governing body rules. It includes those general areas that will help the reader become acquainted with the rules and regulations of the program. Specific rules and regulations will differ from sport to sport. Its intent is to lay a standard foundation so that parents and student-athletes will know what is expected regardless of what sport in which the student athlete participates. Final interpretation of the rules will be made by the coach, athletic director and principal of the school. This handbook is designed to set forth minimum standards for athletes in all of the Hernando County Schools. A complete copy of all state governing body regulations is available online via the <a href="http://www.fhsaa.com/">http://www.fhsaa.com/</a> website.

#### 2. Athletic Philosophy:

The philosophy of athletics in Hernando County is such that athletics is considered an integral part of the school's educational program that provides experiences which are beneficial to boys and girls physically, mentally, socially and emotionally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the elements of good sportsmanship prevail, at all times, to enhance the educational values of competition.

#### 3. Objectives of the athletic program are:

#### Lead, Compete, Excel

#### Lead:

We believe in the power of interscholastic sports. We believe in building leaders of today and tomorrow by fostering positive character traits, leadership and life skills through the vehicle of school-based athletic competition.

It is the goal of Hernando School District Athletics to develop the following:

- Teamwork
- Critical Thinking Skills
- Communication Skills
- Stress Management Skills
- Better Total Health & Physical Fitness
- The Desire & Drive To Succeed
- Moral & Ethical Standards
- Self-Discipline
- Accountability
- Emotional Maturity
- Hard Work & Commitment
- Social Competence
- Respect For Others & For Authority
- Perseverance
- The Ability To Win With Humility & To Lose With Dignity

We expect ALL of our Hernando School District Student-Athletes to be leaders in their school, in their sport and in their community.

#### Compete:

We expect ALL of our student-athletes and athletic programs to compete with pride, sportsmanship and in accordance with all Hernando School District & FHSAA Policies and Bylaws.

We expect ALL of our student-athletes and athletic programs to compete with respect for the game, the officials and their opponents.

We expect ALL of our student-athletes to compete to the best of their own abilities. Nothing more, nothing less.

We expect ALL of our athletic programs to strive be competitive at the county, conference, district and state levels.

#### Excel:

We are dedicated to creating an environment that provides opportunities for student-athletes to strive for excellence. It is the goal of Hernando School District Athletics for each and every student-athlete to excel in the classroom, in their sport and ultimately in life.

In the classroom...

- Provide student-athletes with support systems to promote academic success and on-time graduation.
- Provide those student-athletes interested in advancing their academic and athletic careers beyond high school, the resources and guidance to do so.
- Support school and district based academic initiatives.

In their sport...

- Employ athletic staff that encompasses integrity, knowledge, skill and leadership qualities that enable programs of mental, moral, and physical benefit to student-athletes.
- Provide student-athletes with adequate practice and competition facilities and equipment as well as proper medical supervision.
- Provide a variety of athletic opportunities to compete at the county, conference, district and state level.
- Run a program that is in compliance with Hernando School District & FHSAA policies and bylaws.

In life...

- Enhance community within the general student body, faculty and staff.
- Strengthen the relationship between our school-based athletic programs, alumni and our community.
- Coach the whole student-athlete (mentally, physically, emotionally and socially) while stressing the importance of respect, teamwork, perseverance, character, integrity, hard work and commitment.
- Provide opportunities to lead and to serve in their sport, on their campus and in their community.

#### **Requirements of This Handbook:**

The provisions stated in this Student Athletic Handbook are in effect on a 24-hours per day, 7-days per week basis all year. Additional procedures and guidelines governing sports may be developed by the principal and/or their designee. Individual coaches' specific rules must be submitted to the principal and athletic director for approval. These additional procedures, guidelines and/or rules may be more stringent with administrative approval but cannot be more lenient.

Coaches will schedule a parent/guardian meeting before each season begins. Parents/guardians are encouraged to ask for interpretation of the material in this handbook and the coach's expectations. Copies of practice schedules and athletic contests will be distributed to parents/guardians. These meetings will be scheduled at times for the largest attendance possible and advertised by the coach.

# General Rules for Participation and Athletic Eligibility

All interscholastic athletics and school activities are meant to contribute to the overall academic excellence achieved by a student participant. The following rules and consequences are seen as the basic conditions that must be met by a student who wishes to represent his or her school through interscholastic competitions or performances:

- 1. Athletic Eligibility/Transfers: Current information relative to athletic eligibility and transfers can be found on the FHSAA website at <a href="http://www.fhsaa.com/">http://www.fhsaa.com/</a>. Other provisions regarding eligibility shall be as provided by applicable Board Policy, the Code of Student Conduct, the Student Progression Plan and Florida Statute.
- 2. All high school student-athletes must maintain an overall cumulative, unweighted 2.0GPA. This is based off of the previous semester's final, posted cumulative, unweighted GPA. For the first semester, whatever cumulative unweighted GPA is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the cumulative unweighted GPA that is posted by the district after grades are finalized in January. All incoming 9<sup>th</sup> graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
- 3. All middle school students must maintain a 2.0GPA each semester. This is based off of the previous semester's final, posted unweighted GPA. For the first semester, the unweighted GPA that is posted by the district on the first day of school will be what a student-athlete's first semester academic eligibility will be based off of. Second semester academic eligibility is based off of the unweighted GPA that is posted by the district after grades are finalized in January. All incoming 6<sup>th</sup> graders are academically eligible for their first semester. See FHSAA Policy 9.4.1
- 4. If a student-athlete is making up credits and/or trying to improve their GPA over the summer, all coursework must be 100% completed and submitted prior to the first day of school in order for it to be calculated into the first semester's posted GPA for FHSAA academic eligibility purposes. See FHSAA Policies 9.4.3 and 9.4.5.
- 5. If a student-athlete starts a semester off academically ineligible or eligible, they will remain as such for that entire semester. See FHSAA Policy 9.4.6 as it pertains to a change in eligibility status.
- 6. A student must be reported as present for the entire school day (all class periods) in order to participate in extracurricular events, interscholastic competitions, performances, and practices Exceptions may only be approved by the principal or principal's designee.
- 7. Per the Student Progression Plan, based on the number of unexcused absences, Middle School Students grade (6-8) and High School Students grade (9 12) must have 9 or less unexcused absences per semester (in each class period) in order to maintain privileges and participate in extracurricular events to include but not limited to: parking, homecoming events, grad night, prom, dances, field trips, performances, athletics and any other activity with attendance requirements.
- 8. If a student is assigned to In-School Suspension (ISS) for the entire school day or during the school day for a referable offense, he or she will be unable to participate in interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to ISS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions or performances on the weekend. Students may attend practices while assigned to In-School Suspension (ISS) with approval of school administration.
- 9. Students assigned to Out-of-School Suspension (OSS) will be ineligible to participate in practices and interscholastic competitions or performances on the day(s) on which he or she is assigned. If the assignment to OSS includes a Friday and Monday, the student will be unable to participate in interscholastic competitions or performances on the weekend. Students assigned to OSS, are not allowed to be on schoolboard property on the day(s) on which he or she is assigned, per HCSD Code of Conduct.

- 10. A student who is arrested on a felony charge will be suspended from interscholastic competitions and performances until Hernando County School officials complete an investigation and rule on further participation. If a student is arrested for any other offense, they will be suspended pending a determination by administration at the school.
- 11. A student-athlete found in possession, using, or buying tobacco, vaping products, alcohol, or drugs in any form will be suspended from all interscholastic practices, competitions or performances for a length of time corresponding to the HCSD Code of Conduct.
  - a. Per Code of Conduct, the student-athlete must be enrolled and complete the approved substance abuse or tobacco abuse program (depending on nature of offence) through the HCSD's Substance Abuse Educator. Failure to attend and complete the substance or tobacco abuse program will result in dismissal from all athletics for the remainder of the school year. (Please note, if scheduled time for student-athlete's attendance to Substance Abuse Education Program is after the minimum suspension has been served, the student-athlete may return to practice, competition and performance. However, the above consequences do apply for student's failure to attend the Substance Program at scheduled time. These programs are not rescheduled, and the student-athlete must attend on scheduled dates).
  - b. A second offense will result in a student's dismissal from all athletics for the remainder of the school year. The student will not be allowed to continue to be a part of the athletic program or a team in any capacity.
  - c. Students caught selling or distributing drugs/alcohol/tobacco/vaping products will be removed from athletic participation for one calendar year.
- 12. A student-athlete who checks out school equipment and/or uniform(s) is responsible for the equipment and/or uniform(s). The student-athlete is expected to keep equipment and/or uniform(s) clean and in good condition. Loss of any equipment and/or uniform(s) is the student-athlete's financial obligation. Failure to pay for any lost or damaged equipment and/or uniform(s) will result in the issuance of a notice of obligation. In high school, said notice(s) of obligation must be satisfied by the end of the current school year. If left unsatisfied, student-athletes may not be allowed to compete the following school year. If the student-athlete is a senior, they may not be able to participate in graduation activities. In middle school, said notice(s) of obligation must be satisfied before starting their next sport. If left unsatisfied, student-athletes may not be allowed to compete in their next sport.
- 13. If a student-athlete quits a team or is removed from a team for disciplinary reasons, said student-athlete must return all checked out equipment and/or uniform(s) before they will be allowed to participate in another sport. Said student-athlete must also be approved to start another sport by both the vacated sport's coach and the receiving sport's coach. The Athletic Director and Principal reserve the right to make final decision on said student-athlete's ability to start a new sport.
- 14. Student-athletes competing in a respective sport's season are expected to finish out said season and fulfill their obligations to that team through the postseason. Said student-athlete must be afforded a tryout at the conclusion of the proceeding sport's season. (For example, a fall sport student-athlete finishing their fall season, must be afforded a tryout for a winter sport regardless of when their fall sport's season concluded).
- 15. While we recognize the significance and importance of club/travel teams (including, but not limited to AAU, USSSA, etc.), we strongly discourage the participation in such teams during the respective sport's sanctioned FHSAA season(s). Doing so can often lead to overuse injuries, unreported injuries, unnecessary stress and burnout, technique and scheme confusion, as well as major scheduling conflicts. If a student-athlete chooses to participate in a club/travel team during the same time as their sanctioned, FHSAA school affiliated season, the school team shall take priority for the entirety of the sanctioned season. If there is a conflict of a practice or game between the club/travel team and the school team, the school team shall take priority. Any absence from the student -athlete's school team practice or a competition (because of their participation in a club/travel team), will be considered an unexcused absence. Unexcused absences or chronic absenteeism may result in, but not limited to, forfeited, or diminished playing time or potential dismissal from the team.

- 16. Student-athletes, parents and/or guardians should refrain from using social media of any kind to post any negative or inappropriate comments about a team, specific players, coaches, opponents or officials. Doing so may result in disciplinary action or even removal from the team.
- 17. Student-athletes who transfer schools are subject to FHSAA and HCSD transfer policies, as well as the HCSD Good Cause Policies.
- 18. Non-traditional student-athletes must adhere to all FHSAA policies and will be required to submit additional paperwork prior to any interscholastic athletic participation per FHSAA Policy.
- 19. A student will be ineligible until deemed eligible by administration and/or FHSAA when it is found that the student or parent falsifies documents or accepts a prohibited benefit. Hernando County School officials reserve the right to verify residence and investigate allegations.

**College Bound Student-Athletes:** Student-athletes that aspire to further their academic and athletic careers at the collegiate level must meet rigorous academic requirements to be eligible for scholarship opportunities, some of which may be above and beyond normal graduation requirements. For information on the requirements, please visit the links below:

#### NCAA – DI, DII and DIII

https://web1.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks

**NAIA** 

https://play.mynaia.org/

NJCAA - Junior College

https://www.njcaa.org/eligibility/index

**NOTE:** The National Collegiate Athletic Association (NCAA) schools through which students receive athletic scholarships, do not recognize courses, credits, or grades that were earned based on less than the full completion of a semester course. Potential NCAA candidates <u>cannot</u> participate in credit recovery but must instead repeat the entire course. Therefore, Edgenuity and/or similar credit recovery programs are not recognized by the NCAA.

**Adding Sanctioned Sports** - Should a school or schools have the desire and backing to add a new, additional sport for FHSAA sanctioned competition, it must first submit a request to the District Athletic Director and then be approved in order to submit for FHSAA sanctioned competition.

**Sideline Cheer Sponsors** – If a sideline cheer sponsor would like to have their sideline cheerleaders stunt, they must complete the National Federation of State High School Associations (NFHS) "Cheer and Dance Safety Certification" course once every four years. The course completion certificate must be submitted to the onsite Athletic Director and provided upon request.

### **Transportation**

#### **Bus/Van Departure and Procedures:**

- 1. Student-athletes must conduct themselves in a proper manner while on the provided transportation. Hands and arms shall stay inside the windows, there shall be no littering, athletes will stay in designated seats, and there shall be no clowning or boisterous behavior or other lewd or inappropriate behavior i.e., mooning, flashing, etc. Changing of clothes will not be allowed on the provided transportation.
- 2. Student-athletes must ride the team provided transportation to all out of county games. A parent/guardian may request to have a student-athlete ride home from an event with them. In such case the parent must speak with the coach, provide proof of identity and sign the student-athlete out. If, for some reason, it is necessary for a student-athlete to ride to and from an away event with their parent/guardian, a written request from the parent/guardian must be brought to the attention of and approved by the principal or designee.
- 3. All student-athletes must have transportation home within 30 minutes after the end of the game, after practice, or upon arrival back from an away game. Student-athletes should discuss this requirement with parents/guardians. Students who attend a game or competition as fans, must also have transportation home within 30 minutes after the end of the game or competition. If this is a continuous problem a student-athlete may be dismissed from the team and student fans may not be allowed to attend after school games or competitions. Coaches are required to follow HCSD procedures on transportation of student-athletes.
- 4. Student-athletes will not be allowed to utilize private transportation to athletic events or competitions without a completed and submitted Consent for Private Transport form and the proper approval from the principal or designee.

# **Athletic Fees and Ticket Prices for Secondary Schools**

Middle	School
Varsity Football	All Other Sports
\$6.00	\$5.00

(Children in grades K-4 are free accompanied by their parent/guardian)

ALL HERNANDO COUNTY SCHOOL EMPLOYEES ARE ADMITTED FREE WITH THEIR COUNTY IDENTIFICATION BADGE (Current Employees Only)

High S	chool
Varsity Football	All Other Sports
\$8.00	\$6.00
\$4.00 parking fee/\$8.00 preferred parking(optional)	

(Children in grades K-4 are free accompanied by their parent/guardian)

ALL HERNANDO COUNTY SCHOOL EMPLOYEES ARE ADMITTED FREE WITH THEIR COUNTY IDENTIFICATION BADGE (Current Employees only)

HCSD Retirees can register with the District Athletic Director for a free county wide sports pass. This pass must be renewed every school year. Fraudulent use of this pass will result in permanent loss of this privilege.

NOTE: Processing and/or	Digital Ticketing platform fe	es may be added on to ticket and/or pass prices.
	Athletic F	Fees
	Middle School	High School
First Sport	\$40.00	\$50.00
Second Sport	\$25.00	\$30.00
Family (Same School)	\$90.00	\$110.00
Individual Cap	\$65.00	\$80.00

- 100% of the money collected will go to the respective school's general athletic internal account.
- Athletic Fees must be paid prior to competing in interscholastic competition.
- Student-athletes and families who are unable to pay the athletic fees may submit a hardship request to the Athletic Director and Administration.
- If for any reason, a student-athlete fails to pay all of the athletic fees by the conclusion of the season, the Coach and/or Athletic Director reserve the right to issue a notice of obligation for the remaining amount owed.
- Paying the athletic fees does not guarantee playing time, only the opportunity to be on the team when an eligible student is selected.
- If a student-athlete has participated in a practice, game or competition for any length of time, and then decides to quit or is removed from the team for disciplinary reasons, the athletic-fees will not be refunded.

#### **General Provisions:**

District, Region, Section and State events, including ticket prices and digital ticketing platforms, are subject to the rules of the FHSAA, which is the state governing body to which all HCSD schools belong.

Schools hosting preseason and/or regular season tournaments or competitions reserve the right to set different ticket price points due to the unique nature of these events.

# **Sports Media**

To ensure the safety of our student-athletes and coaches as well as ensuring legitimate media members and outlets are identified and granted appropriate media access, the Hernando County School District (HCSD) has a sports media vetting and credentialling process. To be admitted to athletic events, practices and/or competitions free of charge and granted media access, approval by HCSD is required prior to the visit, said approval is subject to the following HCSD Athletics Protocols for Media Credentials:

- Credentialling requests must be made at least 10 school/business days prior to the requested visit date.
- Same Day and/or Walk-up requests will not be considered.
- The HCSD Athletics Credential Request Form must be submitted online, approval granted and badge issued prior to visiting a campus or facility to cover a practice, competition or event.
  - o Must meet eligible media criteria (see below)
  - Credential applications must be submitted by each member of an outlets media team that plans on attending.
  - Once the online form is completed, each media member requesting credentials will be run through our Safe Visitor Solutions platform at no cost.
  - o Each media member will also be required to submit a high-resolution photo, similar to that of a passport photo, to be placed on their HCSD Athletics media credential badge if approved.
  - O This entire process is at no cost to the media members.

#### **Eligibility Requirements to Media Credentials:**

- Credentials may be issued to working members of the media representing recognized outlets in the business of news and/or sports gathering as their primary source of revenue for the purpose of informing the general public or school-specific audiences. This includes a daily or weekly publication, cable system, radio station or network, television station or television network, or reputable online entity providing coverage.
- Reporters, photographers, and couriers from national publications, online entities, broadcast networks, and wire services that consistently cover youth sports.
- The designated representative or crew of a television, cable system, radio network, or a radio station that originates a daily "sports talk" program.
- Credentials will not be issued to spouses, guests or children of media members.
- Individuals or a crew gathering content on behalf of the Florida High School Athletic Association (FHSAA)
- Full-time reporters representing international agencies that regularly cover the sport.
- Athlete profile promoters or video/photography professionals working for recruiting purposes are not considered media providing coverage of an event to inform the general or school-specific audiences. Requests will be considered on a case-by-case basis.
- Membership in a journalism or broadcasting association and/or FHSAA media credentials does not automatically qualify an individual for credentials.
- Media credentials are only valid for one school year and will expire every June 30<sup>th</sup>, therefore media credentials must be renewed each school year.

#### **Upon Arrival to a School Site:**

- If asked to pay for parking by staff/volunteers, please identify yourself as media and show them your media credential pass. You will not have to pay for parking.
- Each campus, facility and event are unique but more often than not there will not be designated media parking spot(s).
- At the gate or entrance to a facility, media members will be asked to display their media credential pass and may be asked to display government issues ID at school sites.
- If you arrive during the school day, you must check in at the front office.
- Equipment bag(s) may be subject to a search for security purposes.
- Media representatives are expected to dress in appropriate professional attire, preferably wearing clothing or a hat clearly identifying your media outlet.

#### **Expectations For Working Media at HCSD Athletic Events:**

- Entering the locker room area under any circumstances will not be tolerated and are grounds for not being credentialed for future events.
- Entering the team bench area without prior permission, will not be tolerated and are grounds for not being credentialed for future events.
- Not bringing guests who are not credentialed media to the event with the expectation that they will receive free admission and/or privileges offered to the media.
- Not blocking view of the fans.
- Refraining from cheering for specific a player, coach or team while attending an event in an official media capacity.
- Being respectful and professional to those around you including but not limited to student-athletes, coaches, officials, fans, support staff, administrators and fellow media members. This includes not distracting the stakeholders listed above as well.
- Being mindful of the workspaces, including taking care of food and beverage containers and nor taking up too much space.
- Per FHSAA Media Policies, the host school principal, contest manager, and/or the officials assigned to work the event will have the authority to require the repositioning of photographers if they believe their placement or use of equipment may threaten the safety of the participants or interfere with the conduct of the competition.

#### **Sport Specific Guidelines:**

Ultimately, access to the "sidelines" is left to the discretion of the host school administration or contest manager, who should guard against the overcrowding of the sideline areas which may threaten the safety of the media personnel, the participants, and the contest officials.

- CROSS COUNTRY: Photographers may not be in the way of timing equipment, officials, coaches, or student-athletes.
- BASEBALL: Photographers are not allowed on the field of play and must be outside the fence and field of play. Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.
- BASKETBALL: Photographers are not allowed on the court (including the painted baseline area and behind the basket/lane) and cannot shoot in front of or behind team benches and the scorer's table. Photographers should not affect the view of fans.
- FOOTBALL: Photographers are not permitted on the sidelines between the 25-yard lines and must remain outside the restraining hashed lines surrounding the field.
- GOLF: Photographers are not allowed in any areas in which they are in the line of play or could interfere with officials, coaches, or student-athletes.
- SOCCER: Photographers are permitted on the sideline but should avoid blocking spectators' sightlines. Photographers should also avoid the endline areas.
- SOFTBALL: Photographers are not allowed on the field of play and must be outside the fence and field of play. Some facilities may have a safe, designated and marked spot for media members inside the fence. Use of this is at the discretion of the administrator and coach.
- SWIMMING: Photographers are allowed on the pool deck but may not be in the way of the timing equipment, officials, coaches, or student-athletes. No photography is allowed behind the starting blocks.
- TENNIS: Photographers must be outside of the fence and may not be in the way of coaches. Photographers should not obstruct the view of fans.
- TRACK: Photographers are not allowed in any areas in which they would interfere with the running of an event and must be out of the way of timing equipment, officials, coaches, and student-athletes.
- VOLLEYBALL: Photographers are not allowed on the court (including the painted baseline area) and are not allowed to shoot in front of or behind team benches or the scorer's table. Photographers should not affect the view of fans.
- WEIGHTLIFTING: Photographers are not allowed on the mat/platform and are not allowed to be in the way of officials, coaches, or student-athletes. Photographers should not affect the view of fans.

• WRESTLING: Photographers are not allowed on the mat and are not allowed to be in the way of officials, coaches, or student-athletes. Photographer access/positioning may vary from tournament to tournament and facility to facility, ultimately access is left to the discretion of the host school administration, contest manager and/or official, who should guard against the overcrowding of the mat area which may threaten the safety of the media personnel, the participants, and the contest officials. Photographers should not affect the view of fans.

#### Specific to Still and Video Photographers:

- Photographers are not allowed in the line of play and may not be in the way of officials, coaches, or studentathletes.
- The use of flash photography is not allowed.
- Drones are not allowed anywhere on HCSD property.

**NOTE:** Violation of HCSD Protocols for Media Credentials may result in removal from the school site at the discretion of school administration and/or game manager.

**NOTE:** There is to be no rebroadcasting in its entirety of any HCSD athletic event or contest without expressed consent from the respective school's athletic director and/or administration.

Thank you for taking time to familiarize yourself with these protocols and for your work informing the public about the student-athletes, coaches, teams and schools who make up the Hernando County School District.

# General Forms and Paperwork Needed for Participation

All HCSD schools that offer interscholastic athletics must utilize the FHSAA student-athlete registrar and scheduling platform, Home Campus. In conjunction with Home Campus, all HCSD schools that offer interscholastic athletics must utilize the Athletic Clearance student-athlete registration platform for FHSAA and HCSD athletic paperwork collection and housing.

Student-athletes and parents/guardians must upload, submit and digitally sign all of the below items and forms in order to be eligible to participate in any interscholastic sport's activities in or out of season. Student-athletes will not be allowed to participate or compete in any form or fashion until they are 100% cleared through the Athletic Clearance platform.

The paperwork, certifications and information below is the minimum required to register a student-athlete in the HCSD.

- **Physical Evaluation** FHSAA Form EL2 Revised 4/24 Pre-participation Physical Examination (Only the fully executed and signed EL2 Page 4 needs to be uploaded).
  - o FHSAA EL2 Form
- Consent and Release FHSAA Form EL3 Revised 3/23 Digitally signed Consent and Release from Liability Certificate pages 1-5.
  - o FHSAA EL3 Form
- NFHS Courses Student-athletes athletes must watch all FHSAA required NFHS videos (Concussion for Students, Sudden Cardiac Arrest and Heat Illness Prevention), upload and submit completion certificates as proof of course completion. The student-athlete's name must be on the certificate.
  - o Concussion For Students
  - o Sudden Cardiac Arrest
  - o Heat Illness Prevention
- **Proof of Health Insurance** Parents/guardians must upload a copy of their health insurance card to provide proof of private health insurance. If a student-athlete does not have private health insurance, or would like to add supplemental insurance, it can be purchased through the link below.
  - https://schoolinsuranceofflorida.com/pages/parent/1081/9067/student-accident-insurance
- **Acknowledgement of the HCSD Athletic Handbook** Digitally signed acknowledgement of receiving and reviewing the HCSD Athletic Handbook.
- Student Media Permission for Athletic Purposes Form
- Academic Records Release for Athletic Purposes Form
- Consent for Private Transport Form (Hernando County School Board SEC-Adm-021) (May not be required for all levels and sports)

#### All forms may be found online at:

http://www.fhsaa.com and https://athleticclearance.fhsaahome.org/

Other forms may be needed, and the collection of those additional forms may vary from school to school. Please speak with your coach or Athletic Director.

# Parent/Coach Relationship

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to our student-athletes. As parents, when your children become involved in our athletic programs, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

As your children becomes involved in their school's athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand there may also be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged. Communication is the key to a successful resolution, as well as support of the coach.

#### 1) Preseason Meeting Communication Expected from The Coach:

- Philosophy of the coach
- Tryout expectations/evaluations
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season, etc.)
- Procedure should your child be injured during participation
- Duty to warn
- Behavior that could result in the denial of your child's participation

#### 2) Appropriate Methods of Communication:

Situations may arise in which concerns need to be expressed directly to the coach. These type of conferences or conversations are encouraged as they provide a clear understanding of the situation from both the coach and the parent perspective. Below are the best steps of communication to follow for most situations. We recognize that there are some situations in which skipping the first step may be warranted.

- Student-athlete to Coach set up a time before or after practice
- Parent to Coach with an appointment
- Parent to Athletic Director and Coach with an appointment
- Parent to Principal, Athletic Director and Coach with an appointment
- Parent to District Athletic Director with an appointment

Please contact the school or coach to set up an appointment. If the coach does not return your call in a timely fashion, contact the Athletic Director to set up an appointment.

#### A) Appropriate Concerns to Discuss with a Coach:

- The treatment of your child mentally, physically, emotionally and socially
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns regarding injury

#### B) Issues Not Appropriate to Discuss with a Coach:

- Questioning playing time
- Strategy and/or personnel
- Play Calling
- Other student-athletes and/or parents

It is very difficult to accept that your child may not be playing as much as you had hoped. Coaches are professionals and they make decisions based on what they view is the best for the team and all student-athletes involved. Playing time is the decision of the Coach.

Do not attempt to confront a coach before, during or right after a contest or practice. A 24 hour "cool off" period is the expectation for all parties involved. Scheduled meetings or conferences are best practice and designed for resolution of any concerns that may exist.

# **Sportsmanship**

#### The Dedicated Student-Athlete:

A student who participates in interscholastic competitions and/or performance groups should demonstrate high standards of ethics and promote the development of good character and other life skills. A model student participant should exhibit a high degree of decorum demonstrating respect for self, family, and all people regardless of ethnicity, race, religion, gender, or physical condition. As a representative of Hernando County Public Schools, students are asked to commit to the following pledge:

I understand it is a privilege to join a team and wear the uniform. Therefore, I will represent the school in a positive way.

I accept the responsibility to show pride in the traditions of my team, maintain a safe and healthy lifestyle, and model appropriate behavior on and off the fields/courts.

I recognize that academics come first. Therefore, I commit to studying by budgeting my time and maintaining a minimum of a 2.0 GPA.

I will work hard, to build strength and improve skills each year I participate.

I will always put the team ahead of myself. I am willing to obey the training rules and raise the status of the team.

I will show respect for my teammates, opponents, officials and coaches.

I will take care of all equipment and facilities.

Lwill THINK SAFETY FIRST!

I am thankful to my parents/guardians for all of their support during the athletic seasons.

#### A) Conduct – Behavior on The Playing Field:

- 1. Athletics requires good sportsmanship and conduct; this is a must! If unsportsmanlike conduct is observed and reported to the coach, appropriate disciplinary action will be taken. In all cases, unsportsmanlike conduct will be reported to the principal and to the state governing body (FHSAA) which is required when a game official officially reports unsportsmanlike conduct. Additional disciplinary action may be taken by administration at the school for said unsportsmanlike behaviors.
- 2. The FHSAA may enact a Level 1 to Level 4 suspension per Policy 30. Student-athletes and coaches may be held financially responsible for any fines levied by the FHSAA for ejection from a contest.

#### B) Hazing:

Hazing will not be tolerated by the Hernando County School District in any form or manner and will be referred to a local law enforcement agency for prosecution. The person(s) responsible will be removed immediately from the sport in which the hazing occurred for the remainder of the season. Additional disciplinary action(s), such as loss of privilege to participate in extracurricular activities, may be taken by administration per the HCSD Code of Conduct.

#### 3) Disciplinary Action:

The Hernando County Schools Student Code of Conduct is hereby incorporated into this handbook. With the exception of the areas noted above, disciplinary action will follow the guidelines therein.

#### 4) Policy on Crowd Control:

FHSAA policy requires the home school administration be responsible for the control of spectators during athletic contests and recommends that the home schools secure uniformed security to assist with this responsibility. However, the assigned officials are responsible for the conduct of the contest.

Since athletics must operate within the framework of sound educational principles, it follows that athletic teams at each school come under the jurisdiction of and are required to abide by the rules of the FHSAA, so that all student-athletes may compete under identical standards. Those who take advantage of the privilege of athletics either as a participant or spectator are expected to conduct themselves in a manner that does not detract from the educational principles which direct the basic organization. Student-athletes and officials are human beings, they are not perfect and never will be. Everyone involved in a contest may make a mistake. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Even though winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

When followed, these expectations and protocols enhance the interscholastic experience for our students and ensures the safest environment for our student-athletes, coaches, referees, and our families and fans. Our goal is always to provide the absolute best and safest experience possible for our student-athletes, coaches and fans, and with your help, we can achieve that. As the preceding points are kept in mind, the following spectator behavior will be adhered to:

- Good sportsmanship is always the expectation for all spectators. Repetitive and/or egregious unsportsmanlike behavior can result in the stoppage of a contest. This behavior can and will result in the spectator(s) being removed from the event with the potential for the spectator(s) to be issued a trespass warning.
- Fans or spectators that are intoxicated or show other signs of alcohol or drug impairment that results in irresponsible and/or inappropriate behavior will be removed and may be issued a trespass warning.
- No spectators are allowed into the locker room or competition areas. Spectators are prohibited from entering the playing surface before, during or after a game. Interfering with the progress of the game (including throwing objects onto the playing surface) is prohibited. Those who violate the rule will be removed and may be issued a trespass warning.
- "Storming" the playing surface creates a dangerous situation for our student-athletes, coaches and officials. The FHSAA will also fine schools for such behaviors. "Storming" of the playing surface at any time is prohibited.
- Parents, fans, or spectators are not to confront a coach before, during or immediately after a contest or practice. Follow the "24 Hour Rule" and allow time to gather information and most importantly, for cooler heads to prevail. If there is an issue that needs to be addressed, please schedule an appointment with the coach the next day.
- Coaches, student-athletes and spectators will have a maximum of 15 minutes following the conclusion of the game/competition to exit the facility.
  - NOTE: Special time considerations should be made for special events including, but not limited to, homecoming, senior night, state series contests and/or other championship events.

#### **Fans and Spectators are Expected To:**

- 1. Stand during the National Anthem.
- 2. Cheer for their team rather than against their opponents.
- 3. Maintain self-control at all times while conducting themselves as responsible citizens.
- 4. Show *respect* for opponents in every way possible.
- 5. Always be *positive* in support of their teams.
- 6. Recognize and acknowledge good performances made by both teams.
- 7. Respect officials and coaches, and accept their decisions.
- 8. Be humble and not boastful in victory and gracious and not bitter in defeat.
- 9. Leave the site of an activity--including the parking lot--as soon as possible after the activity is completed.

**NOTE**: Disruptive fans will be asked to leave the game and may be subject to being barred from future school events. Ejected fans may not receive a refund on their tickets purchase.

NOTE: Officials and/or School Administration reserve the right to clear the stands if necessary.

#### 5) Prohibited items for spectators include, but are not limited to the following:

- Firearms
- Weapons of any kind
- Knives
- Any item that could be used as a missile
- Fireworks
- Aerosols or spray bottles
- Glass
- Horns or lasers
- Illegal drugs
- Alcoholic beverages of any kind
- Pets (exceptions will be made for service animals per HCSD policy)
- Coolers (except for medical purposes)
- Unmanned Aircraft Systems and Radio-Controlled Model Aircraft/ Drones
- Propane tanks and/or portable heaters

Name of Student Athlete (Print):		
School:	Sport(s):	
Signature of Parent/Guardian:	_ Signature of Parent/Guardian:	
Name of Parent/Guardian (PRINT):	Name of Parent/Guardian (PRINT):	
-		
Date:	Date:	

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# THE POLICY OF NONDISCRIMINATION OF THE SCHOOL BOARD OF HERNANDO COUNTY

**GENERAL:** It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or other legally protected status in its educational programs or employment practice.

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

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

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

Any questions concerning compliance should be addressed to:

Jill Kolasa, Director of Student Services The School Board of Hernando County, Florida 919 North Broad Street Brooksville, Florida 34601

Statutory Authority: Florida Statute 1001.42; Florida Statute 1001.43; Florida Statute 1000.05; Florida Statute 1001.01; Article 1, Section 2 Florida Constitution, F.A.C. 6A-19001 et.seq.

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

Account Name	_		INC	Financial I	прас	<u>l</u>					
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										-	Sub Project
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Budget	-			To Date		Budget		'		Available	
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Account Name											
	_										
Account Number	_	Fund	_	Function		Object		Cost Center		Project	Sub Project
Original		Budget		Expenditures /		Current		Present		Remaining	
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B. Item Currently Not Bu Funding Source Account Name Account Number	udgeted -'	Fund			\$		\$	Cost Center	\$		
Funding Source  Account Name  Account Number  Amoun	udgeted -'	Fund			\$		\$	Cost Center	\$		
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<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

Agenda Item # 5. 24-2358

6/25/2024

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

Public Hearing and Final Approval of the Wilton Simpson Technical College Handbook that received tentative approval at the May 28, 2024 Workshop

#### **Executive Summary**

The Director of Adult and Technical Education on behalf of the Superintendent of Schools, hereby requests the Board to approve the changes to the Wilton Simpson Technical Handbook

#### **My Contact**

Sophia Watson Director, Adult and Technical Education 352-797-7018

#### 2023-28 Strategic Focus Area

Priority 1: Student Success

#### **Financial Impact**

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

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



All visitors must check in at the Administration Office

Main Campus
4057 California Street
Brooksville, Florida 34604
(352) 797-7091
Fax: (352) 797-7191
17050 Spring Hill Drive,
Brooksville, Florida 34604
352-797-7018

Extension Campus 14075 Ken Austin Pkwy Brooksville, Florida, 34613

Administrative Office 801 N. Broad Street, Brooksville, Florida, 34601 (352) 797-7091 or (352) 797-7018

#### Sophia Watson,

## **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 Watson

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 2022. 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**

#### **History**

The Wilton Simpson Technical College(STC) was developed through involvement of interested community members, and collaboration between the Hernando County School District and the Office of Business Development in August of 2013. We are all about creating a community of involvement, education and learning to enhance the local and regional business environment. A trained and ready workforce is a key component. STC is a public institution authorized by the State of Florida and operated by the Hernando County School District.

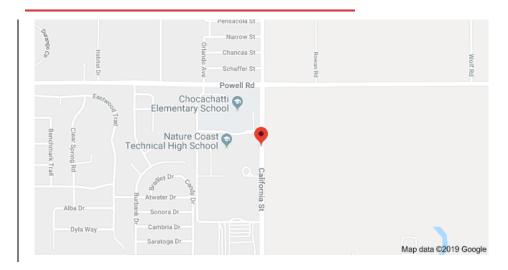
STC offers technical training in nine different disciplines at two campuses in Hernando County. Additional information about—STC's programs can be found on our web site at hernandoschools.org/schools/stc or at our Administrative office located at 801 North Broad Street, Brooksville, FL 34601, phone (352) 797-7018.

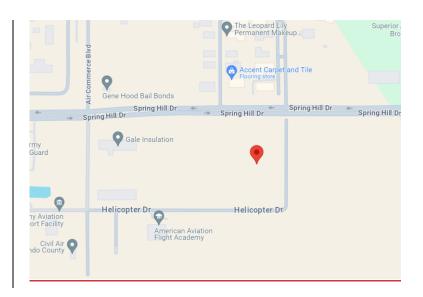
## **Campus and Facilities**

### Main Campus

Nature Coast Technical High School 4057 California St. 17050 Spring Hill Drive

Brooksville, FL 34604





# **Extension Campus**

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



# TESTING PROCEDURES

# BASIC SKILLS EXAMINATION

The State of Florida Department of Education requires that adult students who enroll in post-secondary Career and Technical Education programs take the Test of Adult Basic Education (TABE). Florida Statue requires students be tested within 6 weeks of admission into the program of study. The State of Florida has established minimum scores in communication and math which are required for completion of the program. The minimum standards may be found on the program description

flyers for each program. Students who do not meet the minimum standards will be referred to Applied Academics for Adult Education (AAAE) for assistance in meeting the required standard. The state allows for basic skills exemptions. The exemptions are listed under Florida Statute 1008.30, 1004.91.

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## ADMISSION REQUIREMENTS

Adult students and those over the age of 16 who have left formal secondary education may enroll in STC's <u>adult and</u> technical programs. Students entering 9<sup>th</sup> 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.

- Students interested in a technical program are encouraged to make an appointment for a tour of their program of interest with -STC staff.
- 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
- Students must take the CASAS exam unless a basic skills exit requirement exemption exists. The exam is administered by STC Staff<sub>2</sub> 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 9<sup>th</sup> 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 **fall or spring brochure** 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 750-600 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 readmission 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:

Director of Adult and Technical Education 801 N. Broad Street17050 Spring Hill Drive Brooksville, FL 346041 (352)797-7018 Watson s@hcsb.k12.fl.us

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 reenroll as self-pay until such time benefits can be reinstated.

Postsecondary students are assessed tuition, books/kits and lab fees. The session's tuition and lab These fees are discussed during the enrollment period and are payable upon registration, and have an approved payment plan. 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 801 N. Broad Street17050 Spring Hill Drive, Brooksville, Florida, 346014. 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 fiveforty-five days a certified letter will be mailed to the student withdrawing them from the program. Class books will be returned or the cost of the book will be billed to the student at the stated purchase rate when the book is signed for.—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...)
- Offer a course that has supervised training of at least 300-600 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.
- 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 300-600 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 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.

Other Cancellations: 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:

- Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
- 1) Two calculations are performed:

- a) The <u>studentsstudent's</u> 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)
- 2) The student's grade record will be updated to reflect his/her final grade.
- 3) 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) 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.
  - Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
- 5) 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;
- 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;
- 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 all 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, make-up 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. Minute nNotes 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 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. We have 3 bid vendors on of the books needed for our classes and student's may research it on their own as well. 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 another 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

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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, andwell 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.

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) 797-709118
- 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, ordoing 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

- 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
  - f) The "Crime Awareness and Campus Security Act" 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 situationemergency 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 <u>for all programs</u>:

- 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 at Nature Coast Technical High School 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

labarbara\_tJensen\_a@hcsb.k12.fl.us

Contact information for Equity Coordinator:

Alexis Brown, Supervisor of Professional Standards

Phone: 352-797-7019 919 N. Broad Street Brooksville, Florida 34601

goldrick\_mbrown\_a@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.

- $\bullet \quad \text{Students enrolled in apprenticeship programs registered with the Florida Department of Education}.$
- 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:
  - o 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

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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, Nature Coast Technical High School 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 \$9.9478. 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 areis made at the time of registration at the Administrative office, based at 801 N. Broad Street, Brooksville, Florida, 34601. Payment of installment plans can be made at the administrative office, 4057 California Street, Brooksville, Florida, 34604 also. 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. Class books will be returned or the cost of the book will be billed to the student at the stated purchase rate when the book is signed for. 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 352-797-70917018. Oueries 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 20232024-245 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.)

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 Technology 1. Diesel Service Technology 1. Diesel Service Technology 1. Diesel Service Technology 1.

Clock

Credit

are as follows: <u>Applied Cybersecurity</u>, <u>Automotive Service Technology 1</u>, <u>Diesel Service Technician 1</u>, <u>Heathing</u>, <u>Ventilation</u>, <u>Air Conditioning/Refrigeration 1 and Welding Technology</u>.

<del>Program</del>	Code Code	Course Name	Code Code	<del>Clock</del> Hours	<del>Credit</del> <del>Hours</del>
Applied Cybersecurity	¥100300	Cybersecurity Associate	CTS0018	600	4
		Information Security Manager, or	CTS0019	150	1
		Data Security Specialist	CTS0021	<del>150</del>	1
				<del>750</del>	<del>5</del>
Automotive Service Technology 1	<del>T400700</del>	Automobile Services Assistor	AER0014	<del>300</del>	2
		Automotive Brake System Technician	AER0418	<del>150</del>	1
		Automobile Suspension and Steering Technician	AER0453	150	1
		Automotive Electrical/Electronic System Technician	AER0360	300	2
		Engine Repair Technician	AER0110	<del>150</del>	1
				<del>1050</del>	<mark>7</mark>
Heating, Ventilation, Air Conditioning/Refrigeration 1	C400410	Introduction to HVAC/R	ACR0000	<del>250</del>	1.5
		HVAC/R Fundamentals	ACR0001	<del>250</del>	1.5

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		HVAC/R Service Practices	ACR0012	<del>250</del>	1.5
				<del>750</del>	<del>4.5</del>
Welding Technology	<del>J400400</del>	Welder Assistant 1	PMT0070	<del>150</del>	1
		Welder Assistant 2	PMT0071	<del>150</del>	1
		Welder, SMAW 1	PMT0072	<del>150</del>	1
		Welder, SMAW 2	PMT0073	<del>150</del>	4
		Welder	PMT0074	<del>450</del>	3
				<del>1050</del>	<del>7</del>

Rule 6A 10.040, Basic Skills Requirements for Postsecondary Career and Technical Certificate Education require that students shall complete an entry level basic skills examination with the first six weeks of admission into the program. Additionally, eContinued 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 ease by ease 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. Transcripts will be provided only when your financial obligation has been cleared.

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

#### Instructor

## Mr. Mike Rae

## Program Structure

<del>OCP</del>	Course	Course Title	Course	SOC
	Number		Length	Code
A	ACR0000	Introduction to HVAC/R	250 Hours	49-9021
₽	ACR0001	HVAC/R Fundamentals	250 Hours	49 9021
C	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	<del>10</del>

## 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.

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

## **Schedule**

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

## **Applied Cyber-Security**

## Instructors

Mr. Kyle McCandless

<del>OCP</del>	Course Number	Course Title	Course Length	SOC Code
A	CTS0018	Cybersecurity Associate	600 hours	<del>15-1122</del>
₽	CTS0019	Information Security Manager, or	150 hours	<del>15 1122</del>
₽	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 eybersecurity professionals and make strategic decisions to protect entities from eyber threats.

## **Certifications available**

CompTIA A+

CompTIA Network+

Network Security+

## TABE minimum standards

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

## **Books, Required Materials & Uniforms**

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

#### **Schedule**

Monday, Tuesday, Wednesday and Thursday 4 9pm

## **Location**

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

## **Automotive Service Technology 1**

#### **Instructors**

Mr. Mark Flannery

## **Program Structure**

<del>OCP</del>	Course	Course Title	Course	SOC
	Number		Length	Code
A	AER0014	Automotive Services Assistor	300 Hours	49 3023
₽	AER0418	Automotive Brake System Technician	150 Hours	49-3023
C	AER0453	Automobile Suspension & Steering Technician	150 Hours	49-3023
Đ	AER0360	Automotive Electrical/Electronic System Technician	300 Hours	49 3023
E	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.

## **Schedule**

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	Course Number	Course Title	Course Length	SOC Code
	COS0160	Barber 1A	320 hours	<del>39 5011</del>
	COS0161	Barber 2A	150 hours	39-5011
	COS0162	<del>Barber 3A</del>	300 hours	<del>39 5011</del>
A	COS0163	Barber 4A	130 hours	<del>39 5011</del>
		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.

## **Schedule**

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

## Cosmetology

#### Instructor

Ms. Eilleen Guthart and Mr. John Klepeis

## **Program Structure**

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

## Schedule

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

## Florida Law Enforcement Academy

#### Instructor

Various instructors per course and FDLE requirements

## **Program Structure**

OCP	<del>Course</del> <del>Number</del>	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	<del>56 hours</del>	
	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	
A	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.

## **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

(352) 797 7091

Instructional Ratio 25:1

## Florida Law Enforcement Academy - Crossover

#### Instructor

Various instructors per course and FDLE requirements

## **Program Structure**

<del>OCP</del>	Course Number	Course Title	Length	SOC Code
	CJK0002	Introduction to Law Enforcement	12 hours	
	CJK0016	Communication	<del>24 hours</del>	
	CJK0018	Legal	64 hours	
	CJK0019	Interviewing and Report Writing	<del>56 hours</del>	
	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	
A	CJK0079	Crime Scene Follow up Investigations	34 hours	
	CJK0400	Traffic Incidents	12 hours	
	CJK0401	Traffic Stops	<del>24 hours</del>	
	CJK0402	Traffic Crash Investigations	30 hours	
	CJK0403	DUI Traffic Stops	24 hours	
	CJK0093	Critical Incidents	44-hours	
	CJK0393	Cross Over Program Updates	8 hours	
	CJK0020	Law Enforcement Vehicle Operations	48 hours	
	CJK0421	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.

## **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

(352) 797 7091 Instructional Ratio 25:1

## Welding Technology

#### Instructor

## Mr. Jason Whitman and Mr. David Shriver

<del>OCP</del>	Course Number	Course Title	Course Length	SOC Code
	PMT0070	Welder Assistant 1	150 hours	<del>51 9198</del>
A	PMT0071	Welder Assistant 2	150 hours	<del>51 9198</del>
	PMT0072	Welder, SMAW 1	150 hours	<del>51 4121</del>
₽	PMT0073	Welder, SMAW 2	150 hours	<del>51 4121</del>
C	PMT0074	Welder	450 hours	<del>51 4121</del>
		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.

#### Schedule

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

## **Location**

Central High School

14075 Ken Austin Parkway

Brooksville, FL 34613

(352) 797 7091 Instructional Ratio 20:1

Appendix A



# Automotive Services Technology 1

- ✓—Supplies and uniforms are <u>required</u> before first day of school\*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ 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.

Type	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Automotive Services Tecl	nnology 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
ee	Student ID		1	\$5.00	<del>\$5.00</del>
<del>Book</del>	CDX FAT3e textbook		1	\$338.00	\$338.00
	ISBN: 9781284271669 -	Fextbook & 2 Year online access code,			
	And Student Workbook				
					\$ <del>3,175</del>
Foo	ASE Certification		4	\$53.00	\$212.00
	ASE CELHICATION				
	ASE Registration		2	\$34.00	<del>\$68.00</del>
			2	\$34.00	\$68.00 \$3,455
Fee			2	\$34.00	
Fee	ASE Registration	Books, Uniform & Supplies	2		<del>\$3,455</del>
ee		Books, Uniform & Supplies	2 Quantity	\$34.00 Unit Cost	
	ASE Registration  Description	Books, Uniform & Supplies  Id oil resistant work shoes, close toed	Quantity		<del>\$3,455</del>
Type	ASE Registration  Description  Work Pants, Shop Top ar		Quantity  1	Unit Cost	\$3,455  Total Cost
Type Uniform	Description  Work Pants, Shop Top ar Safety Glasses		Quantity  1 1 1	Unit Cost \$150.00	\$3,455  Total Cost  \$150.00
Fee  Fype  Uniform Supply	ASE Registration  Description  Work Pants, Shop Top ar		Quantity  1 1 1	Unit Cost \$150.00 \$10.00	\$3,455 Total Cost \$150.00 \$10.00

Tuition		\$2,562.00
Foor		• •
<del></del>		\$275.00
NATEF Registration & examinations		<del>\$280.00</del>
Books		\$338.00
Uniforms 9 Cumplies		\$160.90
Official a Supplies		<del>3103.03</del>
	PROGRAM TOTAL	<del>\$3,624.89</del>



# **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

Type	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	11	\$5.00	<del>\$5.00</del>
Fee	Milady Online and Text Bundle (9780357812785)	1	\$280.00	\$280.00
	CIMA for Barbering & Print 6 <sup>th</sup> Edition Milady			
Fee	Cosmetology Tool Kit (Required)	1	\$412.79	*\$ <u>412.79</u>
				\$3,088.79

<b>Uniform</b>	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	\$9.39
			70.00	\$215.16

		Exams		
Exam	HIV/AIDS		\$20.00	\$20.00
Exam	Barbering Exam		\$16.50	<del>\$16.50</del>
Fee	Testing Center Fee		\$31.50	\$31.50
				\$68.00

## **Barbaering Tool Kit (S&H included)**

Items Included in Tool Kit:	*\$4 <u>12.79</u>
Barber Jacket and Cutting Cape	Rubber Base Styling Brush
Black Collar Clips (06)	Ceramic Cushion Paddle Brush
Tapered Barber Combs/Styling Combs	Ryan Deluxe Bearded Manikin
Cutting Comb/Barber Comb	Jake Budget Manikin
White (1) and Black (1) Clipper Comb	Head Lock Manikin Holder
Extra Large Nylon Tote	Ninja Swordsman Duo Shear Set
Andis Barber Clipper/ Trimmer Combo	Tourmaline Ionic Ceramic Dryer
Andis Profoil Lithium Plus Shaver	Professional Shaving Mug/Brush
Paddle Razor with Replaceable Blade	Handheld Square Mirror
Soft n Style Cotton Towels (12)	Professional Shaving Brush



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

Type	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	<del>\$5.00</del>
Fee	Milady Online and Text Bundle (9780357921883)	1	\$280.00	\$280.00
	CIMA for Cosmetology & Print 14 <sup>th</sup> Edition Milady			
Fee	Cosmetology Tool Kit (Required)	1	\$424.99	*\$424.99
			,	\$3,832,99

## Supplies & Uniforms & Book/Online Recommendations

1	\$150.00	\$150.00
1	39.00	39.00
1	\$7.00	\$7.00
1	\$4.99	<del>\$4.99</del>
1	\$2.29	\$2.29
1	\$2.49	<del>\$2.49</del>
1	\$9.39	<u>\$9.39</u>
	1 1 1 1 1	1 39.00 1 \$7.00 1 \$4.99 1 \$2.29 1 \$2.49

		<del>Exams</del>	
Exam	HIV/AIDS	\$20.00	\$20.00
Exam	Cosmetology Exam	\$63.50	\$63.50
Fee	Testing Center Fee	\$31.50	\$31.50
			\$115.00

PROGRAM TOTAL \$\$4,163.15

## Cosmetology Tool Kit (S&H included)

Items Included in Tool Kit:	*\$424, <del>99</del>	
Scalpmaster Nylon Crinkle Uniform	Scalpmaster 7 PC Ceramic Brush Set	
Soft N Style Duck Bill Clips Steel (12)	Scalpmaster Nylon Styling Cape	
Soft 'n Style Bevel Spray Bottle 12oz	Celebrity Zoey Manikin (two)	
Celebrity Selena Manikin	City Lights XL Nylon Tote	
Soft 'n Style 1lb 2oz Bobby Pins	DL Pro Manicure Kit 9 PC	
Satin Edge Hair Styling Kit right handed	Soft 'n Style Butterfly Clamp 2"	
Soft 'n Style Butterfly Clamp 3"	Scalpmaster Replacement Blades	
KB Innovations Mannequin Holder Wide	Satin Edge Slant Tweezer – red	
Salon Chic 8.5 inch Marceling Carbon Comb	Scalpmaster Silicon Metal Tail Comb	
Scalpmaster Detangling Brush – black	Salonchic 9.5" Rattail Carbon Comb	
Salonchic 8' Dual Purpose Carbon Comb	Hot Tools 1" XL Flat Iron	
Hot Tools ION Dryer		



# **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.

Type	Tuitions & Fees	Quantity	Unit Cost	Total Cost
Tuition	Applied Cyber Security (Total Program Length)	750 hrs.	\$2.44 p/hr.	\$1,830.00
Fee	Student Module	2	\$129.00	\$258.00
Fee	Lab Fee	2	\$263.50	\$527.00
Fee	Registration Fee	1	\$30.00	\$30.00
Fee	Student ID	1	\$5.00	\$5.00
			<u> </u>	<del>\$2,650.00</del>

## **Uniform & Supplies & Recommended Guides**

Uniform-	Collared Shirt, Long Pants, Closed Shoes	1	\$150.00	<del>\$150.00</del>
Book	The Official CompTIA A+ Core 1 Study Guide: Exams 220-1001	_1	\$99.00	\$99.00
	(ISBN: 978-1-64274-133-9) 2019			
Book	The Official Comp TIA A+ Core 2 Study Guide: Exams 220 1002	1	\$99.00	\$99.00
	(ISBN: 978-1-64274-145-2) 2019			
<del>Book</del>	The Official CompTIA Network+ Study Guide: N10 007	1	149.00	149.00
	(ISBN: 978-1-64274-145-2) 2018			
Book	The Official Comp TIA Security+ Study Guide: SYO 501	1	159.00	159.00
	(ISBN: 978-1-64274-008-0) 2018			
Supply	Ream of Paper for Printer	1	\$6.49	<del>\$6.49</del>
Supply	Jump Drive 8 gig min.	1	\$12.99	\$12.99
Supply	Headphones	1	\$5.00	<del>\$5.00</del>
Supply	Notecards	1	\$5.89	\$ <del>5.89</del>
Supply	USB Mouse	1	\$9.99	<u>\$9.99</u>
				<del>\$696.36</del>
	Tuition			\$1,830.00
	Fees			\$820.00
	Uniform, Supplies & Recommended Guides			\$696.36
		PROGRA	M TOTAL	\$3,346.36



## Crossover from Correctional Officer to Law Enforcement Officer

- $\checkmark$ —Supplies, textbooks, and uniforms are <u>required</u> before first day of school\*
- ✓ Check with instructor before purchasing any tools on this list.

	Type	Pre Enrollment Costs (anticipated costs)	Total Cost
<b>4</b> _	Exam	CJBAT (Criminal Justice Basic Abilities Test) take prior to enrollment	\$39.00
<b>≠</b> _	Background Fee	Fingerprints to be taken prior to admission	\$37.25
<b>≠</b> _	Examination	Medical / Physical (estimate)	\$200.00

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

## Uniform & Supplies

Fee	Uniform Costs (Estimated)	1	\$250.00	\$250.00
			,	
	Pre Enrollment Costs			\$276.25
	Tuition			\$1,263.92
	Fees including lab			\$510.00
	Books			\$18.25
	Examination Fees			\$100.00
	Uniforms & Supplies			¢2E0.00
	PROCEASA TOTAL			\$230.00 \$3440.43



# Florida Law Enforcement Academy

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

**Examination Fees** 

Uniforms &Supplies

PROGRAM TOTAL

	Type	Pre Enrollment Costs (anticipated costs)			Total Cost
<b>≠</b> _	Exam CJBAT (Criminal Justice Basic Abilities Test) take prior to enrollment  Background Fee Fingerprints to be taken prior to admission				
<b>≠</b> _	Examination —	Medical / Physical (estimate)			<del>\$37.25</del> <del>\$200.00</del>
уре	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
uition	Law Enforcem	ent Academy (Total Program Length)	770 hrs.	\$2.44 p/hr.	\$1,878.80
<del>ooks</del>	FL BRTP Law E ISBN: 978-1-71	nforcement Academy, Vol 1, 2023 edition 1147-162-4	1	\$11.00	\$11.00
	FL BRTP High L	iability Curriculum, Vol 2, 2023 edition	1	\$7.25	<del>\$7.25</del>
ee		ude Ammo, Firearm rental, equipment	1	\$925.00	\$925.00
<del>ee</del>	Student ID		1	\$5.00	\$5.00
ee ee	Registration Fo	ee mpany Access Code	<u>;</u>	<del>\$30.00</del> \$55.00	<del>\$30.00</del> \$55.00
xam		ertification Exam	1	\$100.00 —	\$100.00
		Uniform & Supplies			
<del>ee</del>	Uniform Costs	(Estimated)	1	\$250.00	\$250.00
	Pre Enrollmen	t Costs			\$276.2
	Tuition				\$1,878.8
	Fees including	lab			\$1015.0

65

\$18.25

\$100.00

\$250.00

\$3,538.30



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

- $\checkmark$ —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.

Type	Description	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	HVAC (Total Program Le	ength)	750 hrs.	\$2.44 p/hr.	\$1,830.00
<del>Books -</del>	Modern Refrigeration & (Text/WB/Lab) ISBN 978	Air Conditioning 21st Edition 3-1-64564-718-8)	1	<del>\$151.50</del>	\$151.50
ee	Lab Fee		1	\$255.00	\$255.00
ee	Student ID		1	\$5.00	\$5.00
ee	Registration Fee		1	\$30.00	\$30.00 \$2,271.50
xam	EPA 608		1	\$25.00	\$25.00
xam	R 410A Safety		1	\$25.00	\$25.00
xam	HVAC Excellence Emplo	yment Ready Electrical	1	\$15.00	\$15.00
xam	HVAC Excellence Emplo	yment Ready Air Conditioning	1	\$15.00	\$15.00
xam	HVAC Excellence Emplo	yment Ready Heat Pump	1	\$15.00	\$15.00
	·	• •			\$2,366.50

## **Uniform & Supplies**

Uniform	Work pants, work shirt, Closed Shoes	1	\$150.00	\$150.00
Supply	Safety Glasses (ANSI approved)	1	\$5.00	\$5.00
Supply	Calculator – Square Root	1	\$7.99	\$7.99
Supply	Black Electrical Tape	1	\$3.98	\$3.98
Supply	Air Duct Calculator	1	\$5.00	\$5.00
Tool	Tool Box or Tool Bag	1	\$19.99	\$19.99
Tool	Fieldpiece SC56 Swivel Head Meter or equivalent	1	\$200.00	\$200.00
	Must do capacitors, ohms, volts, & amps			
Tool	Wire Crimp Terminal Tool	1	\$14.20	\$14.20
Tool	Combination Screwdriver Set or 6 in one or 8 in one driver	1	\$20.25	\$20.25
Tool	Needle Nose Pliers – 6"	1	\$13.97	\$13.97

Tool Lineman Pliers 1 \$17.99 \$17.99

Tool	Tub Cutter (mini IMP)	1	\$15.99	\$15.99
Tool	Imperial Tube Cutter 127 FB	1	\$29.08	\$19.08
<del>Tool</del> —	Imperial Eastman Flare/Swage Set	1	\$81.47	\$81.47
<del>Tool</del>	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	\$83.88
				\$1,215.9

Tuition	\$1,830.00
Fees	\$290.00
	\$151.50
Examination Fees	\$95.00
Uniforms &Supplies	\$1,215.97
PROGRAM TOTAL	\$3,582.47



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

Type	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Welding Technology (Total Program Length)	1050	\$2.44	<del>\$2,562.00</del>
Fee	Lab Fee	4	\$303.75	<del>\$1,215.00</del>
Fee	Student ID	1	\$5.00	<del>\$5.00</del>
Fee	Registration Fee	1	\$30.00	<del>\$30.00</del>
Book	Modern Welding ISBN: 978-1-63563-694-3 Textbook & WB	1	\$185.00	<u>\$185.00</u>
				<del>\$3,997.00</del>
Exam	American Welding Society Welding Test (student cost)	1	\$300.00	<del>\$300.00</del>
				<del>\$4,297.00</del>
		ies (Optional)		
Uniform	Uniforms (Required), Tools and Suppl  Jeans & work shirt (100% cotton) - Required	ies (Optional)	\$65.49	<del>\$65.49</del>
Uniform Uniform		ies (Optional)	\$65.49 \$49.99	<del>\$65.49</del> \$49.99
	Jeans & work shirt (100% cotton) - Required High top leather safety steel toe boots - Required	ies (Optional) 1 1 1		1
Uniform	Jeans & work shirt (100% cotton) - Required	ies (Optional)  1  1  1  1	\$49.99	\$49.99
Uniform Uniform	Jeans & work shirt (100% cotton) - Required  High-top leather safety steel toe boots - Required  Fire Resistant welding jacket - Required	ies (Optional)  1  1  1  1  1	\$49.99 \$54.04	\$49.99 \$54.04
Uniform Uniform Uniform	Jeans & work shirt (100% cotton) - Required  High top leather safety steel toe boots - Required  Fire Resistant welding jacket - Required  Leather welding gloves - Required	ies (Optional)  1  1  1  1  1  1	\$49.99 \$54.04 \$16.88	\$49.99 \$54.04 \$16.88
Uniform Uniform Uniform Uniform	Jeans & work shirt (100% cotton) - Required  High top leather safety steel toe boots - Required  Fire Resistant welding jacket - Required  Leather welding gloves - Required  Welders hat or skullcap - Required	ies (Optional)  1  1  1  1  1  1  1  1  1	\$49.99 \$54.04 \$16.88 \$5.26	\$49.99 \$54.04 \$16.88 \$5.26
Uniform Uniform Uniform Uniform Supply	Jeans & work shirt (100% cotton) - Required High top leather safety steel toe boots - Required Fire Resistant welding jacket - Required Leather welding gloves - Required Welders hat or skullcap - Required Clear safety glasses or prescription glasses with side shields	ies (Optional)  1  1  1  1  1  1  1  1  1  1  1  1  1	\$49.99 \$54.04 \$16.88 \$5.26 \$6.43	\$49.99 \$54.04 \$16.88 \$5.26 \$6.43
Uniform Uniform Uniform Uniform Supply Supply Supply	Jeans & work shirt (100% cotton) - Required High top leather safety steel toe boots - Required Fire Resistant welding jacket - Required 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	ies (Optional)  1  1  1  1  1  1  1  1  1  1  1  1  1	\$49.99 \$54.04 \$16.88 \$5.26 \$6.43 \$24.95	\$49.99 \$54.04 \$16.88 \$5.26 \$6.43 \$24.95
Uniform Uniform Uniform Uniform Supply Supply	Jeans & work shirt (100% cotton) - Required High top leather safety steel toe boots - Required Fire Resistant welding jacket - Required 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	ies (Optional)  1  1  1  1  1  1  1  1  1  1  1  1  1	\$49.99 \$54.04 \$16.88 \$5.26 \$6.43 \$24.95 \$9.89	\$49.99 \$54.04 \$16.88 \$5.26 \$6.43 \$24.95 \$9.89

Гуре		Quantity	Unit Cost	Total Cost
Fools	Chipping hammer	1	\$7.98	<del>\$7.98</del>
<del>Fools</del>	Pliers, Wrenches, Clamps	1	\$86.85	<del>\$86.85</del>
Fools	12" adjustable wrench	1	\$27.98	\$27.98
Fools	10" groove or slip joint pliers	1	\$24.99	<del>\$24.99</del>
Fools	6" side or diagonal cutting pliers	1	\$5.98	\$5.98
Fools	10" vice grip pliers	1	\$16.48	<del>\$16.48</del>
				4.00.0-
				<del>\$468.67</del>
	Tuition Lab Fees			\$4 <del>68.67</del> \$2,562.00 \$1,215.00
				\$ <del>2,562.00</del>
	Lab Fees			\$2,562.00 \$1,215.00
	Lab Fees Uniforms, Tools & Supplies			\$2,562.00 \$1,215.00 \$468.67
	Lab Fees Uniforms, Tools & Supplies Registration Fee			\$2,562.00 \$1,215.00 \$468.67 \$30.00
	Lab Fees Uniforms, Tools & Supplies Registration Fee Student ID Fee			\$2,562.00 \$1,215.00 \$468.67 \$30.00 \$5.00

## Industry Certification & Licensure Requirements by Program

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

Minimum Age for Industry Examinations	None
Minimum Clock Hours	150 onwards
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	http://www.fldoe.org/academics/career adult- edu/career tech edu/curriculum- frameworks/2019 20 frameworks/architecture- construction.stml C400410

## **Applied Cyber Security**

Minimum Age for Industry Examinations	None
Minimum Clock Hours	150 onwards
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	http://www.fldoe.org/academics/career adult- edu/career tech edu/curriculum- frameworks/2019 20 frameworks/info- technology.stml Y100300

## **Automotive Service Technology 1**

Minimum Age for Industry Examinations	18
Minimum Clock Hours	450 onwards
Examination Fees	Registration: each \$36, Examination: each \$43
Examination Contact at STC	Coordinator of Career and Technical Education
Examination Website for external testing	Non Applicable
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/transportation-distribution-logistics.stml T400700

## 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	http://www.fldoe.org/academics/career adult- edu/career tech edu/curriculum- frameworks/2019 20 frameworks/human- services.stml D500100

## 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	http://www.fldoe.org/academics/career adult- edu/career tech edu/curriculum- frameworks/2019 20 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	http://www.fldoe.org/academics/career adult- edu/career tech edu/curriculum- frameworks/2019-20- frameworks/manufacturing.stml J400400

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 quarter hour, half hour and hour

Students exceeding 20% (percentage) total absences of 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 (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 70% each phase (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA or percentage falls below 70% at the end of any phase (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

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

10/6/2017

School Name:

SunCoast Technical Education Center

801 N. Broad Street

educational benefits will be terminated.

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

Sophia Watson,

**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 Watson

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 2022. 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.

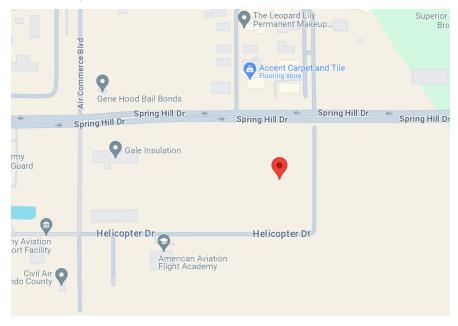
# **General Information**

# **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 9<sup>th</sup> 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 9<sup>th</sup> 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 readmission 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:

Director of Adult and Technical Education 17050 Spring Hill Drive Brooksville, FL 34604 (352)797-7018 Watson s@hcsb.k12.fl.us

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 reenroll 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:

- 1) 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.

Other Cancellations: 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;
- 1) 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)
- 2) The student's grade record will be updated to reflect his/her final grade.
- 3) 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) 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) 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 all 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, make-up 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.

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### **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.

<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

Phone: 352-797-7019

919 N. Broad Street

Brooksville, Florida 34601

brown\_a@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:
  - o 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 systemwide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

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.)

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, Heathing, Ventilation, Air Conditioning/Refrigeration 1 and Welding Technology.

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.

#### 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 quarter hour, half hour and hour absence.

Students exceeding 20% (percentage) total absences of 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 (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 70% each phase. (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA or percentage falls below 70% at the end of any <u>phase (term, quarter, semester, evaluation period, etc.)</u> 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:

Title: Supervisor of Adult & Technical Education

Date: 10/6/2017

School Name:

SunCoast Technical Education Center

Address:

801 N. Broad Street

City, State, Zip Code:

Brooksville, FL 34601

BSA Form 1005 (November 2016)



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

Account Name Account Number Fund Function Object Cost Center Fund Function Object Cost Center Project Sub Project	A. Item Currently Budgeto	ed -									
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B. Item Currently Not Budgeted -**  Funding Source  Account Name  Account Number  Fund  Fund  Function  Object  Cost Center  Project  Sub Project  Amount \$   Fund  Function  Object  Cost Center  Project  Sub Project  Sub Project  Sub Project  Account Number  Fund  Fund  Function  Object  Cost Center  Project  Sub Project  Sub Project  Sub Project  Sub Project  Fund  Fund  Function  Object  Cost Center  Project  Sub Pr	Approved	+		<ul> <li>Encumbrances</li> </ul>		Available			=	Balance	
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C. History  Check one: Prior Year Budget: New for Current Year:  Prior Year Approved Budget: \$				Function		Object		Cost Center		Project	Sub Project
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Prior Year Actual Spent: \$	New for Current Year:	Prior Y		` <del></del>							

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



#### Hernando School District

#### School Board Regular Meeting

**Agenda Item #** 6. 24-2405

6/25/2024

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

Citizen Input on agenda items (Green Form)

#### **Executive Summary**

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

#### **My Contact**

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

#### 2023-28 Strategic Focus Area

Priority 3: Community Connection

#### **Financial Impact**

There is no financial impact

### **AGENDA** ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/ <b>PRINTED</b> :	
LEGAL ADDRESS:	
PHONE: ()	
Identify agenda item to be addressed:	
Ex.) Agenda item #: 10. 24-2100	
Agenda item #:	
Agenda item #:	
Guidelines:	
Limited agenda time and the need to conduct meetings in an order following Citizen's Input guidelines:  The speaker will adhere to a three (3) minute time limit per time may not be yielded to other speakers.  The Chairperson has the authority to limit discussion if the Board Members regarding an issue that is repetitive or is a Materials or documents you wish to share with the School  The Chairperson may deny all forms submitted after the Science The HCSD Code of Civility will be in effect at all times (see on the Board typically does not respond to remarks or question of the Board typicall	subject is outside of the authority of the School addressing a legally confidential issue. Board must be attached to this form. chool Board Meeting is called to order. ther side). In smade during Citizen Comments.
Civility:  Signature of speaker:	
Signature of Speaker.	<del>_</del>
Chairperson's Approval of form:	<u> </u>
	FOR OFFICE USE ONLY:  Date Received:

Revised: March 2024
GREEN SPEAKER FORM

# Hernando County School Board CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.

<sup>\*</sup>Any lack of civility by any person will result in that person being directed by the Superintendent, or Chairperson, to leave the premises. Failure to follow a directive will result in law enforcement assistance.



#### Hernando School District

#### School Board Regular Meeting

**Agenda Item #** 7. 24-2373

6/25/2024

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

Approval of the Personnel Recommendations

#### **Executive Summary**

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

#### **My Contact**

Matthew Goldrick Director of Human Resources 352-797-7070 Ext. 451 goldrick m@hcsb.k12.fl.us

#### 2023-28 Strategic Focus Area

Priority 2: Talent Management

#### **Financial Impact**

See attached budget sheet.

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

#### CONSENT AGENDA

A. Approval of Personnel Recommendation

#### 1. Instructional Leaves

Don Abbene – Teacher, CHS – 05/21/2024 through 06/04/2024 (Intermittent) Tiffany Ertle – Teacher, CHS – 05/15/2024 through 06/04/2024 (Intermittent) Amy Macchio – Teacher, WES – 05/20/2024 through 06/04/2024 (Intermittent)

Return From Leave Early

Brittney DaSilva-Serrano – Teacher, CK8 – 05/29/2024

Lana Norris – Teacher, PGES – 06/04/2024 (Retirement)

#### 2. Instructional Separations

Jeffrey Bertone – Teacher, WWHS – 05/31/2024 (Probationary Release) Eric Bogle – Teacher, HHS – 06/04/2024 (Resignation) George Dwyer – Teacher, SHES – 06/04/2024 (Retirement) Scott Grinnen – Teacher, EK8 – 06/04/2024 (Resignation) Amanda Jones – Teacher, PGES – 06/04/2024 (Resignation) Thomas Mitchell – Teacher, CHS – 06/03/2024 (Probationary Release) Christine Morana – Teacher, FCMS – 06/04/2024 (Resignation) Kimberly Morse – Teacher, PGES – 06/04/2024 (Resignation)

**3.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Instructional Personnel

#### 4. Administrative Leaves

Melissa Goodwin – Assistant Principal, WWK8 – 02/12/2024 through 06/28/2024 (Intermittent)

#### 5. Administrative Transfers

Jodi Slone – From Assistant Principal, CHS – to Assistant Principal, WWHS – 06/03/2024

#### **6. Administrative Separations**

Joyce Lewis – Principal, JDFES – 06/28/2024 (Retirement) Kristina Stratton – Principal, WES – 06/28/2024 (Resignation)

**7.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Administrative Personnel

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

Geraldine Casciotta – Paraprofessional PK Handicap, JDFES – 05/06/2024 through 05/17/2024 Taffy Risbon – Fire Safety Inspector, Facilities Division – 06/03/2024 through 06/28/2024 Marcia Vicente – Bus Operator, Transportation Dept – 05/07/2024 through 05/31/2024

Return From Leave Early

Marcia Vincente – Bus Operator, Transportation Dept – 05/28/2024

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

Michael Coates – Attendance Asst-Srvc Transport, Student Services – 05/14/2024 Christine Johnson – Paraprofessional II, PGES – 05/13/2024 Matthew Stier – Environmental Services Tech I, EK8 – 07/01/2024 Scott Tormey – Attendance Asst-Srvc Transport, Student Services – 05/13/2024

#### 10. Non-instructional and Professional/Technical/Supervisory Transfers

Francis Brady – From Environmental Services Tech I, EK8 – to Food and Nutrition Assistant, SHES – 05/13/2024

Dean Edgar II – From Carpenter II, Maintenance Dept – to Carpenter III, Maintenance Dept – 05/13/2024 Kristena Gluth – From Secretary II, PGES – to Paraprofessional ESE, PGES – 05/13/2024

#### 11. Non-instructional and Professional/Technical/Supervisory Separations

Keysha Cruz Olivencia – Paraprofessional PK Handicap, PGES – 05/23/2024 (Resignation)

Patricia Goodson – Environmental Services Tech 3, BES – 06/28/2024 (Retirement)

Daniel Gordon – Bus Operator, Transportation Dept – 05/21/2024 (Resignation)

L'Erin Haines – Paraprofessional ESE, MES – 05/31/2024 (Resignation)

James Markham – Vehicle Technician Assistant, Transportation Dept – 06/13/2024 (Retirement)

Lisa Pennington – Food and Nutrition Assistant, HHS – 05/31/2024 (Resignation)

Colin Roof – Environmental Services Tech I, EES – 06/7/2024 (Resignation)

George Slider – District Tech Support Specialist, TIS Department – 05/23/2024 (Resignation)

Taresha Smith – Bus Attendant, Transportation Dept – 05/30/2024 (Resignation)

Alicia White – Secretary II, NCTHS – 06/10/2024 (Resignation)

- **12.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Noninstructional Personnel
- **13.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Professional/Technical/Supervisory Personnel
- **14.** Approve reappointments and related employment actions as listed on the attachment and authorize Superintendent to execute employment contracts for Confidential Personnel

#### 15. Other

#### Additional Duty, and/or Additional Days/Hours

Sonja Abbey – Paraprofessional ESOL, FCMS (ESY – Paraprofessional) – 06/05/2024 – 72 Total Hrs. (ESSER) Melissa Arledge – Teacher, DES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Lynn Arroyo – Teacher ESOL, FWSHS (ESOL Summer Camp 2024) – 06/05/2024 – 100 Total Hrs. (ESSER Supplemental Programming)

Kelly Baker – Certified School Counselor, SES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 50 Total Hrs. (ESSER III)

Nicole Baker – Teacher, WHMS (3<sup>rd</sup> grade Summer Reading Camp-teacher – Sub Only (SES/MES/CK8)) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Daiquiri Benard – Teacher, EES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Mary Bennett – Teacher, FWSHS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Amanda Brady – School Social Worker, CK8 (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 38 Total Hrs. (ESSER III)

Jessica Brendlinger-Buse – Instructional Practices Coach, WHMS (Tutoring) – 05/25/2024 – 65 Total Hrs. (Title I)

Shannon Brening – Teacher, CK8 (MS/Elementary Summer Camp) – 06/17/2024 – 36 Total Hrs. (General Fund)

Helen Brizek – Certified School Counselor, WWK8 (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 38 Total Hrs. (ESSER III)

Kristopher Brooks – Teacher, CHS (After School Credit Recovery Program) – 05/16/2024 – 5 Total Hrs. (Operation HeartFelt Grant)

Tabbitha Burlett – Certified School Counselor, SHES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 50 Total Hrs. (ESSER III)

Gary Burns – Teacher, PMS (July Algebra Boot Camps) – 07/22/2024 – 20 Total Hrs. (Supplemental School Improvement Grant)

Michael Burzumato – Support Staff Springs Coast, Academic Services (Support Staff Additional Work) – 06/10/2024 – 80 Total Hrs. (ESSER III)

Kristen Cameron – Teacher, SES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Erin Casey – School Social Worker, MES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 50 Total Hrs. (ESSER III)

Evelyn Colon – Teacher, JDFES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Elizabeth Coniglio – Teacher, Hernando eSchool (Assessment) – 06/05/2024 – 40 Total Hrs. (23-24 Budget/24-25 Budget)

Elizabeth Coniglio – Teacher, Hernando eSchool (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Melinda Cook – Teacher, BES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Lynn Denig – Teacher, PGES (3<sup>rd</sup> grade Summer Reading Camp-teacher – Sub Only (SES/MES/CK8)) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Sarah Edgecomb – Certified School Counselor, PMS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 47 Total Hrs. (ESSER III)

Lisa Evans – Program Staffing Specialist, Exceptional Student Support ( $3^{rd}$  Grade Summer Reading Campteacher (MES)) – 06/05/2024 - 85 Total Hrs. (Reading Dollars)

Julieann Farrington – Instructional Practices Coach, SHES (3<sup>rd</sup> Grade Summer Reading Camp-teacher (MES)) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Melanie Fielder – Teacher, WHMS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Tiffany Fiore – Elementary Assistant, DES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Tracy Frazier – Teacher, SHES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Deonne Fry – Teacher, WWK8 (MTSS Elementary) – 06/05/2024 - 30.75 Total Hrs. (HIITS Project 99960) Sheryl Gleason – Teacher on Administrative Assignment, WWK8 ( $3^{rd}$  grade Summer Reading Camp-admin (WHMS)) – 06/05/2024 - 85 Total Hrs. (Reading Dollars)

Amy Hall – ESE Specialist, Exceptional Student Support (3<sup>rd</sup> Grade Summer Reading Camp-teacher (CK8)) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Kelli Hilgers – Teacher, NCTHS (July Algebra Boot Camps) – 07/22/2024 – 20 Total Hrs. (Supplemental School Improvement Grant)

Kristi Jernigan – Teacher, BES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 50 Total Hrs. (ESSER III)

Andrew Johnson – Mathematics Specialist, Academic Services (July Algebra Boot Camps) – 07/22/2024 – 20 Total Hrs. (Supplemental School Improvement Grant)

Courtney Judd – School Social Worker, NCTHS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 43 Total Hrs. (ESSER III)

Shone Jung – Teacher, CK8 (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

David Katcher – Teacher, CES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Corrine Keiper – Teacher, WWHS (July Algebra Boot Camps) – 07/22/2024 – 20 Total Hrs. (Supplemental School Improvement Grant)

Audrey Kellems – Teacher, WWK8 (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Debra Kelly – Students and Families in Transition Unaccompanied Youth Specialist, Title I (School & Community Outreach Activities; Identification Support; Attending, planning and conducting PD) – 06/11/2024 – 16 Total Hrs. (ARP-HCY)

Debra Kelly – Students and Families in Transition Unaccompanied Youth Specialist, Title I (School & Community Outreach Activities; Identification Support; Attending, planning and conducting PD) – 07/08/2024 – 115 Total Hrs. (ARP-HCY)

Robin Kidd – Teacher, MES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Joanne Kozlow – Teacher, JDFES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Cindy Kufner – Certified School Counselor, FCMS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 47 Total Hrs. (ESSER III)

Jennifer Kynerd – Teacher, EES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Jodi LaRocca – Teacher, NCTHS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Jennifer Lawson – Teacher, CES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Shannon Liebler – Teacher, SES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Catherine Lovett – Teacher, CK8 (Volleyball Open Gym) – 05/01/2024 – 27 Total Hrs. (General Fund) Catherine Lovett – Teacher, CK8 (MS/Elementary Volleyball Camp) – 06/17/2024 – 36 Total Hrs. (General Fund)

Michelle Mayhill – Certified School Counselor, CHS (Summer School) – 06/17/2024 – 80 Total Hrs. (CHS General Account)

Stacy McCalla – Teacher, DSPMS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

David McDuffie – Certified School Counselor, ENDV (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 40 Total Hrs. (ESSER III)

Laura Mendoza – Elementary Assistant, EK8 (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 38 Total Hrs. (ESSER III)

Erica Mobley – Teacher, BES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) DeAnna Molina – Teacher, WES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Brenda Morris – Teacher, WES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Jennifer Muente – Teacher, EK8 (July Algebra Boot Camps) – 07/22/2024 – 20 Total Hrs. (Supplemental School Improvement Grant)

Cheryl Paradis – Teacher, Academic Services (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 80 Total Hrs. (ESSER III)

Carolyn Piechowicz – Certified School Counselor, Hernando eSchool (Guidance) – 06/05/2024 – 189 Total Hrs. (23-24 Budget/24-25 Budget)

Galathea Reed – Teacher, PGES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Melinda Reiter – Teacher, CK8 (MTSS Elementary) – 06/05/2024 - 30.75 Total Hrs. (HIITS Project 99960) Sarah Reyes – School Social Worker, FWSHS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 35 Total Hrs. (ESSER III)

Kristal Rickard-Barnes – Reading Coach, Academic Services (Reading Camp Coordinator/ELA Curriculum Support) – 06/05/2024 – 85 Total Hrs. (Reading)

Susan Rivera – Teacher, EK8 (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Jillian Roman – Teacher, EK8 (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 76 Total Hrs. (ESSER III)

Jillian Roman – Teacher, EK8 (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 - 17 Total Hrs. (ESSER III)

Kesha Russell – Teacher, EK8 (3<sup>rd</sup> grade Summer Reading Camp-teacher – Sub Only (SES/MES/CK8)) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Stephanie Sauvageot – Teacher, MES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Victoria Seifried – School Social Worker, EES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 50 Total Hrs. (ESSER III)

James Skipper – Teacher, WWHS (Website Management) – 08/10/2023 – 60 Total Hrs. (General Fund)

Brandy Sladek-Carsillo – Teacher, WWHS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Rebecca Smith – Associate Teacher Substitute, SES (ESY – Teacher) – 06/05/2024 – 85 Total Hrs. (ESSER) Kelly Smith – Certified School Counselor, DSPMS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 95 Total Hrs. (ESSER III)

Patricia Spatz – Reading Coach, MES (3<sup>rd</sup> grade Summer Reading Camp-teacher (MES)) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Colleen Talpa – Teacher, HHS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Angel Theodore – Teacher, PGES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960) Colleen Thomas – Elementary Assistant, PGES (3<sup>rd</sup> grade Summer Reading Camp-admin (SES)) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Sandra Valentin – Paraprofessional II ESOL, SES (ESOL Summer Camp 2024) – 06/05/2024 – 100 Total Hrs. (ESSER Supplemental Programming)

Recia VanRaalte – Certified School Counselor, PGES (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 50 Total Hrs. (ESSER III)

Roxanne Witt – Teacher, FCMS (Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review) – 06/10/2024 – 17 Total Hrs. (ESSER III)

Jennifer Zito – Teacher, SHES (MTSS Elementary) – 06/05/2024 – 30.75 Total Hrs. (HIITS Project 99960)

### <u>Approve Reading Coach(es), Curriculum Support/ELA (Academic Services) – 06/05/2024 – 40 Total Hrs. (Reading)</u>

Heather Arnold Linda Lopez Michele Rittenberry

## Approve Students and Families in Transition Specialist(s), School & Community Outreach Activities; Identification Support; Attending, planning, and conducting PD (Title I) – 06/11/2024 – 16 Total Hrs. (ARP-HCY)

Victoria Granger Vanessa Torres

## <u>Approve Students and Families in Transition Specialist(s), School & Community Outreach Activities; Identification Support; Attending, planning, and conducting PD (Title I) – 07/08/2024 – 115 Total Hrs. (ARP-HCY)</u>

Pamela Barron Victoria Granger Vanessa Torres

### <u>Approve Teacher(s), Summer School (CHS) – 06/17/2024 – 80 Max Total Hrs. (CHS General Account)</u>

Kristopher Brooks Rachel Kingdom Dana Langworthy

## Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (NCTHS) – 06/10/2024 – 43 Total Hrs. (ESSER III)

Tania Kelly Vicki Schlum-Hughes Natalie Tarr

### Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (CHS) – 06/10/2024 – 58.3 Total Hrs. (ESSER III)

Holly Becker Sarah Hengesh Michelle Mayhill

## <u>Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (FWSHS) – 06/10/2024 – 35 Total Hrs. (ESSER III)</u>

Robyn Danchise Carmela Sardogan Tammy Swartout

## <u>Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (HHS) – 06/10/2024 – 43 Total Hrs. (ESSER III)</u>

Ashley Day Janice Greene Jennifer Lee Melody Whitaker

### Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (DES) – 06/10/2024 – 27 Total Hrs. (ESSER III)

Candace Carsey Amy Gendron

### <u>Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (WHMS) – 06/10/2024 – 47 Total Hrs. (ESSER III)</u>

Karen Cooper Lysandra Rae

## <u>Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (CK8) – 06/10/2024 – 38 Total Hrs. (ESSER III)</u>

Lauren Carlo Heather Dancsak

### Approve Certified School Counselor(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (WWHS) – 06/10/2024 – 43 Total Hrs. (ESSER III)

Summer Clark James Richter Ana Ridenour Jennifer Vonperbandt

## <u>Approve School Social Worker(s), Facilitated Lesson Planning, Data Disaggregation, Schedule Planning and Review (WWK8) – 06/10/2024 – 38 Total Hrs. (ESSER III)</u>

Rosana Curet-Millayes Allison Sharrer

## Approve ESOL/Lead Teacher(s), Building and revising ESOL documents, planning parent engagement events, and creating Professional Learning (Title I) – 06/05/2024 – 70 Total Hrs. (Title IV)

Pamela Gauvin Angelina Haripersad Dyane Maxey Kathleen Santana

## <u>Approve Instructional Technology Specialist(s), Facilitated Lesson Planning, Data</u> <u>Disaggregation, Schedule Planning and Review (Academic Services) – 06/10/2024 – 40 Total</u> <u>Hrs. (ESSER III)</u>

Corey Duncan Nadia Helton King Vanessa Hurd

### <u>Approve Paraprofessional(s), 3<sup>rd</sup> grade Summer Reading Camp-para (CK8) – 06/06/2024 – 80</u> Total Hrs. (Reading Dollars)

Christian Burgos
Cynthia Cordova
Tara Daglia
Staci Libenson
Stacy Lobb
John Oliveira Jr
Karen Piazza
Jennifer Tremouliaris

### <u>Approve Teacher(s), 3<sup>rd</sup> grade Summer Reading Camp-teacher (CK8) – 06/05/2024 – 85 Max Total Hrs. (Reading Dollars)</u>

Gloria Boylan
Juretta Carr
Janice Davis
Shone Jung
Lynda Karczewski
Michele Kloiber
Brandi Kruszynski
Jonathan Kryk
Shea McAuley
Mariann Montesani
Danielle Murphy

## <u>Approve Associate Teacher Substitute(s), 3<sup>rd</sup> grade Summer Reading Camp-para (CK8) – 06/06/2024 – 80 Total Hrs. (Reading Dollars)</u>

Dorothy Leyden Deborah Medina

## Approve Teacher(s), 3<sup>rd</sup> grade Summer Reading Camp-teacher (MES) – 06/05/2024 – 85 Total Hrs. (Reading Dollars)

Stephanie Sauvageot Haley Tompkins Shawna Wright

### <u>Approve Paraprofessional(s), 3<sup>rd</sup> grade Summer Reading Camp-para (MES) – 06/06/2024 – 80 Total Hrs. (Reading Dollars)</u>

Michelle Ford Elizabeth Moore Beatrice Reickman Terri Risk Michele Wyckoff

### <u>Approve Teacher(s), 3<sup>rd</sup> grade Summer Reading Camp (SES) – 06/05/2024 – 85 Max Total Hrs.</u> (Reading Dollars)

Jennifer Kelly

Shannon Liebler

Cerina McCaffery

Jerry McCaffery

Jeannine Rotella

Kaitlyn Saverino

### <u>Approve Paraprofessional(s), 3<sup>rd</sup> grade Summer Reading Camp-para (SES) – 06/06/2024 – 80</u> Total Hrs. (Reading Dollars)

Mercedes Alicea

Lourdes Castro

Meralisa Doris

Joshua Kelly

Elizabeth Kirchner

#### Approve Teacher(s), SHS Summer School (FWSHS) - 06/10/2024 - 48 Max Total Hrs. (SHS)

Donna Carmack

Linda Frank

Matthew McGarry

Vickie Temple

Robert Wilson

### Approve Teacher(s), Elementary Summer Camp (CK8) – 06/10/2024 – 36 Total Hrs. (General Fund)

**David Barrett** 

William Toler

## <u>Approve Teacher(s), Elementary Summer Camp (CK8) – 07/18/2024 – 36 Total Hrs. (General Fund)</u>

**David Barrett** 

William Toler

### <u>Approve Teacher(s), Elementary Basketball Camp (CK8) – 06/05/2024 – 24 Total Hrs. (General Fund)</u>

Rosemary Foley

Melissa Isaksen

### <u>Approve Teacher(s), Instructional (Hernando eSchool) – 06/05/2024 – 252 Total Hrs. (23-24 Budget/24-25 Budget)</u>

Caroline Brown

Russell Drummond

Timothy Etzel

**Andrew Fotopoulos** 

Kara Gregory

Mona Johnson

Dinah McCue

Katherine Muriel

Kimetta Ortiz

Danielle Pisarcik

Luciana Romero Calascione

Sherry Speigle

Jessica Torres Nicole Wittman

## <u>Approve Teacher(s), Cambridge Online Training (WHMS) – 03/06/2024 – 20 Total Hrs.</u> (Millage)

Joseph Bristol Mary Farrington Susan Jackson Deedra Nisbet Shanique Patterson Deborah Rollo

#### 16. Drop Program Participant(s)

Manda Justice Jeffrey Laing Natalie Laing

#### 17. Supplements - see attached list(s)

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

\$ 2,851,064.92	Instructional
\$ 103,135.55	Noninstructional
\$ 2,954,200.47	Sub-Total
\$ 662,331.75	Benefits (22.42%)
\$ 3,616,532.22	Total

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ARNOLD	HEATHER	02683	Х
PS	HURD	VANESSA	11549	Х
PS	KUPCIK	DUSTIN	11251	Х
PS	LOPEZ	LINDA	01659	Х
PS	MARKHAM	RUTH	09220	Х
PS	PARADIS	CHERYL	07261	X
PS	RICKARD-BARNES	KRISTAL	08944	X
PS	RITTENBERRY	MICHELE	02183	Х
PS	SYBLIS	STEFANY	04366	Х
PS	WARRELL	DEBBYE	09811	Х
PS	WILKERSON	MELISSA	10501	Х
AC	BARON	CYNTHIA	18202	X
AC	BLAIR	CHRISTINA	16879	Х
AC	BROWNELL	ERIN	14128	Х
AC	DUNCAN	COREY	17157	Х
AC	GUERIN	LISA	13776	Х
AC	HELTON KING	NADIA	14488	Х
AC	HEWITT-SCHRANGL	PENNY	18586	Х
AC	JOHNSON	ANDREW	14080	Х
AC	SOBUT	DEVON	15079	Х
AC	WILLIAMS	DANYL	16374	Х
AC	ZOPF	MARTHA	06422	Х
Printing of my	 name below constitutes	my official signa	ture for electron	ic purposes.
Tiffany Howard				5.14.24
Printed name of	of Principal/Site Admini	strator		Date
Printing of my	name below constitutes	s my official signa	ture for electron	ic purposes.

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Kelly Downey				5.14.24
Printed name of	f Principal/Site Adminis	trator		Date
Printing of my n	ame below constitutes	my official signat	ure for electron	ic purposes.
John Morris				5.14.24
Printed name of	f Principal/Site Adminis	trator		Date
Printing of my n	ure for electron	ic purposes.		
Beth Lastra				5.14.24
Printed name of	f Principal/Site Adminis	trator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BARNES	SHERYLENE	03908	Х
Printing of my na	ire for electroni	c purposes.		
Sonsee Sanders				5/1/2024
Printed name of	Principal/Site Administ		Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ADAMS	TERESA	11824	Х
PS	BAMMERT	ELAINE	02517	Х
PS	CAPEL	SANDY	12880	Х
PS	СООК	MELINDA	07692	Х
PS	GIBSON	PATRICIA	12025	Х
PS	HALL	SHERRI	06878	Х
PS	HUBER	BRADFORD	11853	Х
PS	JEPPESEN	CONSTANCE	04403	Х
PS	JUSTICE	MANDA	11997	Х
PS	LONG	LAURA	07683	Х
PS	LOVELOCK	NANCY	10411	Х
PS	MASSEY	CATHERINE	02185	Х
PS	MCLAIN	TERRY	11948	Х
PS	MOBLEY	ERICA	11910	Х
PS	MOUSEL	JENNIFER	06012	Х
PS	NOARK	LYNNE	08635	Х
PS	TRINQUE	HAYLEY	11755	Х
PS	WATSON	MICHELE	06338	X
PS	WILSON	CYNTHIA	12311	Х
PS	ZAJAC	LOVE	07781	X
AC	BROWN	THERESA	16258	Х
AC	CUNNINGHAM-RUD	AMANDA	17771	X
AC	DELOACH	OLIVIA	18251	Х
AC	FELL	JODI	16465	X
AC	FETROW	MICHELLE	12699	Х
AC	HELM	RACHEL	17219	Х
AC	JERNIGAN	KRISTI	11435	Х
AC	JOHNSON	BRITTANY	15714	X
AC	LANCASTER	JENNA	14522	Х
AC	LOLLIE	JEANNETTE	11270	Х
AC	MUNCY	JACQUELYNN	17595	Х

CONTRACT				REAPPOINT -	
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES	
AC	O'REILLY	AMANDA	17799	X	
AC	PALKA	DANA	16440	X	
AC	PATTON	AMY	11900	X	
AC	SCHULER	BRITTANY	13873	X	
AC	SPEARS	CAITLIN	15956	Х	
AC	TOMPKINS	HALEY	18066	Х	
AC	TRAYER	ALEXANDRA	15203	Х	
AC	TUPINAMBA	MARGARET	14562	Х	
AC	VASCELLARO	RACHEL	13133	Х	
AC	WILLIAMS	TASHAE	18305	Х	
AC	YOUNG	TONI	16086	X	
РВ	AGUAYO	CHRISTOPHER	18728	X	
РВ	DILLY	MELANIE	17090	Х	
Printing of my	name below constitu	ıtes my official signatu	re for electronic	purposes.	
Dana Kublick	Dana Kublick				
Printed name	Printed name of Principal/Site Administrator				

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	AWTREY	ELISABETH	09922	Х
PS	BOWERS	RHONDA	05728	Х
PS	BURZUMATO	DEBRA	03119	Х
PS	DARBY	NATALIE	11552	X
PS	DOHERTY	SILVINA	11283	X
PS	ENGLE	MELANIE	05887	X
PS	FLAHERTY	JENNIFER	08472	Х
PS	GRIFFITH	KIM	02174	Х
PS	HONEY-BAROUDI	REBECCA	03436	Х
PS	KATCHER	DAVID	03588	X
PS	KENT	LAURA	06429	X
PS	KOENIG	DEBORAH	10782	X
PS	KRAFT	IRMARIE	11123	X
PS	KRAUS	NANCY	06114	X
PS	LAWSON	JENNIFER	11989	X
PS	LICHT	CHERYL	01668	X
PS	LICHTENWALTER	DIANA	05454	X
PS	MCAULEY	KIMBERLY	03404	X
PS	MCCALL	MICHELLE	05584	X
PS	MCCANE	DONNA	04402	X
PS	MCGRATH	SUZANE	05023	X
PS	OLSZEWSKI	NOELLE	09508	X
PS	PAOLILLO	KIMBERLY	01377	X
PS	PASQUARIELLO	CHERI	09753	X
PS	PICCINICH	VICTORIA	08648	X
PS	POHOLEK	MARIANNE	05696	X
PS	PRICE	JESSICA	10129	X
PS	TYREE	ERIC	10729	X
PS	VANCLEAVE	LISA	08850	X
PS	VIOLA	SUSAN	02114	X
PS	WARE	JODY	01075	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES		
PS	WILKERSON	CHRISTINE	12004	X		
PS	ZACK	AMY	01104	X		
AC	AMES	JESHA	13445	X		
AC	CHURCHILL	SAMANTHA	13998	X		
AC	СОМО	KAREN	12335	X		
AC	CORBETT	GEORGETTE	17353	X		
AC	CURET-MILLAYES	ROSANA	18531	X		
AC	DURR	GHISLAINE	11053	X		
AC	ESPOSITO	ANGELA	02157	X		
AC	HABER	ERIN	15268	X		
AC	HOLMLUND	CHANTEL	14369	X		
AC	HYDE	CRYSTAL	12154	X		
AC	LEHMAN	CRISTINA	18257	X		
AC	LYNCH	CHRISTINE	14805	X		
AC	MILANO	KATIE	12898	X		
AC	MOYNIHAN	KIM	14214	X		
AC	ORLANDO	LARISSA	17605	X		
AC	PREWITT	AMANDA	14876	X		
AC	RUSSELL	ALICIA	12404	X		
AC	RUSSELL III	ROBERT	16579	X		
AC	SIANI	AMANDA	15678	X		
AC	SKIDMORE	SARA	15992	X		
AC	WILLIAMS	KATHLEEN	13489	X		
РВ	EARL	ALLISON	18645	X		
	Printing of my name below constitutes my official signature for electronic purposes					
Lara Silva	no of Dringing/Cits As	dminiatratar		5/10/2024		
Printed nar	ne of Principal/Site Ad	aministrator		Date		

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ABBENE	DON	03961	Х
PS	BERGER	ROBERT	09063	Х
PS	BROOKS	BETHANN	08179	Х
PS	DODSON	JENNIFER	10666	Х
PS	GRESSICK	PENELOPE	03811	Х
PS	HERNANDEZ	AWILDA	11205	Х
PS	HILL	JOHN	09863	Х
PS	KEISTER	SAMANTHA	02892	Х
PS	LAPP	KIMBERLY	11688	X
PS	NESTOR	JOSEPH	03904	X
PS	OWEN	RUTH	10830	X
PS	ROJO	PABLO	03400	X
PS	ROMAN-MCLEMORE	MELISSA	02018	X
PS	SAPIA	JAMES	01977	X
PS	WILLMAN	CHAD	11532	Х
PS	WILSON	REBECCA	11526	X
AC	AMADU	YENUKWA	18321	X
AC	BECKER	HOLLY	15237	Х
AC	BLEHM	KAREN	12557	X
AC	BORRA	NAGALAKSHMI	18304	Х
AC	BROOKS	DRUE	16533	X
AC	BROOKS	KRISTOPHER	14585	X
AC	BRUNNER	MATTHEW	14826	X
AC	CALLAHAN	MEGHAN	01318	X
AC	CANFIELD	STACIE	16789	Х
AC	CRUZ	CHRISTIAN	16510	Х
AC	D'ANGELO	JEFFREY	13602	X
AC	DOMICO	MARIANNE	15114	X
AC	DUNHAM	KELLY	15015	X
AC	ERTLE	TIFFANY	16830	X
AC	GEBHARDT	MARIA	13863	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	GOMES	KIMBERLY	15485	Х
AC	GOURNARIS	CARRIE	16842	Х
AC	GREENWOOD	PATRICIA	12135	Х
AC	HAZEN	JORDAN	17096	Х
AC	HENGESH	SARAH	18118	Х
AC	HYDE	HEIDI	15969	Х
AC	KENNEDY	KATHLEEN	17600	Х
AC	KENNEDY	TERRY	18137	Х
AC	KERN	PAUL	15572	X
AC	KINGDOM	RACHEL	15834	X
AC	KOLAR	DIANE	01564	X
AC	LANGWORTHY	DANA	14047	X
AC	LAWYER	RACHEL	12682	X
AC	MASSEY	JANET	16301	X
AC	MAYHILL	MICHELLE	14722	X
AC	MELENDEZ VARGAS	VICTOR	17604	Х
AC	MULLER	TREVOR	18233	X
AC	NELSKI	MADISON	18217	X
AC	NIAZ	SEEMA	18323	X
AC	PENALVERT	RICARDO	17583	Х
AC	PUSATERI	JAMES	17179	Х
AC	SANTIAGO	MICHAEL	17174	Х
AC	SCHILDBACH	STEVEN	16432	X
AC	SCHOU	TRACY	16288	X
AC	SEITZ	CHRISTOPHER	14853	X
AC	SORRENTINO	ALBERT	13455	X
AC	SOUZA	JONATHAN	17848	X
AC	TREIDER	SHEILA	15739	Х
AC	WATERMAN	COREY	15041	Х
AC	WESDOCK	SANDRA	17914	X
AC	WHITMAN	JASON	15115	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	WORDEN	KIM	05975	Х
AC	YOANIDIS	RENIA	17346	Х
РВ	CRAWFORD	DANIELLE	18212	Х
РВ	GARTHWAIT	STANLEY	03518	Х
РВ	MANG	KRISTIN	18754	Х
РВ	MCALLISTER	SHARON	18712	Х
Printing of my name below constitutes my official signature for electronic purposes				
	Kelly Slusser			5/1/2024
Printed name of Principal/Site Administrator				Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	AUDETTE	LOUIS	08339	Х
PS	BARRETT	DAVID	09049	Х
PS	BROCKHOFF	BONNIE	08519	Х
PS	CALHOUN	KATHERINE	02019	Х
PS	CARLO	LAUREN	12245	Х
PS	CORNILLOW	CAROLINE	04373	Х
PS	CRIST-PLUMMER	MICHELE	08345	Χ
PS	DAVIS	JANICE	11341	Χ
PS	DAY	KATIE	01543	Χ
PS	DOULK	COLLEEN	11636	Χ
PS	DRADY	MARGO	01825	Χ
PS	ELLIS	AMY	08964	Χ
PS	FOLEY	ROSEMARY	02719	Χ
PS	GEMBICKI	DANIELLE	02749	Χ
PS	GOMEZ	RICHARD	11300	Χ
PS	GOODWORTH	ELIZABETH	12576	Χ
PS	HENDERSON	LISA	11273	Χ
PS	ISAKSEN	MELISSA	05051	Х
PS	JACKSON	JESSICA	11918	Х
PS	JONES	KAREN	05153	Х
PS	JUNG	SHONE	10308	Х
PS	KEAN	JASON	08688	Х
PS	KEAN	JENNIFER	08602	Χ
PS	KING	CHRISTOPHER	03122	Χ
PS	KLOIBER	MICHELE	11501	Х
PS	KRIENES	RACHAEL	06020	Χ
PS	LADINES	MICHELLE	11732	Х
PS	LIBERTY	MEGAN	01544	Х
PS	LONG	DENISE	11586	Х
PS	NUGENT	CRISTINA	09666	Х
PS	PRESCOTT	MARY	08304	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	QUINN	TAMMY	07884	Х
PS	ROMANELLO	JENNINE	02895	Х
PS	SIERRA-DIAZ	NELSIDA	11345	Х
PS	SYKES	DAVID	05406	Х
PS	TOLER	WILLIAM	05329	Х
PS	UZWIAK	SHERYL	01660	Х
PS	ZIPPERER	ANDREW	12348	Х
AC	ANZALONE	LAUREN	15326	Х
AC	BAILEY	CASSANDRA	15229	Х
AC	BARRETT	KELLY	15681	Х
AC	BORGESE	ANGELINA	16168	Х
AC	BRADY	AMANDA	14537	Х
AC	BRENING	SHANNON	16438	Х
AC	CARR	REBECCA	13617	Х
AC	CELESTINI	ANTHONY	17125	Х
AC	CHARBONEAU	KELLY	14846	Х
AC	CULLUM	OLIVIA	11542	Х
AC	DANCSAK	HEATHER	13413	Х
AC	DARBY	JENNIFER	17168	Х
AC	DASILVA-SERRANO	BRITTNEY	14672	Х
AC	DAVIS	KERRI	01447	Х
AC	DELLEA	FELICIA	17137	Х
AC	FABER-CANTERO	RAELIS	17429	Х
AC	FOSTER	PRISCILLA	18340	Х
AC	FRANZ	NICOLE	09878	Х
AC	GREENWALD	JESSICA	12813	Х
AC	HAIR	KARI	16025	Х
AC	HAYDEN	JULIA	10846	Х
AC	KRYK	JONATHAN	16843	Х
AC	LOVELL	MICHELLE	15690	Х
AC	LOVETT	CATHERINE	06771	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MCCARTHY	MICHELLE	14134	Х
AC	MELLO	TONYA	15414	Х
AC	MITCHELL	SARAH	16198	Х
AC	NELSON	SARA	15669	Х
AC	NELSON HILL	SCHANDELL	11670	Х
AC	NICHOLS	CARLY	12590	X
AC	NIETO	MELISSA	16508	X
AC	PARKS	ANGELINA	13124	X
AC	PARROTT	TESS	16479	X
AC	QUINN	MACKENZIE	16497	X
AC	RADTKE	JENNIFER	14602	Х
AC	REITER	MELINDA	11765	Х
AC	REYNOLDS	MARISA	13819	X
AC	ROSADO	ELIZABETH	15411	X
AC	RYAN	MELISSA	09667	X
AC	SANCHEZ	RACHELLE	11342	Х
AC	SCIRE	LAUREN	13259	Х
AC	SHUMATE	JEFFERY	15070	Х
AC	SILVA	ANNA	15372	Х
AC	SMITH	JOSHUA	18186	Х
AC	STANLEY-STILES	TANYA	12600	Х
AC	STATUTO	BRITTANY	15157	Х
AC	STUCKEY	THOMAS	03706	Х
AC	SUAREZ	JAIME	17123	Х
AC	SYLVIA	KELLY	12130	Х
AC	WARD-OERTEL	LIANA	17126	Х
AC	WILLIAMS	JOANNA	17041	Х
AC	WOGAN	KRISTEN	13341	Х
Printing of my name b	 pelow constitutes my c	official signature fo	r electronic purp	oses.

				REAPPOINT -
CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
Rosemarie Maiorini			4/29/2024	
Printed name of Principal/Site Administrator			Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ABOAGYE	ANTOINETTE	08368	X
PS	ANGELETTI	AMY	05712	X
PS	CLEINMAN	KATRINA	03435	X
PS	DIBBLE	JULIE	04367	X
PS	FALKINBURG	MARCIA	01086	X
PS	FIORE	TIFFANY	02073	X
PS	FONSECA	CATHY	11334	X
PS	GUARANTE	KATHLEEN	04072	X
PS	HANNEMAN	SARA	10204	X
PS	HARD	LISA	05430	X
PS	HELFAND	MICHAEL	06960	X
PS	HILL	STACIE	12366	X
PS	IANNACCONE	MICHAEL	12243	Х
PS	KARCZEWSKI	LYNDA	11272	X
PS	KOULOURIS	RENEE	05101	X
PS	LICHT	KRISTIE	11970	X
PS	MAKOHON-PIDHOROI	SOPHIA	03431	X
PS	MARION	ELIZABETH	06740	Х
PS	MCMULLIN	KIMBERLEY	08946	X
PS	MONTESANI	MARIANN	03868	X
PS	NORFORD	CHARLOTTE	05874	X
PS	PANTLEY	BETSY	07424	X
PS	PINTYE	ERIN	02611	X
PS	SANTIAGO	LAURA	03512	X
AC	AMAZAN-VALERA	SUSAN	16447	X
AC	ARLEDGE	MELISSA	13447	X
AC	BENCKERT IV	RAYMOND	16539	Х
AC	BENTLEY	SHEUE-HUAH	10461	Х
AC	CARSEY	CANDACE	17222	Х
AC	COTNER	TANYA	14621	X
AC	DARMANIN	AMANDA	17493	Χ

CONTRACT	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	DI BENEDETTO	LORIANN	18259	X
AC	DONAGHY	GARRETT	14475	Х
AC	DOYLE	BRONWYN	18119	Х
AC	DUSHAME	TRINETTE	16861	X
AC	EARLES	DEANNA	14619	X
AC	ENRIQUEZ	JOANNA	17161	Х
AC	FLASCHENRIEM	HEATHER	17160	Х
AC	GRACIA	JASMIN	14690	X
AC	GRACY	JESSICA	15188	X
AC	HANNA	KIMBERLY	16074	X
AC	HILL	KENNETH	12837	Х
AC	JAVIER	ROSETTE	17759	X
AC	JENSEN	ANDREA	17694	X
AC	JIMENEZ	KATHLEEN	14296	X
AC	LEWIS	CHRISTINA	08534	X
AC	MACK	ALICIA	16595	X
AC	MAGGARD	CHARLES	14153	X
AC	MASHBURN	ROBIN	15719	X
AC	MCAULEY	SHEA	16395	X
AC	PATELLA	DAWN	17085	X
AC	PIAZZA	BRENDA	13538	X
AC	SCHILDBACH	MIRANDA	13979	X
AC	SIVON	NAOMI	12881	X
AC	SKINNER	REBECCA	15692	X
AC	SMITH	CALEY	15167	X
AC	SPALLINO	JOSEPHINE	14872	X
AC	SPERLING-BALDWIN	DONNA	18509	X
AC	STANTON	BARBARA	04915	X
AC	THIBAULT	TARA	17236	X
AC	WAGNER	JENNIFER	14356	X
AC	WYSONG	KAITLIN	17878	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	WINKS	PAMELA	17308	Х
РВ	FINK	ANDREA	15175	Х
Printing of r	ny name below constitu	ites my official si	gnature for elec	tronic purposes.
	<u>Debi Shellabarger</u>			5/1/2024
Printed nam	ne of Principal/Site Adm	ninistrator		Date
			-	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BRANDHUBER	PATRICK	11780	Х
PS	CURREN	VALERIE	07940	Х
PS	FRYE	DENA	07346	Х
PS	HUDSON	ALTHEA	11086	Х
PS	HUDSON	RICARDO	06609	Χ
PS	KELLER-WISEMAN	NICOLE	12145	Χ
PS	LEONHART	MATTHEW	12363	Χ
PS	MCCALLA	STACY	08463	Χ
PS	PLATT	KENNETH	12122	Χ
PS	SWIATEK	LAUREN	03130	Χ
AC	ALLEN	BRENDA	12123	Χ
AC	BATES	JESSICA	11306	X
AC	BERRY	MARVA	11431	Х
AC	BURKHART	BRITTANY	14513	X
AC	CHRISTIAN	DANIELLE	18320	X
AC	EVANS	NICOLE	17197	Х
AC	FARMER	CASEY	18339	Χ
AC	FIEBIG	LARRY	15902	Х
AC	FIGUEROA	YAMIL	15377	Х
AC	GRESSLE	MELISSA	17652	Х
AC	HART	GRACE	06389	Х
AC	JONES	BRIDIE	09294	Х
AC	KELLIHER	ANDREA	14541	Х
AC	LINDO	SHACORY	17778	Х
AC	MANCO	NICHOLAS	17046	Х
AC	MARTIN	MILTON	17779	Х
AC	MILLER	CHRISTIE	14360	Х
AC	NEAL	LAMON	12976	Х
AC	PETTY	JOSHUA	18250	Х
AC	PETTY	MISTY	18249	Х
AC	PLATT	MEGAN	15112	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	RATLIFF	KIRSTIN	14627	Х
AC	SANBORN	ROBERT	13127	Х
AC	SMITH	KELLY	13894	Х
AC	THOMAS	DUSTIN	16404	Х
AC	WEAVER	LINDSAY	16437	Х
AC	WHEALTON	SUSAN	07602	Х
AC	WILSON	VICTORIA	13152	Х
Printing of n	 ny name below constit	utes my official s	signature for elec	tronic purpos
	Chris Clifford			5/10/2024
Printed nam	e of Principal/Site Adr	ministrator		Date

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
PS	BROWN	CAROLINE	10533	X
PS	DRUMMOND	RUSSELL	12172	Х
PS	ETZEL	TIMOTHY	09430	Х
PS	GREGORY	KARA	06409	Х
PS	JOHNSON	MONA	01720	Х
PS	MCCUE	DINAH	12227	X
PS	ORTIZ	KIMETTA	11032	X
PS	PIECHOWICZ	CAROLYN	02994	Х
PS	PISARCIK	DANIELLE	12606	Х
PS	WITTMAN	NICOLE	04157	Х
AC	CONIGLIO	ELIZABETH	04637	Х
AC	FOTOPOULOS	ANDREW	13422	Х
AC	MURIEL	KATHERINE	13926	Х
AC	ROMERO CALASCIONE	LUCIANA	15246	Х
AC	SPEIGLE	SHERRY	13464	Х
AC	TORRES	JESSICA	14374	Х
	y name below constitutes	my official signat	ture for electroni	
Zana Wisem	nan			4/29/2024
Printed name	e of Principal/Site Adminis	strator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BAILEY	WANDA	08734	Х
PS	BENARD	DAIQUIRI	11534	Х
PS	BIENSTOCK-PRICE	SUSAN	03405	Х
PS	BRANDHUBER	CHRISTINA	11802	X
PS	CAGNINA	ANNMARIE	02745	Х
PS	DELEVEAUX	JOLI	11846	X
PS	FERRARO	CATHERINE	11642	Х
PS	GORHAM	JOY	12362	Х
PS	KIRBY	DENA	08670	Х
PS	RIEKER	LAURA	08299	Х
PS	VIVELO	JACLYN	01644	Х
AC	ADAMS	DON	07909	Х
AC	BISHOP	ROBIN	13329	X
AC	CARRILLO SALAMANCA	ALBANA	17930	Х
AC	CASTRO	MAUREEN	13039	X
AC	CEMPRON	CHARLIE	17748	Х
AC	CLARKE	SODETTE	17749	Х
AC	CONNER	ANDREA	17569	Х
AC	COSTA	KATLYN	14193	Х
AC	DIFFENDERFER	STEWART	18183	Х
AC	FAUCI	JOANN	16191	X
AC	FRAMPTON	BRANDON	16777	Х
AC	GALLAGHER	MEGHAN	17421	Х
AC	GARROW	SUSAN	16792	Х
AC	GLOWACKE	LISA	12129	X
AC	HEMMERLE	TRACY	17304	Х
AC	JOHNSON	SHARNAKAY	17756	Х
AC	KELLOGG	KATHRYN	17011	Х
AC	KYNERD	JENNIFER	17597	Х
AC	LAMBERT	LYNNETTE	16456	Х
AC	LEWIS	KIMBERLY	14286	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
AC	LOMBARDO	KEARA	09618	X	
AC	MALONE	SUZANNE	18459	Х	
AC	MAUPIN	AMANDA	17350	Х	
AC	MCFARLAND	GRACE	18341	Х	
AC	MITCHELL	ORKISHA	17752	Х	
AC	MURDZA	MICHELLE	14519	X	
AC	MURPHY	JOSEPH	13871	Х	
AC	OSBORN	MICHELLE	09739	X	
AC	OUSLEY	KERRI	17392	Х	
AC	PENN	KELSEY	15740	Х	
AC	PETTERS	DEBRA	14908	Х	
AC	PROSPER	BIBIANA	15715	Х	
AC	REYES	MELISSA	17135	Х	
AC	SEIFRIED	VICTORIA	14547	Х	
AC	SESNY	CHRISTINA	17047	Х	
AC	SHAW	JAMES	15257	Х	
AC	SHORTER	SUZANNE	14366	Х	
AC	SICILIANO	TAMI	17144	Х	
AC	SMITH	VERONICA	15278	Х	
AC	STEWART	DARRELL	17582	Х	
AC	TUZZA	JANNA	03408	Х	
AC	WARD	LYNETTE	15552	X	
AC	WHITE	ARIEL	15492	X	
AC	WHITE	NICOLE	17052	X	
РВ	CAPEL	JANYA	18460	X	
РВ	DADEZ	TANYA	18738	X	
Printing of m	ny name below constitute	s my official signa	ature for electronic	T	
Mike Lastra				5/9/2024	
Printed nam	e of Principal/Site Admin	istrator		Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BLAZSEK	AARON	08551	Х
PS	CALABRO	KATHRYN	10759	Х
PS	CAMPBELL	JENNIFER	12417	Х
PS	CONNELL	ANN	10078	Х
PS	DAIGLE-MCDONALD	ANNE	10513	Х
PS	ELEFANTE-EDWARDS	TINA	02308	Х
PS	FISCHER	JOCELYN	10889	Х
PS	FITZGERALD	SUSAN	11317	Х
PS	FOLEY	PATRICK	11972	Х
PS	FONSECA	LORI	02224	Х
PS	HNATIUK	GLEN	10391	Х
PS	KRUCK	JENNIFER	12599	Х
PS	LEONARD	JENNIFER	11844	Х
PS	MANNING	DENISE	05760	Х
PS	MENDOZA	LAURA	02888	Х
PS	MOFFITT	JANET	03991	Х
PS	OLSSON	TONI	06775	Х
PS	RIDENOUR	CHRISTOPHER	06078	Х
PS	RIVERA	JULIA	06987	Х
PS	RIVERA	SUSAN	09423	Х
PS	RODRIGUEZ	TAMMY	07119	Х
PS	ROGERS	ELANE	10807	Х
PS	ROMAN	JILLIAN	12137	Х
PS	SARRAN	SABREENA	01742	Х
PS	TOXEN	SARA	10139	Х
PS	WADSWORTH	JEANETTE	05801	Х
AC	ADAMS	JESSICA	15597	Х
AC	ANDERSON	NICOLE	16764	Х
AC	BARKER	JACQUELINE	13183	Х
AC	BENNETT	CARMEN	18160	Х
AC	BETHUNE-GREENE	DENEISHA	18313	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BOGNETTI	EYVONNE	17574	X
AC	BOX	HALEY	18384	Х
AC	BURROWS	DAWN MARIE	16029	Х
AC	CACERES	LISA	13167	Х
AC	CALDWELL	LINDSAY	15974	Х
AC	CANNON	EMILIE	15667	Х
AC	COLSTON	SHELLEY	15723	Х
AC	CUBILLO	KATHERINE	12157	Х
AC	CUEVAS	TONI	07265	Х
AC	DALY	THERESA	14844	Х
AC	DUNN	JULIA	16195	Х
AC	DURAN	LISA	16194	Х
AC	EDWARDS	COLLEEN	15148	Х
AC	FOTI	TIFFANY	16979	Х
AC	FURTERER	ZACHARY	17704	Х
AC	GARCIA	TANYA	16964	Х
AC	GORDON	HANNAH	16482	Х
AC	GREEN	CASSIDY	17689	Х
AC	HAGLER	NICOLE	16369	X
AC	HEALY	TRACEY	14843	Х
AC	HUNTLEY	BETH	13086	X
AC	JACKSON	JESSICA	17573	Х
AC	JOSEPH	TANISHA	16454	Х
AC	KAMIN	KELLY	14053	Х
AC	KING	MIRANDA	16504	X
AC	KITTLE	LAURA	15023	X
AC	KNAPP	AMY	11890	Х
AC	LAFAUCI-SNYDER	DENISE	16583	X
AC	LANGDON	JESSICA	13484	Х
AC	LEONE	JOSEPH	17618	Х
AC	MARTIN	ALMARK	17741	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MCDOWELL	JENNIFER	16803	Х
AC	MCINTYRE	LISA	16532	Х
AC	MELTON	KRISTIN	02913	Х
AC	MERLE	CHRISTINA	16425	Х
AC	MOJICA MERCADO	VANESSA	16461	Х
AC	MUENTE	JENNIFER	17070	Х
AC	MURPHY	AMBER	18172	Х
AC	NEUWIRTH	TAMELA	16387	Х
AC	NUBY	BRANDON	15568	Х
AC	ORTIZ	JUAN	15086	Х
AC	PALMIERI-ORTIZ	TONI	15116	Х
AC	PEYTON	BREANA	17109	Х
AC	POLUCHOWICZ	LAWRENCE	17049	Х
AC	POPE	LAURA	16435	Х
AC	POWELL	ROCHELLE	18226	Х
AC	RAY	BRIANA	18200	Х
AC	ROBINSON	KELICE	18303	Х
AC	ROTELLA	JEANNINE	04943	Х
AC	RUSSELL	KESHA	17732	Х
AC	RYAN	LINDSAY	18243	Х
AC	SAVERINO	KAITLYN	17570	Х
AC	SCHWARTZ	HEATHER	16895	Х
AC	SCIRE	PHILIP	15716	Х
AC	SCOTT	JOSHUA	16760	Х
AC	SEITZ	BETHANY	13604	Х
AC	SEITZ	KATHERINE	17675	Х
AC	STENSTROM	CRISTINA	18351	Х
AC	STEPHENS	SAMANTHA	17205	Х
AC	TOLER	KAITLIN	14167	Х
AC	WAGA	LEANNE	18238	Х
AC	WASHINGTON	TERRI	12804	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	WEED	DONALD	11377	Х
AC	WEEKS	MARANATHA	17591	Х
AC	WILLIAMS	TASHA	16491	Х
AC	ZIELINSKI	HEATHER	09354	Х
AC	ZINN	PIPER	16410	Х
AC	ZOLIK	SARA	15914	Х
РВ	CURRIER	SARA	18739	Х
РВ	SWOYER	EMILY	14574	Х
Printing of my nar	me below constitutes my off	ficial signature for	electronic purpo	ses.
Lisa Braithwaite				5/3/2024
Printed name of F	Principal/Site Administrator			Date

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
PS	AREY	ERIN	09799	X
PS	BALLARD	KEVIN	03776	X
PS	BROWN	CALVIN	07534	Х
PS	HALL	GINA	07418	X
PS	HILYARD	KALLIE	12295	X
PS	KAVANAGH	FLORENCE	12083	X
PS	ODACHOWSKI	GREGORY	05807	X
PS	ROBERTS	TIMOTHY	01637	X
PS	WEBSTER	KIMBERLY	04808	X
AC	BURBINE	LYNETTE	11871	X
AC	COOPER	MICHELLE	01768	X
AC	CRISP	AIMEE	14753	X
AC	EPPLEY	KATHRYN	10539	X
AC	HOBLIT	TIFFANY	13867	X
AC	JAMNICK	JAMES	10696	X
AC	MCCARTHY	NANCY	03234	X
AC	MCDUFFIE	DAVID	15990	X
AC	MONTALBANO	THOMAS	14703	X
AC	STRACHAN	CAROLINE	16516	X
AC	ZUBECK	JOHN	14355	X
D : :: (				
-	name below constitu	ites my official si	gnature for electro	
Laura Burges		inintunt		5/1/2024
Printed name	of Principal/Site Adm	imistrator		Date
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PS         ANDERSON         AMY         02739         X           PS         BOLTEN-HYNOSKI         DONNA         03958         X           PS         CAVALIERE         LISA         08454         X           PS         CORONADO         ELLENDER         06439         X           PS         CURRY         ELIZABETH         12128         X           PS         DUCKWORTH         VIRGINIA         05907         X           PS         FRANZ         MELISSA         12596         X           PS         GEMMATI         SUSAN         03274         X           PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SCHAU         JO-ETTE	CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS         CAVALIERE         LISA         08454         X           PS         CORONADO         ELLENDER         06439         X           PS         CURRY         ELIZABETH         12128         X           PS         DUCKWORTH         VIRGINIA         05907         X           PS         FRANZ         MELISSA         12596         X           PS         FRANZ         MELISSA         12596         X           PS         GEMMATI         SUSAN         03274         X           PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH	PS	ANDERSON	AMY	02739	Х
PS         CORONADO         ELLENDER         06439         X           PS         CURRY         ELIZABETH         12128         X           PS         DUCKWORTH         VIRGINIA         05907         X           PS         FRANZ         MELISSA         12596         X           PS         FRANZ         MELISSA         12596         X           PS         GEMMATI         SUSAN         03274         X           PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         LAUNG         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         SANCHEZ-NIEVES         SARAI	PS	BOLTEN-HYNOSKI	DONNA	03958	Х
PS         CURRY         ELIZABETH         12128         X           PS         DUCKWORTH         VIRGINIA         05907         X           PS         FRANZ         MELISSA         12596         X           PS         GEMMATI         SUSAN         03274         X           PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LAING         NATALIE         11895         X           PS         LAING         NATALIE         11895         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE	PS	CAVALIERE	LISA	08454	Х
PS         DUCKWORTH         VIRGINIA         05907         X           PS         FRANZ         MELISSA         12596         X           PS         GEMMATI         SUSAN         03274         X           PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LAING         NATALIE         12299         X           PS         LAING         NATALIE         12299         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHAU         JO-ETTE	PS	CORONADO	ELLENDER	06439	Х
PS         FRANZ         MELISSA         12596         X           PS         GEMMATI         SUSAN         03274         X           PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         JONES         KIMBERLY         11895         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHAU         STACEY         08549	PS	CURRY	ELIZABETH	12128	Х
PS         GEMMATI         SUSAN         03274         X           PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         JONES         KIMBERLY         11895         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHAU         STACEY         08549	PS	DUCKWORTH	VIRGINIA	05907	Х
PS         INTZES         DEMETRIOS         03056         X           PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SMITH         STACEY         08549         X           PS         TORRES         KEVIN         02425         X           PS         VITALO	PS	FRANZ	MELISSA	12596	Х
PS         INTZES         NICK         03057         X           PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SMITH         STACEY         08549         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         VITALO	PS	GEMMATI	SUSAN	03274	Х
PS         JONES         KIMBERLY         11895         X           PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SMITH         STACEY         12272         X           PS         VITALO         JOSEPH         10965         X           P	PS	INTZES	DEMETRIOS	03056	Х
PS         LAING         NATALIE         12299         X           PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SHAW         SHEKIRA         12539         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         VITALO         JOSEPH         10965         X           AC         ALMODO	PS	INTZES	NICK	03057	Х
PS         LOVETT         MONICA         07843         X           PS         MAIGUEL         LILIBETH         11860         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SHAW         SHEKIRA         12539         X           PS         SMITH         STACEY         12272         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         VISON         MICHELE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MIC	PS	JONES	KIMBERLY	11895	Х
PS         MAIGUEL         LILIBETH         11860         X           PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SHAW         SHEKIRA         12539         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT	PS	LAING	NATALIE	12299	Х
PS         SANCHEZ-NIEVES         SARAI         02303         X           PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SHAW         SHEKIRA         12539         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BIGWOOD	PS	LOVETT	MONICA	07843	Х
PS         SCHAU         JO-ETTE         05284         X           PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SHAW         SHEKIRA         12539         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BIGWOOD         AMANDA         14515         X	PS	MAIGUEL	LILIBETH	11860	Х
PS         SCHWIETERMAN-CRIZ         STACEY         08549         X           PS         SHAW         SHEKIRA         12539         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	SANCHEZ-NIEVES	SARAI	02303	Х
PS         SHAW         SHEKIRA         12539         X           PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	SCHAU	JO-ETTE	05284	Х
PS         SMITH         STACEY         12272         X           PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	SCHWIETERMAN-CRIZ	STACEY	08549	Х
PS         TORRES         KEVIN         02425         X           PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	SHAW	SHEKIRA	12539	Х
PS         VITALO         JOSEPH         10965         X           PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	SMITH	STACEY	12272	Х
PS         WILSON         MICHELLE         09940         X           PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	TORRES	KEVIN	02425	Х
PS         ZACK         DAVID         06782         X           AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	VITALO	JOSEPH	10965	Х
AC         ALMODOVAR         DARLENE         17003         X           AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	WILSON	MICHELLE	09940	Х
AC         AMBROSE-SPANO         CYNTHIA         05599         X           AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	PS	ZACK	DAVID	06782	Х
AC         BAIR         ELIZABETH         14141         X           AC         BALFOUR         RACHEL         18167         X           AC         BALLISTREA SNODGRASS         MICHELE         17580         X           AC         BECKETT         SARAH         17590         X           AC         BIGWOOD         AMANDA         14515         X	AC	ALMODOVAR	DARLENE	17003	Х
AC BALFOUR RACHEL 18167 X AC BALLISTREA SNODGRASS MICHELE 17580 X AC BECKETT SARAH 17590 X AC BIGWOOD AMANDA 14515 X	AC	AMBROSE-SPANO	CYNTHIA	05599	Х
AC BALLISTREA SNODGRASS MICHELE 17580 X AC BECKETT SARAH 17590 X AC BIGWOOD AMANDA 14515 X	AC	BAIR	ELIZABETH	14141	Χ
AC BECKETT SARAH 17590 X AC BIGWOOD AMANDA 14515 X	AC	BALFOUR	RACHEL	18167	Х
AC BIGWOOD AMANDA 14515 X	AC	BALLISTREA SNODGRASS	MICHELE	17580	Х
	AC	BECKETT	SARAH	17590	Х
AC BOMBLY SARAH 17498 X	AC	BIGWOOD	AMANDA	14515	Х
	AC	BOMBLY	SARAH	17498	Х

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	BRADLEY	ROBERT	12932	X
AC	BRIJBAG	STEPHANIE	14909	X
AC	BROTHERS	ALISON	16211	X
AC	BUTLER	MARIBRIDGET	14958	X
AC	CIESLAK	LILIAN	18301	X
AC	COTNEY	DEBORAH	13652	X
AC	DANCSAK	CHRISTINA	13210	Х
AC	DIAZ-VILLAFANE	ADRIANA	18007	X
AC	DIXON	LEIGH	06031	X
AC	DRAKE	SIMONE	15661	Х
AC	EVANS	LISA	08177	Х
AC	FOX	ANDREA	17727	Х
AC	GOREE	MARTHA	16906	Х
AC	GRAFF	LIZBETH	02879	Х
AC	HALL	AMY	16006	Х
AC	HANLEY	ALICE	02633	Х
AC	HARVEY	KAYLA	16166	X
AC	HINDMAN	CHRISTINE	14178	Х
AC	HOLCOMB	STACEY	13535	Х
AC	INGLE	SUSAN	17545	Х
AC	JOHNSON	NICOLE	14815	Х
AC	JOHNSON	STACEY	15055	Х
AC	LANNING	SANDRA	13417	Х
AC	LEDOUX WEILER	MARY	14834	Х
AC	LEE	CHRISTINA	12520	Х
AC	LOEFFLER	DANIELLE	14035	Х
AC	LYNCH	CHRISTA	11525	Х
AC	MCHUGH	ANNE	14467	Х
AC	MEADOWS	ROSETTE MAY	17188	Х
AC	MIXSON	MELISSA	17270	Х
AC	MOSLEY	KAREN	09840	Х

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	NOTARO	REBECCA	16254	Х
AC	O'DELL	HARRY LEE	14245	Х
AC	OLSSON	ANITA	15658	X
AC	OROLOGIO	PAULINA	18112	X
AC	PEARSON	MICHELLE	13607	Х
AC	REGAN	BARBARA	04838	Х
AC	RODRIGUEZ	CARINA	16280	Х
AC	SOMMER	WILSON	13876	Х
AC	SYRKIN	KAREN	14867	Х
AC	TAYLOR	KRISTIN	14655	Х
AC	VASTANO	KATHRYN	17928	Х
AC	VAZQUEZ	BRITTANY	17199	Х
AC	WAUGH	CARMAN	17877	Х
РВ	BRATCHER	SIMONE	16330	Х
РВ	CALI	HANNA	18742	Х
РВ	DE LA ROSA	BRIGITTE	18640	Х
РВ	MILLER	TAREN	18718	Х
РВ	NEGRIN SANTANA	ALEXANDER	18775	Х
РВ	NEWBERRY	ALEXIS	18783	Х
Printing of n	l ny name below constitutes my o	⊥ fficial signature fo	r electronic pur	poses.
	Anna Jensen			5/2/2024
Printed nam	e of Principal/Site Administrator			Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	KUCZYNSKI	BETTY	02115	Х
PS	PORTER	STEPHEN	10155	Х
PS	RODRIGUEZ	ARLENE	11177	Х
PS	SCHLECHTER	DAVID	04363	Х
PS	SOCCORSO	JENNIFER	04880	Х
PS	WITT	ROXANNE	03118	Х
AC	ALBANESE	CAROL	13726	X
AC	APPLETON	CAROL	14979	X
AC	ARCHER-STEWART	ABDUKAY	17736	X
AC	BARNETT	CRYSTAL	17776	X
AC	BLEVINS	TRINA	14663	X
AC	BRADBURN	SARAH ANN	15102	X
AC	CAMPBELL-BOOTHE	SUWAYNIE	17755	X
AC	CARIRE	CHRISTOPHER	18374	X
AC	CRAWFORD	TRINA	17927	X
AC	DECKER	ELIZABETH	17494	X
AC	FONSECA	MILENA	17313	X
AC	GALLAGHER	MAUREEN	13415	Х
AC	GANTZ	NICOLE	16646	X
AC	HALL	TINA	15381	Х
AC	HENRY	ROXANNE	17751	X
AC	HERNANDEZ	BRIAN	18443	X
AC	HOWLAND	STEVEN	11539	X
AC	HOWLAND	TIFFANY	14151	X
AC	HYPES	AUBREY	18324	X
AC	KITTOE	AMBER	17083	X
AC	KRETSCHMAR	MARIA	16071	X
AC	KUFNER	CYNTHIA	04695	X
AC	LASTIMOSA	RIZA	18318	X
AC	MADDEN	LISA	13486	X
AC	MALDONADO	ASHLIE	17988	Х

CONTRACT				REAPPOINT -		
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES		
AC	PANTON	CASANDRA	17753	X		
AC	PELFREY	KELLY	14122	X		
AC	PILATO	SHANNON	15217	X		
AC	POST	LESLI	15560	X		
AC	RICHESON	ALEXANDRA	17713	X		
AC	THOMPSON	FLORENCE	17731	X		
AC	WALLACE	ALWAYNE	17780	X		
AC	WANIGINA	DENIS	17757	X		
AC	WHITE	ERICK	17414	X		
AC	WHYTE	YANIQUE	18317	Х		
AC	WRIGHT	ANNA-KAYE	17758	Х		
AC	ZAMMETTI	DANIELLE	18562	X		
РВ	FAY	CORIANDER	18748	X		
РВ	MORRISSEY	KYLE	18095	X		
РВ	PEREZ	BIANCA	18525	X		
<b>.</b>				<u> </u>		
Printing of n	Printing of my name below constitutes my official signature for electronic purposes.					
<u>THOMAS</u>	THOMAS DYE					
Printed name of Principal/Site Administrator			Date			

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ANDERSON	KARA	03184	X
PS	ARTHUR	JENNIFER	05318	Х
PS	BARRETT	AMY	09481	X
PS	BARRETT	CHARLES	09254	X
PS	BARTOW	LAURA	01939	X
PS	BLAZSEK	DANA	03206	X
PS	BOYLAN	GLORIA	12391	X
PS	BROWN	MARDAI	02614	X
PS	CARSILLO	KEITH	04852	X
PS	COLON	EVELYN	01805	X
PS	СОТТО	ARLENE	03230	X
PS	DESARIO	JACQUELINE	02130	X
PS	DONOHUE	STACEY	04099	X
PS	EVANS	TONYA	09436	X
PS	FULTON	CAROLINE	01460	X
PS	GAMEZ	FLOR	01830	X
PS	GROVER	LISA	11812	X
PS	HAMLIN	DIANA	10024	X
PS	JAEGER	SUZANNE	04692	X
PS	KOZLOW	JOANNE	11484	X
PS	MARSTON	GEORGETTE	03273	X
PS	MYLREA	DOREEN	12161	X
PS	RIGAUD	DENISE	03807	X
PS	RODE	WENDI	09447	X
PS	SHENEFIELD	AMANDA	08889	X
PS	STEVENS	SHERRI	08149	X
PS	STOESSEL	AMY	03378	Х
PS	TRUMAN	ALLYSON	06325	X
PS	WALDEN	DANIELLE	09554	Х
PS	WHITE	ELISSA	04492	X
PS	WHITE	MARGARET	06770	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BENDER	ALLISON	16411	Х
AC	BORELAND	MALLORY	15913	Х
AC	BRITTAIN	SHARON	15078	Х
AC	BROOKS	MARGARET	15408	Х
AC	BROWNELL	ARLENE	16207	Х
AC	CANNON	MARLENE	18214	Х
AC	CONCEPCION	VICTORIA	16553	Х
AC	CORDERO	AMANDA	17820	Х
AC	FREEMAN	SARAH	13713	X
AC	HAY	AMANDA	15960	X
AC	HURST	DAWN	17024	X
AC	JONES	DEBORAH	13721	X
AC	KELLETT	RENEE	16624	X
AC	KRISTOF	JENNIFER	16798	X
AC	MAHLA	CORRIE	15733	X
AC	MARRERO	CYNTHIA	17686	X
AC	MASSON	ELIZABETH	18348	X
AC	MEYVIS	KAREN	15021	X
AC	NEWTON	DARIA	15765	X
AC	ROMANOWSKI	SHERRI	13573	X
AC	ROTH	SUSAN	04677	X
AC	RUIZ	MICHAEL	18428	X
AC	SCHOONOVER	TAYLOR	18350	X
AC	SHEEDER	PAMELA	16802	X
AC	SIMON	STEFANIE	18207	X
AC	TIMM	VERONICA	18416	X
AC	TIPTON	MICHELE	11942	Χ
AC	TOUATI	JESSICA	08656	X
AC	VITALE	JESSICA	13712	X
AC	YARIN	JOANNE	12607	X
PB	GOODWIN	MELISSA	07342	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Printing of r	ny name below constitu	ites my official si	gnature for elec	tronic purpose:
	Joyce Lewis			5/1/2024
Printed nan	ne of Principal/Site Adm	ninistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BINGHAM	SHAWN	12006	Х
PS	BITTINGER	KEVIN	08658	Х
PS	BUCKLIN	MATTHEW	05491	Х
PS	BURBACK	BRENDA	06452	Х
PS	BYRD	RODNEY	06606	Х
PS	DILL	JENNIFER	11445	Х
PS	ELLIS	CASEY	11394	Х
PS	ELLIS	TYSON	06423	Х
PS	FLOURNOY	HUGH	06559	Х
PS	GALANTE	LISA	04230	Х
PS	GREENE	JANICE	06502	X
PS	HARRIN	JOSEPH	11787	Х
PS	HIBBERT	DAVID	04509	Х
PS	JACOBS	NANCY	08669	Х
PS	KNIERIM	SHAUNNA	12569	X
PS	LAING	JEFFREY	10755	Х
PS	LEWIS	MASON	12289	Х
PS	MOBLEY	DWAYNE	07942	X
PS	NICHOLSON	MICHAEL	09983	X
PS	PLATT	CHERYL	07785	X
PS	PROVOST	MICHAEL	07693	Х
PS	PUGH	DANIELLE	12166	X
PS	STOKES	STEPHEN	11917	Х
PS	WILLIAMS	BRIAN	05494	X
PS	WRIGHT	TARA	10857	Х
AC	AUGHTMAN	JOSEPH	17608	Х
AC	BROWN	APRIL	02181	Х
AC	BRUNS	JESSICA	15281	X
AC	CABRERA	REGINA	14526	Х
AC	CHENARD	JAVIER	12445	Х
AC	DAY	ASHLEY	14573	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	DAY	KENNETH	14535	Х
AC	DELL	BOBBI	15358	Х
AC	DELL	VICTOR	15659	Х
AC	DOWNING	HEATHER	18284	Х
AC	GRANT	VALLEEN	17926	Х
AC	GRIFFITHS-BLAKE	ROMAE	18316	Х
AC	GRIFFITH	MARK	12127	Х
AC	HABEEB	ELEANOR	13453	Х
AC	HOWIE	LORI	13980	Х
AC	JONES	LATRESSA	13278	Х
AC	LEE	JENNIFER	15037	Х
AC	LISK	SUE	07489	Х
AC	LITTLEFIELD	NANCY	01539	х
AC	MAI	QUYNH	18225	Х
AC	MELENDEZ	DIANA	11175	Х
AC	MICHAELS	HEATHER	05553	Х
AC	MILLER	PIERSON	17678	Х
AC	MYERS	AMANDA	14862	Х
AC	NELSON	TAYLOR	15973	Х
AC	OPOKU KANKAM	ISAAC	17735	X
AC	PASELIO	ROBIN	14693	Х
AC	PISHKE	NAGARAJU	18306	Х
AC	PRITZ	DAVID	14260	Х
AC	ROACHE	GIZEL	17733	Х
AC	RODRIGUEZ	NICHOLAS	17031	Х
AC	SMITH	REBECCA	13247	X
AC	SWACKARD	ARLEATHA	07676	Х
AC	TALPA	COLLEEN	13687	Х
AC	WHATLEY	TIMOTHY	14534	Х
AC	WHITAKER	MELODY	06172	Х
РВ	ASKE	MERICK	18760	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
Printing of m	Printing of my name below constitutes my official signature for electronic purposes.				
<u>L</u>	<u>eechele Booker</u>			5/3/2024	
Printed name of Principal/Site Administrator				Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	KUSNIERCZAK	LAUREN	12486	Х
PS	MASSERIO	LISA	01722	Х
PS	MILHOLLAND	ERIC	05495	Х
Printing of n	ny name below constitu	tes my official sig	gnature for elect	ronic purposes.
	Matthew P.Goldrick			5/17/2024
Printed name of Principal/Site Adm		inistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BUGNER	KIMBERLY	12042	X
PS	KIDD	ROBIN	11839	X
PS	KILEY	RACHEL	09318	X
PS	LABARGE	CARRIE	02366	X
PS	MILLS	JODI	10093	X
PS	MORRIS	MICHELE	11503	X
PS	ROSS	MICHELLE	10516	X
PS	SERMONS	TISHA	10827	X
PS	SPATZ	PATRICIA	11630	X
AC	BARNES	MONAE	17508	X
AC	BECKER	DAWN	15514	X
AC	BOKENKAMP	JESSICA	13866	X
AC	BOYD	DOUGLAS	16494	X
AC	CARLSON	MARGARET	17149	X
AC	CASEY	ERIN	15916	X
AC	CRUMLEY	JAMI	18585	X
AC	DUNCAN	EMMA	16458	X
AC	FARMER	KRISTA	16981	X
AC	FREEMAN	AUDRA	16972	X
AC	GAINER	APRIL	14181	X
AC	GALLAGHER	SHELBY	18199	X
AC	GATES	JUSTIN	15872	X
AC	GRAVELLE	MACKENZIE	18230	X
AC	GREFE	ALECIA	09002	X
AC	GREFE	ETHAN	15596	X
AC	HARDY	RACHAL	16876	X
AC	HOLTZ	SAVANNAH	16105	Х
AC	ICKSTADT	REBECCA	10295	Х
AC	JEAN-JACQUES	MARIA-KAYLA	18375	Х
AC	KUYKENDALL	REBECCA	14800	Х
AC	LA PLACA	KAYLEE	18386	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	LUGO	EVELYN	18220	X
AC	MALANDRUCCO	JONATHAN	14106	X
AC	MILLS	KELLIE	17551	X
AC	MORITO	KAILEE	17708	X
AC	PACIFICO	JOHN	17636	Х
AC	PUSATERE	PAYGE	17953	Х
AC	SAUVAGEOT	STEPHANIE	15994	Х
AC	WELKER	JAYCEE	17194	X
AC	WRIGHT	SHAWNA	17190	Х
РВ	DIAZ	JUAN	14406	Х
РВ	LADD	JORDAN	18780	Х
Printing of n	ny name below consti	tutes my official	signature for elec	tronic purposes
Patty Martin			5/10/2024	
Printed nam	ne of Principal/Site Ad	ministrator		Date

CONTRACT STATUS	LAST NAME			REAPPOINT - YES
PS	BEACH	SHAIZEY	03157	X
PS	BROWN	KRISTINE	11350	Х
PS	BROWN	THOMAS	05099	Х
PS	CHAMPAGNE	GREGORY	06831	Х
PS	CRUZ-TAVAREZ	ADANISE	11196	X
PS	FERLITA	TARA	10599	Х
PS	FISKE	NOREEN	02671	Х
PS	FOSTER	DAVID	01058	Х
PS	HILGERS	KELLI	09130	Х
PS	HOMER	RICHARD	08234	Х
PS	KELLY	TANIA	01681	Х
PS	LAMBERT	DANNY	05941	Х
PS	LAMLE	TRAVIS	08948	Х
PS	LANGLEY	THOMAS	08274	Х
PS	LAROCCA	JODI	12180	Х
PS	LAUSHOT	MISTY	09459	Х
PS	O'GRADY	JACK	06755	Х
PS	PISARCIK	DAVID	08535	Х
PS	POLUCHOWICZ	ROSEMARIE	02273	X
PS	RAWSON	KAREN	06056	X
PS	SCHLUM-HUGHES	VICKI	09738	Х
PS	SPEAKMAN	JENNIFER	11521	Х
PS	STENSTROM	DEBRA	07025	Х
PS	TARR	NATALIE	01574	Х
PS	VIEIRA	TINA	01461	Х
PS	WALKER	CECILIA	11088	Х
PS	ZAFER	STEPHEN	05649	Х
AC	ALABED	LENA	17136	Х
AC	BAILEY	YOLONDA	16445	Х
AC	BARLOW	TREVOR	12453	Х
AC	BAUTA	AYLEN	12464	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BEYERL	BARRY	05624	Х
AC	BILLICK	NANETTE	17710	Х
AC	BROWN	JENNY	10468	Х
AC	BRUNNER	LAURA	15984	Х
AC	CATASUS	ALEXANDRA	15696	X
AC	CLEARY	LORI	13969	Х
AC	СООК	HEATHER	16982	Х
AC	COON	BRIANNA	18338	Х
AC	DEANE	ADAM	18073	Х
AC	ERBE	GINA	15406	Х
AC	FINCHER	HEATHER	10845	Х
AC	FRY	Н	13115	Х
AC	GAROFANO	DANIEL	11312	X
AC	GORE	EMILY	13060	Х
AC	GYANKO	DANIEL	17750	Х
AC	HERNAIZ	VICTORIA	01527	Х
AC	HONOR	LYDIA	16444	Х
AC	JUDD	COURTNEY	14276	Х
AC	KAZMIER	ROBERT	13525	Х
AC	LAMLE	SUZZANNE	01062	Х
AC	LIGGETT II	CHARLES	11609	Х
AC	LIGGETT III	CHARLES	15790	Х
AC	MASON	BRENDA	12159	Х
AC	MOODY	DANIELLE	16380	Х
AC	MOONAN	FRANCIS	12634	Х
AC	RASMUSSEN	ROBERT	13737	X
AC	ROBERSON	CHRISTA	12681	Х
AC	SAGE TAKURA	MERVELLE	17654	Х
AC	SAINT-LEGER	JONITA	16417	Х
AC	SALAS	JUSTIN	15488	Х
AC	SAULS	TRISHA	16715	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	SCHWEFRINGHAUS	CONNER	16472	Х
AC	SCHWINGE	BRETT	13577	Х
AC	SPANIERMAN	JEFFREY	14558	Х
AC	WALD	IAN	13097	Х
AC	WALKER	DANA	14938	Х
AC	WILLIAMS	SHEENA	16534	Х
AC	WILLIAMSON	ALLYN	18343	Х
AC	WRIGHT	JOSEPH	07029	Х
РВ	MARANO	ALYSSA	15005	X
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Printing of m	ny name below constitu	tes my oπiciai sig ⊤	nature for electi	
Toni-Ann Noyes				5/3/2024
Printed nam	e of Principal/Site Adm	inistrator 		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	CORNELL	CARLA	11428	Х
PS	CRAWFORD	CRYSTAL	10477	Х
PS	HACKNEY	KERI-LYN	01599	X
PS	HAENEL	MICHELLE	10978	Х
PS	LONGCOY-GISLER	MARY BETH	04216	X
PS	MONROE	STACEY	06600	X
PS	MONSOD	AMBER	11912	X
PS	MYERS	JENNIFER	11231	X
PS	REED	GALATHEA	12469	X
PS	SEROSKI	KEVIN	03546	X
PS	SHEA	GLENDA	04683	X
PS	SPINUZZA	CHRISTINE	04456	X
PS	VANRAALTE	RECIA	12312	X
AC	ALBANESE	DAWN	14715	X
AC	ARROYO	REMY	14518	X
AC	ASBEL	ANNMARIE	15468	X
AC	BANTON-SMITH	CRISANA	17913	X
AC	BAUMES	DOROTHY	15980	X
AC	BOZARTH	AMANDA	16826	X
AC	BROOKS	JESSICA	17718	X
AC	BROWN	KARA	13527	X
AC	CAMERON	TAMARA	13685	X
AC	CASCIO	SAMANTHA	18071	X
AC	CHILD	EMILY	14230	X
AC	CLIFFORD	TINA	09801	X
AC	CRESCIMANNO	HALEY	18216	X
AC	DENIG	LYNN	16799	X
AC	DIAZ	CAYLIN	17919	X
AC	DOLPHIE	SUSAN	18311	X
AC	FRADERA	LYNN	14368	X
AC	FREEMAN	JEREMY	13449	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	GIVENS	EBONY	17622	X
AC	GOODELL	AMANDA	13918	X
AC	JACOBS	GINA	14760	X
AC	JOHNSTON	ELIZABETH	16075	Х
AC	KIMBLE	TASHEBA	16266	X
AC	KINKADE	BRANDY	15763	X
AC	KREISMANN	ANDREA	15245	X
AC	LAMBERT	LAURA	12800	X
AC	MAIORINI	CYNTHIA	15500	X
AC	MARCHANT	STACIA	18310	X
AC	MARSHALL	NICKEISHA	17842	X
AC	MAYVILLE	ASHLEY	15699	X
AC	MCKENZIE	ROXANNE	16159	X
AC	MEDEIROS	RACHEL	17476	X
AC	MINTO	ANGELLE	18308	X
AC	MONGOLD	TIFFANY	15709	X
AC	MORELLI	MARLO	14668	X
AC	MOSES	KRISTA	16332	X
AC	PEREZ	DANIELLE	15721	X
AC	PHILLIPS	GERALDINE	13045	X
AC	PHILLIPS	NICOLE	18031	X
AC	PRICE	AMANDA	16598	X
AC	PROBUS	CHRISTIE	10695	X
AC	ROCANELLI	VICTORIA	17170	X
AC	ROCANELLI	CHRISTOPHER	18159	X
AC	SMART	AMY	17177	X
AC	SMYTHE	OCTAVIA	18309	X
AC	STRAT	JESSICA	15505	X
AC	TAYLOR	KENLEY	18256	X
AC	THEODORE	ANGEL	13490	X
AC	THOMAS	COLLEEN	14210	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
SIAIUS	LAST NAME	FIRST NAIVIE	EMPLOTEE ID	TES
AC	TORRES	BONNIE	16089	X
AC	WISLOH	VASHTY	15382	Χ
Printing of my name below constitutes my official signature for electronic purposes.				
	Thomas Kalament			4/30/2024
Printed name of	Date			

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ALBERT	LUKE	05511	Х
PS	AN	QIANG	12019	Х
PS	BLACKWELL	REUEL	04815	Х
PS	CARRASQUILLO	CARLOS	02296	Х
PS	CROSS	JACQUELINE	01272	Х
PS	DIXON	JASON	02367	Х
PS	EDGECOMB	SARAH	03640	X
PS	FRANCISCO	CHARLENE	04578	X
PS	HEARN	TAMMY	06851	Х
PS	KRAUT	AMY	12622	X
PS	PLETINCKS	DAVID	02805	Х
PS	SOLA	ANITA	06879	Х
PS	VENTURA	THERESA	04785	Х
PS	WRIGHT	DEAN	12126	Х
AC	ALISE	JASON	16984	Х
AC	ANDERSON	SHERRI	13676	Х
AC	BASTIEN	EMILY	17594	Х
AC	BEASON	SCOTT	15256	Х
AC	BOETTCHER	DENISE	17110	Х
AC	BURNS	GARY	16788	Х
AC	CARLSON	EDWARD	13703	Х
AC	CHINCHILLA	STACEY	16296	Х
AC	COTILLON	HARRIS GLENN	18322	Х
AC	ELSWICK	KATHLEEN	14554	X
AC	EVERETT	JAMIESON	17032	X
AC	GATLIN	TERRAS	18278	Х
AC	GREENE	KIERRA	18396	X
AC	HASKINS	MARCY	13476	X
AC	HEFFRON	ROGER	18530	Х
AC	JANDRO	AMBER	17151	Х
AC	KEPNER	LISA	13868	Х
AC	LABELLE	LISA	09388	Х

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CONTRACT				REAPPOINT -	
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES	
AC	LARIVIERE	DEREK	01196	Х	
AC	LARIVIERE	NICOLE	14297	X	
AC	LAWLESS	MICHAEL	16552	X	
AC	LIOTTA	CRYSTAL	14434	X	
AC	LOVERIA	JESELLE ANNE	17852	X	
AC	MATHES	STEFFANIE	17422	X	
AC	MCCARTHY	ROSS	02399	X	
AC	MILLER	JENNIFER	16389	X	
AC	MILLER	MICHAEL	17719	X	
AC	NAPIER	ALAN	14858	X	
AC	ORFILLA	MARIA RUINA	17866	X	
AC	PULLIAM	ANDREW	17717	X	
AC	REBELLO	TAMMY	14885	Х	
AC	RECORD	ALEX	13130	Х	
AC	RECORD	HOLLY	13055	Х	
AC	REIDINGER	ANNETTE	15630	Х	
AC	REITER	KAREN	13964	Х	
AC	SANTILLAN	STEPHANIE	18450	Х	
AC	STEPHENSON	CHAVEL	17948	Х	
AC	TAKYI	SAMUEL	17867	Х	
AC	TURNBULL	HARMONY	16408	Х	
AC	VEGA	KELLY	16956	Х	
AC	WALTERS	SHERIKA	17781	Х	
AC	WRIGHT	KAREN	16415	Х	
AC	YOUNG	SERENA	12818	Х	
AC	WEAVER	JOSH	18393	Х	
РВ	SCROGGINS	COLLEEN	18709	Х	
Printing of my name below constitutes my official signature for electronic Alex Rastatter					
	5/10/2024				
Printed name	Date				

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	DILORENZO-FRANCIS	KATHLEEN	03340	X
AC	LONGO	DEIRDRE	13471	X
AC	SALINAS	LESLIE	14791	X
Printing of my name below constitutes my official signature for electronic purposes.				
Dr. Paula Clark			5/1/2024	
Printed name of Principal/Site Administrator				Date
			-	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ABBENE	LINDA	11369	Х
PS	BAKER	KELLY	12198	Х
PS	BALL	ALISA	09941	Х
PS	BEYERL	KIMBERLY	04964	Х
PS	BORDONABA-RIVERA	DIANA	03701	Х
PS	CAMERON	KRISTEN	02529	Х
PS	CHANEY	JOANNE	12011	Х
PS	DEANGELIS	ROXANNE	10936	Х
PS	DOBAN	JENNIFER	06703	Х
PS	ENRIQUEZ	ERICA	02067	Х
PS	GEORGE	PAULA	03630	Χ
PS	HARTWELL	STACEY	08701	Χ
PS	HOWARD	MELISSA	12399	Χ
PS	KORTMAN	LAURA	11944	Χ
PS	LIEBLER	SHANNON	04817	Χ
PS	MAZZUCO	LISA	02560	X
PS	MEISBERGER	BETH	05564	X
PS	MORRONGIELLO	RITA	03595	X
PS	PEASE	SHANNON	11883	X
PS	ROSENZWEIG	JENNIFER	10491	X
PS	SAVERINO	KAREN	04792	Χ
PS	SLAGA	KELLY	03209	Х
PS	TOBIAS	CASEY	06334	Х
PS	WETHINGTON	MARVIN	07222	Х
AC	AMICK	SHANNON	17037	Х
AC	ARICK	MEGAN	11574	Х
AC	BAKER	KRISTOPHER	17640	X
AC	BALMER	ERIKA	14914	X
AC	BAUD	MICHELLE	14517	X
AC	BENNETT	PHILIP	12443	X
AC	BONNER	DANA	17417	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BRUNNER	KAITLYN	14524	Х
AC	CHIN	ALEXIS	16499	Х
AC	DEMARIS	CHRISTINE	14464	Х
AC	EATON	ADINA	13478	Х
AC	FAILLACE	BRITTANY	14521	Х
AC	FIORILLO	LINDA	17687	X
AC	GEIGER	JONI	16246	Х
AC	HANEY	WENDY	06981	Х
AC	HERNANDEZ	JAIME	17510	X
AC	HRAY	KAREN	04581	X
AC	HYNES	AMY	15135	X
AC	JAMALKOWSKI	EMMA	14152	X
AC	JOHNSON	JENNIFER	14833	Х
AC	LAVERGHETTA	PATRICIA	14477	X
AC	LEON	AMANDA	15071	X
AC	LEWIS	SARA	17150	X
AC	MCCARTHY	MARY	04640	X
AC	MCKISSICK	KELLY	17670	X
AC	MURRAY	BRITNEY	14628	X
AC	NAPIER	MIRANDA	18125	X
AC	QUINTERO VEGA	MARLINE	16517	X
AC	ROBLEDO	JULIANNE	15736	X
AC	RYBKA	DIANNA	01102	X
AC	SABO	KARL	13179	X
AC	SAVOUIDAKIS	VARVARA	15223	X
AC	SIRACUSA	GINA	13452	Х
AC	SULLIVAN	DIANA	12635	Х
AC	SUTTON	SHANNON	15075	X
AC	THOMASULO	MARIE	17578	Х
РВ	KARIUS	HUNTER	18695	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
Printing of m	ny name below constitutes	my official signa	ture for electro	nic purposes.
	Scott Piesik			5/1/2024
Printed name of Principal/Site Administrator				Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BASS	HEATHER	11517	X
PS	BEEMAN	ANA	03964	Х
PS	CHILDERS	DAWN	09419	Х
PS	DWYER	TONI	05552	X
PS	FRAZIER	TRACY	11700	X
PS	GAMBLE	CHERIE	11841	X
PS	GOMPERS	JENNIFER	04667	X
PS	JASZTAL	VICTORIA	11665	X
PS	RADDISH	MELODY	10014	X
PS	VISCEGLIE	STACEY	12281	X
PS	WHITE	BONNIE	08674	X
PS	WILLIAMS	LAURA	10697	X
PS	ZITO	JENNIFER	09600	X
AC	ALBINGER	NICOLE	15952	X
AC	ANDRADE	ASHLEY	15003	X
AC	BARKER	SASHA	16845	X
AC	BARTLEY	LYNDSAY	03488	X
AC	BILODEAU	KRISTEN	14496	X
AC	BLANKENSHIP	MELANIE	17300	X
AC	BLANTON	KAITLYN	15663	X
AC	BOND	VENISE	18315	X
AC	BURLETT	TABBITHA	17585	X
AC	CABRAL	RUCHELLE	17743	X
AC	CASSON	PATRICIA	14725	X
AC	CHOMYN	NOELLE	18215	Х
AC	CRIST	EMILEE	17200	Х
AC	FARRINGTON	JULIEANN	15452	Х
AC	GILBERT	KELLY	14146	Х
AC	GUERCIA	AMARILLA	14999	X
AC	HARMON	SARAH	18466	Х
AC	HERRICK-QUIROGA	JILL	17592	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
AC	HUBBARD	SARAH	16001	X	
AC	JONES	KEELIN	17610	X	
AC	KERR	BRITTANY	15036	X	
AC	LANCASTER	FAITH	16076	X	
AC	MARTINEZ	STEPHANIE	16394	X	
AC	MCALPINE	BREANNA	18221	X	
AC	MCCAFFERY	CERINA	16820	X	
AC	MCCAFFERY	JERRY	17431	X	
AC	MITCHELL	KRISTIN	17602	X	
AC	NEVAREZ	BRYAN	17722	X	
AC	PEREZ	ASHLEY	17113	X	
AC	RATHKE	SANDRA	15453	X	
AC	RICHARD	DESTINY	16196	X	
AC	RODRIGUEZ	MAXINE	15598	X	
AC	SAMSON	AMANDA	16036	X	
AC	SHERIDAN	JESSICA	17178	X	
AC	SMITH	BRITTANY	16773	X	
AC	SMITH	DAEDRIAN	18270	X	
AC	SPICA	CHRISTINE	10048	X	
AC	STEWART	ADRIANN	12114	X	
AC	TIERNO	RYAN	17764	X	
AC	WAGNER	EMILY	16256	X	
AC	WEBB	CYNTHIA	17744	X	
AC	WHITTEN	ERIN	16695	X	
AC	WHITTER	IRAIDA	15440	X	
AC	YORK	EMILY	17448	X	
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Drinted sen	Kristen Tormey	oinictrator		5/3/2024 Date	
Printed nan	Printed name of Principal/Site Administrator				

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ALTIMARI	DENISE	02778	X
PS	ANDERSON	VINCENT	05138	X
PS	ASHWORTH	LORIANNE	03032	X
PS	AURICCHIO	CHRISTOPHER	02128	Х
PS	BARILE	ROSEANN	02712	Х
PS	BATES-MIRANDA	SUZANNE	09104	X
PS	BRADY	DIANE	03744	Х
PS	CARMACK	DONNA	03664	Х
PS	CRAVER	GRADY	05964	Х
PS	DAVIS	MARIA	03026	Х
PS	EDWARDS	ERIN-ANN	04374	Х
PS	ERB	DAWN	05707	X
PS	ESPINOSA	ROSANNA	03936	Х
PS	FEDOROW	INNA	04796	Х
PS	FEOLA	MARCO	01697	X
PS	GAROFANO	MICHAEL	11571	X
PS	GINART-QUIJANO	JANET	04655	X
PS	GUERRIER	RONICA	05558	X
PS	HYNES	FRANCIS	02997	X
PS	IMHOF	JOHN	02864	X
PS	MOUCHET	EDWARD	09921	X
PS	REESE	CHANDELLE	10166	X
PS	REYES	SARAH	11062	X
PS	SARDOGAN	CARMELA	02736	Х
PS	SOPONYAI	DENNIS	12244	X
PS	SUFFICOOL	VANESSA	12021	Х
PS	SULLIVAN	SHANE	08056	X
PS	SWARTOUT	CRAIG	10524	X
PS	SWARTOUT	TAMMY	12254	Х
PS	TAAFFE	KYRA	08398	X
PS	VANLOW	REGINA	07557	Х
PS	WALDEN	ROBERT	09599	Х
AC	ANSPACH	CHARLES	16359	Х
AC	ARROYO	LYNN	02580	Х
AC	ARSHI	ASIYA	17746	Х
AC	ASHWORTH	NICOLE	15099	Х
AC	ASUMANI MENSAH	MICHAEL	18314	X

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	BAKER	ANDREW	17009	X
AC	BELL	SARAH	11750	X
AC	BENNETT	MARY	12559	X
AC	BENNETT	GEORGE	11656	Х
AC	BENVEGNA	MEREDITH	14099	Х
AC	CABARSE	CRISTINA	17839	Х
AC	CAC	DARIEN	17210	Х
AC	CAMERON	DEBORAH	02485	Х
AC	CARTER	HEATHER	16278	Х
AC	CHAPMAN	KEANE	17343	Х
AC	CLURMAN	SUSAN	15593	Х
AC	сосо	LINDA	04939	Х
AC	CRUZ	LUZ-SARAHI	03631	Х
AC	CUMMINGS	KATHLEEN	18041	Х
AC	DANCHISE	ROBYN	17783	Х
AC	ERB	JEFFREY	15976	Х
AC	FISHER	SHAWN	15575	Х
AC	FRANCO	BERNADETTE	18345	Х
AC	FRANK	LINDA	04992	Х
AC	GARCIA	MAIRA	12413	Х
AC	GONZALEZ	MORGAN	16735	Х
AC	GONZALEZ	YORDAN	16661	Х
AC	GRAHAM	TYSON	10718	Х
AC	GUPTON	THOMAS	16819	Х
AC	GUTIERREZ	AMELIA	15609	Х
AC	HORNADAY	JOELLEN	16859	Х
AC	HUSTON	LEAH	18242	Х
AC	JAMES	MARITZA	12047	Х
AC	KHATUN	MOSAMMAT	12492	Х
AC	KREISMER	HEATHER	17891	Х
AC	LEVY	JONATHAN	17204	Х
AC	MAHLA	TYLER	16501	Х
AC	MALCOLM BAKER	KENDRA	16079	Х
AC	MANCE	KARA	15113	Х
AC	MCCARTHY	ANNE	14926	Х
AC	MCGARRY	MATTHEW	14343	Х
AC	MCNERNEY	DENNIS	13307	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MULLINS	ROLAND	17655	Х
AC	MURPHY	TIMOTHY	14330	Х
AC	OLIVER	ABIGAIL	16869	Х
AC	PIERCE	ELIZABETH	07188	Х
AC	SANCHEZ	CASSIE	18431	Х
AC	SCOTT	MARYANN	14016	Х
AC	STENSTROM	NICHOLAS	13914	Х
AC	SUFFICOOL	MARIA	15109	Х
AC	TEMPLE	VICKIE	14533	X
AC	URE	HILLARY	18248	Х
AC	VASQUEZ	KATYE	11527	Х
AC	WAYMIRE	SHELBY	17163	X
AC	WILLIAMS	TYRONE	15646	Х
AC	WILSON	ROBERT	15390	Х
AC	WOOD	ELANA	17195	X
AC	ZUCCOLO	MICHAEL	17035	Х
РВ	LETCHWORTH	CHRISTINE	05636	X
PB	O'REILLY	LIAM	18668	X
Printing of n	ny name below constitu	ıtes my official si	gnature for eled	1
Dana Pearce				5/3/2024
Printed nam	ne of Principal/Site Adm	ninistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	DIFRESCO	DAWN	03993	X
PS	GEREAUX	PAMELA	10497	Х
PS	GIBSON	ALLISON	08637	Х
PS	INGLE	CARYN	09521	X
PS	JACKSON	CYNTHIA	06967	X
PS	SMITH	RACHEL	03841	Х
AC	ATCHISON	MICHELE	15700	Х
AC	BOND	JACK	15668	Х
AC	CAPOTE	CLARA	02639	X
AC	CAVANAUGH	ALLYSON	17271	X
AC	DAVIS	SHARON	16250	X
AC	DIAZ	CHARLOTTE	17893	X
AC	DICARO	MELISSA	12179	X
AC	EDWARDS	KATHERINE	11494	X
AC	EPPLEY	KIMBERLY	06894	Х
AC	ERMANN	HAILEY	16521	Х
AC	ESTRADA	MARIA	02583	X
AC	ILOWIT	ISAIAH	15094	X
AC	KING ALDRICH	ARIANA	17786	X
AC	KITTOE	WILLIAM	17080	Х
AC	KNISPEL	DENISE	15628	Х
AC	LACOUR	MICHELE	17855	X
AC	MAUL	THERESA	15178	X
AC	MULOCK	MATTHEW	17395	X
AC	NAPOLI	HOLLY	13058	Х
AC	SHEPHERDSON	BETH	17263	Х
AC	TORRES	MARIA	17411	Х
AC	WATKINS	MELISSA	16032	X
AC	WILSON	CHRISTI	17621	Х
РВ	ESPINOSA	CHRISTIE	17002	Х
РВ	GRZYBOWSKI	NICOLE	17552	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
РВ	KAHLER	MADALYN	18287	Х
РВ	NUSSBAUM	PEYTON	18111	Х
PB	RIVERA	ADAM	18707	Х
Printing of my n	ame below constitutes	my official signat	Lure for electron	ic purposes.
Jill Kolasa				5/3/2024
Printed name o	f Principal/Site Adminis		Date	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BRADLEY	JENNIFER	10479	Х
PS	GAUVIN	PAMELA	01295	Х
PS	HARIPERSAD	ANGELINA	03519	Х
PS	MAXEY	DYANE	07918	X
PS	MORENO	LIZETTE	03269	Х
PS	VALDEOS	KATIA	12230	Х
AC	PEASE	ROSA	07969	Х
AC	SANTANA	KATHLEEN	11215	Х
Printing of m	y name below constitute	es my official sig	nature for electr	onic purposes.
	Magen C. Schlechter			5/2/2024
Printed name of Principal/Site Admir		nistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BAEZA	CHERYL	14470	X
PS	BLEVINS	CHRISTINE	14200	X
PS	CHILD	THOMAS	14235	X
PS	COCHRANE	HEATHER	13309	X
PS	COHEN	DANIEL	16632	X
PS	FIELDS	REBECCA	05960	X
PS	GIBSON	KIMBERLY	15673	X
PS	HAGEN	KRISTA	16390	X
PS	JOSWICK	EMILY	16275	X
PS	KELLY	JENNIFER	12871	X
PS	MITCHELL	JODI	17980	X
PS	MOLINA	DEANNA	15013	X
PS	PARSHOOK	DANIELLE	17920	X
PS	RADO	JENNIFER	03263	X
PS	RHOADS	BRITTANY	14613	X
PS	RIVERA	DAWN	13987	Х
PS	STANINA	NICOLE	16452	X
PS	THIBODEAUX	ALYSSA	14787	X
PS	WEIMERN	JAQUELINE	16506	Х
PS	WILLIAMS	ALLISON	13116	Х
AC	BALLARD	LOREN	12794	Х
AC	MACCHIO	AMY	18070	X
AC	SCHAUSS	CHELSI	18204	X
AC	ADDIE	PHYLLIS	02396	X
AC	BADALA	THERESA	02338	Х
AC	BOYSEL	ADRIENNE	11775	X
AC	BURKE	TRACEY	12290	X
AC	CRISCI	APRIL	11769	X
AC	DEETS	TINA	03183	X
AC	DIMURO	MICHAEL	02666	X
AC	FERRO	CHRISTINE	10923	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	HALL	MELODIE	04258	X
AC	HOWARD	AMY	11887	X
AC	LANE	JENNIFER	12351	Х
AC	MAEDER	TRACY	12301	X
AC	MORRIS	BRENDA	05583	Х
AC	REED	THERESA	03458	X
AC	ROEBUCK-KORMAN	GISETTE	11774	Х
AC	STRMENSKY	ROBERT	05137	X
AC	THOMPSON	KELLY	12350	X
AC	URBAN	DONNA	12288	X
AC	URBAN	SCOTT	12173	X
AC	WOOP	MARIA	03660	X
D : 1: 1		55: 1		
Printing of	my name below consti	tutes my official s	signature for ele	
	Kristina Stratton			4/30/2024
	Printed name of Princi	ipal/Site Administ ⊤	trator	Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	BURNS	SONYA	07694	Х
PS	CARR	JURETTA	06327	Х
PS	GAUSTAD	VIRGINIA	11339	Х
PS	HUDSON	LYNDELL	07550	Х
PS	JACKSON	SUSAN	06090	Х
PS	MENDOZA	RENE	02236	Х
PS	RAE	LYSANDRA	02089	Х
PS	ROLLO	DEBORAH	01457	Х
PS	SCOTT	LAURA	09280	Х
PS	WOODS	MEGAN	12661	Х
AC	ANDERSON	SHILAH	11760	Х
AC	BAKER	NICOLE	16593	Х
AC	BASSETT	DANIELLE	16603	Х
AC	BASSO	TAWANA	14154	Х
AC	BECUDE	THOMAS	16626	Х
AC	BRENDLINGER-BUSE	JESSICA	13277	X
AC	BRISTOL	JOSEPH	14273	X
AC	CLEMENT	JAZMINE	18576	X
AC	COOPER	KAREN	12314	X
AC	ENDERS	BRANDY	13064	X
AC	FARRINGTON	MARY	09660	X
AC	FIELDER	MELANIE	11797	X
AC	HEIDLER	JOSEPH	13536	X
AC	HITAFFER	EMILY	16991	X
AC	HOLLAND	TIFFANI	04641	Х
AC	KING	SUSAN	05505	Х
AC	LANGWORTHY	KRISTI	13221	Х
AC	MALCOLM-WHITE	STACY-ANN	17740	Х
AC	MORRIS	RYAN	17173	Х
AC	MORRIS	LEONEISHA	17737	Х
AC	NISBET	DEEDRA	16837	Х

CONTRACT				REAPPOINT -
STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	YES
AC	PATTERSON	SHANIQUE	17742	X
AC	RASTATTER	PATRICK	11975	X
AC	RICHARTZ	SAMANTHA	15274	X
AC	SIEBELS	JOHN	17055	X
AC	SKINNER	TERESA	09064	X
AC	SMITH	JESSICA	18223	X
AC	SUPPLE	KENNETH	13076	X
AC	SUPPLE	RENEE	05247	X
AC	WELTER	VONTISHA	18444	X
AC	WONDRASH	GARY	17079	X
РВ	DOWNEY	LUNA	18761	X
РВ	GROOM	KARA	16323	X
РВ	PETERS	CASSANDRA	12205	X
Printing of my	 name below constitutes my offi	│ cial signature for	electronic purpo	oses.
Chris Healy	,	<b>J</b>	1 50 1	5/2/2024
_	of Principal/Site Administrator			Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
PS	ALAIMO	JOHN	12345	X
PS	ALI-CARR	DAWN	10571	X
PS	BOUCHARD	KATHLEEN	05152	X
PS	BROOKS	DEBRA	10562	X
PS	CLARK	DAMIEN	08539	X
PS	CLARK	SUMMER	12255	X
PS	CROYLE	ROBERT	05120	X
PS	HAFLIGER	MICHAEL	09253	X
PS	HOLMES	ALFRED	12352	X
PS	JOHNSON	RYAN	08687	X
PS	LINAUER	MARLISE	03485	X
PS	MATERNOWSKI	ADAM	12536	X
PS	МІНОК	KIRSTEN	04791	X
PS	NUGENT	HEATHER	08475	X
PS	RICHTER	JAMES	12588	X
PS	RIDENOUR	ANA	02938	X
PS	TAYLOR	DONNA	02515	X
AC	ARMSTRONG	RACQUEL	15180	Х
AC	ATHANASON	TRACI	13469	X
AC	ATKINSON	REBECCA	13074	X
AC	BARNES	DHERON	18042	X
AC	BRADEN	SUSANN	06993	X
AC	BRADY	JULIE	02963	X
AC	BUCKEY	ADAM	16658	X
AC	BUCKEY	ASHLEY	16675	Х
AC	CARR	SHAYNA	18040	X
AC	CAVANAUGH	KASEY	12653	X
AC	CHILDS	ASHLEY	17330	X
AC	CONGDON	KIMBERLY	16181	X
AC	COX	CRYSTAL	17881	X
AC	CROSBY	NICOLE	15924	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
AC	DALY	JASON	15525	X	
AC	DUMONT	MATTHEW	18088	Х	
AC	EARLY	JUSTEN	14786	Х	
AC	EARNEST	AMY	14775	X	
AC	EDWARDS	CARISSA	12870	X	
AC	EXFORD	LAURA	17492	X	
AC	FELICE	JOSEPH	13412	X	
AC	KANARIS	TINA	16887	X	
AC	KEIPER	CORINNE	17130	X	
AC	KENDALL	DONALD	16028	X	
AC	LEONARD	ZACHARY	18547	X	
AC	MARTIN	TAMMY	16397	X	
AC	MCHUGH	PATRICK	13408	X	
AC	MOONEY	KAREN	12840	X	
AC	MOORE	LISA	17505	X	
AC	MORRIS	TERESA	16892	X	
AC	NOWELL	MEGAN	18335	X	
AC	PELLITO	THOMAS	13474	X	
AC	PERLEGIS	MATTHEW	16873	X	
AC	PREWITT	CHRISTOPHER	14388	X	
AC	QUARTO	MICHAEL	15064	X	
AC	ROSS	CHARLENE	13947	X	
AC	ROTACH	ANGEL	17345	X	
AC	SCHWEFRINGHAUS	HUNTER	17234	X	
AC	SCIRE	STEPHEN	13672	X	
AC	SHAFFER	KEITH	14427	X	
AC	SKIPPER	JAMES	08265	X	
AC	SLADEK-CARSILLO	BRANDY	13461	X	
AC	TAVANA	JOSHUA	15774	X	
AC	TOY	GLENN	17250	X	
AC	VONPERBANDT	JENNIFER	17015	X	
		· · · · · · · · · · · · · · · · · · ·			

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	WOOLCOCK	JEREMY	16511	Х
РВ	CLARK	ERIN	15324	Х
РВ	GARI	KRISTINA	18686	Х
Printing of r	ny name below constitu	ites my official si	gnature for elec	tronic purposes.
Ed LaRose				5/5/2024
Printed nam	ne of Principal/Site Adm	ninistrator		Date

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
PS	ARMSTRONG	CINDY	06588	Х	
PS	BALLARD	CAROL	06309	X	
PS	BLUMENGARTEN	NEIL	02917	Х	
PS	BOURNE	LAUREN	05911	Х	
PS	CALDERON	JENNIFER	12185	Х	
PS	CSONT	REBEKAH	09010	Х	
PS	DERF	KAREN	10146	Х	
PS	FREMER	BOBBI-JEAN	01059	Х	
PS	FRY	DEONNE	12119	Х	
PS	HOGAN	RENEE	02914	Х	
PS	JOHNS	KIMBERLY	10590	Х	
PS	KALLNISCHKIES	TERRI	04620	X	
PS	KRUSZYNSKI	BRANDI	09372	Х	
PS	LOFFLER	LEE ANN	03182	X	
PS	MENDEZ	ALBERT	02393	X	
PS	PLOSKONKA	TRACIE	05000	X	
PS	SHEPARD	HELEN	11951	X	
PS	SIEGENDORF	JEFFREY	11941	Х	
PS	STEELE	PHILIP	12315	X	
PS	STEELE	SARAH	08514	Х	
PS	STUCKEY	STEPHANI	04192	X	
PS	SUITERS	DENISE	02970	Х	
PS	THORNTON	MARY ALICE	05477	X	
PS	TORRES	DEBBIE	08650	X	
AC	ALTIMARI	NICHOLAS	14645	Х	
AC	ARAOZ	JEANINE	17446	X	
AC	BADGER	SANDRA	14818	Х	
AC	BARBER	ANDREA	17683	Х	
AC	BENSON	KRISTINA	18182	Х	
AC	BOYLE	TINA 16827		Х	
AC	BRANNAN	ANGELA	10409	X	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES	
AC	BREDEN	AMYBETH	01679	Х	
AC	BRIZEK	HELEN	17685	Х	
AC	BROWN	KATHRYN	15231	Х	
AC	BROWN	SHALAE	17162	Х	
AC	CARMAN	SHEREE	08263	Х	
AC	CARROLL	SAVANNAH	16325	Х	
AC	CASCIO	ASHLEY	14028	Х	
AC	CONWELL	RUTH	18276	Х	
AC	COTRONEO	EVE	17169	Х	
AC	COX	HEATHER	17572	Х	
AC	CURET-MILLAYES	ROSANA	18531	Х	
AC	D'AVANZO	KATHERINE	16731	Х	
AC	DEMARIA	JOY	13744	Х	
AC	ENGLISH	SANDRA	15014	Х	
AC	FALCO	SHANE	18075	Х	
AC	FRANZ	SEAN	05466	Х	
AC	GLEASON	SHERYL	13840	Х	
AC	GOURLEY	MELISSA	17054	Х	
AC	GRIMSLAND	JENNIFER	16543	Х	
AC	HAMPTON	STACEY	17579	Х	
AC	HARTMAN	LISA	18017	Х	
AC	HILL	JENNIFER	17450	Х	
AC	HOMAN	AMELIA	17581	Х	
AC	JOHNSON	KAREN	14354	X	
AC	KELLEMS	AUDREY	17856	X	
AC	KISS	TAYLOR	16513	Х	
AC	KRONENFELD	JENNIFER	14664	Х	
AC	LADD	JENNIFER	14129	Х	
AC	LAUDENCIA	JANELLE ISABEL	17747	Х	
AC	LOCK	DAVID	18178	X	
AC	LUCERO	ELISA	04093	X	

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES
AC	MACVICAR	JITKA	16485	Х
AC	MCGREGOR	KERRIE	17684	Х
AC	MULLEN	MICHAEL	16935	Х
AC	MULLEN	NICOLE	17768	Х
AC	MURPHY	DANIELLE	13804	Х
AC	O'DELL	ASHLEY	14953	Х
AC	OLSSON	DOUGLAS	15644	Х
AC	ROONEY	NICOLE	14714	Х
AC	SABINO	TAHIRI	14192	Х
AC	SCHILLING	NANCY	01999	Х
AC	SKIPPER	STEPHEN	15932	Х
AC	STACK	TARA	18023	X
AC	SURAK	CASSIE	11830	Х
AC	THOMAS	MARK	16584	Х
AC	THOMAS	REBECCA	16654	X
AC	THOMAS-MEKURIA	NZINGA	18307	X
AC	VILLANUEVA	NELSON	18033	X
AC	VINCENT	CHARITY	15965	X
AC	WATERMAN	KASEY	18464	X
AC	WILFONG	ALISON	17333	Х
AC	WILLEMEN	EMILY	18209	X
AC	WILLIAMS	NANCY	18028	Х
AC	WRIGHT	JENNIFER	16115	Х
PB	BENDL	BRUCE	18672	X
PB	CHURCH	DENICE	18688	X
PB	DILLY	NOAH	18681	X
PB	MATTHEWS	CYNTHIA	18669	X
РВ	SHARRER	ALLISON	18659	Х

CONTRACT STATUS	LAST NAME	FIRST NAME	EMPLOYEE ID	REAPPOINT - YES			
Printing of n	Printing of my name below constitutes my official signature for electronic purposes.						
Cari O'Rourke				5/2/2024			
Printed name of Principal/Site Administrator				Date			

SITE	LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAVE	REAPPOINT - YES
BES	KUBLICK	DANA	04190	PRINCIPAL ELEM	8:00	249	Х
CES	PAGANO	NICHOLAS	04190	PRINCIPAL ELEM	8:00	249	X
CHS	SLUSSER	KELLY	11978	PRINCIPAL HIGH SCHOOL	8:00	249	X
CK8	MAIORINI	ROSEMARIE	11686	PRINCIPAL K-8	8:00	249	X
DSPMS	CLIFFORD	CHRISTOPHER	10305	PRINCIPAL MIDDLE SCHOOL	8:00	249	X
EES	LASTRA	GLENN	12388	PRINCIPAL FIEM	8:00	249	X
EK8	BRAITHWAITE	LISA	11471	PRINCIPAL ELEM	8:00	249	X
ENDV		LAURA	05794			249	X
	BURGESS	+		PRINCIPAL MIDDLE SCHOOL	8:00		X
FCMS FES	DYE	SCOTT	03540	PRINCIPAL FLEM	8:00 8:00	249	X
E-SCHOOL		1 2 2 2 1 1		PRINCIPAL LIER COLL			
		ZANA	15292	PRINCIPAL HIGH SOLICO	8:00	249	X
HHS	BOOKER	LEECHELE	11282	PRINCIPAL FIEM	8:00	249	X
MES	MARTIN	PATRICIA	07974	PRINCIPAL LIGHT COLLEGE	8:00	249	X
NCTHS	NOYES	TONI-ANN	01855	PRINCIPAL HIGH SCHOOL	8:00	249	X
PMS	RASTATTER	ALEXANDRA	02989	PRINCIPAL MIDDLE SCHOOL	8:00	249	X
SES	HUGHES	DACEY	11845	PRINCIPAL ELEM	8:00	249	X
SHES	O'ROURKE	CARI	06059	PRINCIPAL ELEM	8:00	249	X
SHS	PEARCE	DANA	05396	PRINCIPAL HIGH SCHOOL	8:00	249	Х
WHMS	HEALY	CHRISTOPHER	14842	PRINCIPAL MIDDLE SCHOOL	8:00	249	Х
WWHS	LAROSE	EDWARD	11792	PRINCIPAL HIGH SCHOOL	8:00	249	Х
WWK8	TORMEY	KRISTEN	12218	PRINCIPAL K-8	8:00	249	Х
8400	WATSON	SOPHIA	10049	DIRECTOR OF ADULT & TECHNICAL	8:00	249	Х
9410	CROPLEY	LISA	02717	EXECUTIVE DIR STUDENT SUPPORT	8:00	249	X
9410	HOWARD	TIFFANY	11766	DIRECTOR OF ELEMENTARY PROGRAM	8:00	249	X
9005	JENSEN	ANNA	08092	DIRECTOR OF ESE	8:00	249	X
9462	SCHLECHTER	MAGEN	12594	DIRECTOR OF FEDERAL PROGRAMS	8:00	249	X
9461	SANDERS	SONSEE	11424	DIRECTOR OF RESEARCH & ACCOUNT	8:00	249	X
9410	MORRIS	JOHN	13434	DIRECTOR OF SECONDARY PROGRAMS	8:00	249	X
9220	AMATO	JOSEPH	15462	DIRECTOR OF TECHNOLOGY & INFO	8:00	249	X
9440	KOLASA	JILL	07291	DIRECTOR OF STUDENT SERVICES	8:00	249	X

			<b>EMPLOYEE</b>				REAPPOINT -
SITE	LAST NAME	FIRST NAME	ID	TITLE	HOURS	DAYS	YES
	Printing of my nar	ne below constitu	utes my offic	cial signature for electronic purposes.			
	Gina Michalicka				5.14.24		
	Printed name of F	Principal/Site Adn	ninistrator		Date		
	Printing of my nar	ne below constitu	utes my offic	cial signature for electronic purposes.			
	Lisa Cropley				5.14.24		
	Printed name of F	Principal/Site Adn	ninistrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
INMON	RICHARD	11376	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Dana Kublick				5/8/2024		
Printed name of	inted name of Principal/Site Administrator					

						REAPPOINT -	REAPPOINT -		
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES	NO	RETIRING	RESIGNING
LEATH	RALPH	15110	DIR OF TRANSPORTATION	8:00	249	Χ			
MCINTYRE	JOYCE	07049	DIRECTOR OF FINANCE	8:00	249	Χ			
CROGNALE	STEPHEN	11936	EXEC DIR OF SUPPORT OPERATIONS	8:00	249	Χ			
RENIHAN	JILL	10829	EXECUTIVE DIR BUSINESS SERVICE	8:00	249	Χ			
JORDAN	KAREN	15089	DIRECTOR OF COMMUNICATIONS	8:00	249	Х			
Printing of my r	name below constitut	es my official sig	nature for electronic purposes.						
Ray Pinder				5/17/24					
Printed name of Principal/Site Administrator			Date						

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DERESPIRIS	BRANDON	16427	DIRECTOR OF SAFE SCHOOLS	8:00	249	Х
GOLDRICK	MATTHEW	01150	DIRECTOR OF HUMAN RESOURCES	8:00	249	Х
RECKNER	CHRISTOPHER	18537	DIRECTOR OF PURCHASING & WAREH	8:00	249	Х
Printing of my n	ame below constit	utes my official s	signature for electronic purposes.			
Jill Renihan				5/16/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ADESSO	LORE	04729	ASST PRINCIPAL HIGH SCH	8:00	249	Х
DE JESUS	ALYSSA	17669	ASST PRINCIPAL HIGH SCH	8:00	249	Х
WILSON	RYAN	12167	ASST PRINCIPAL MID SCH	8:00	249	Х
Printing of my n	ame below co	l onstitutes my off	licial signature for electronic purposes.			
Kelly Slusser				5/1/2024		
Printed name of	Principal/Site	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SWEENEY	JULIE	02613	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my n	ame below c	onstitutes my off	ficial signature for electronic purposes.			
Debi Shellabarge	Debi Shellabarger			5/1/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
FINCH	EDWARD	10389	ASST PRINCIPAL K-8	8:00	249	Х
GRANT	KELLY	13226	ASST PRINCIPAL K-8	8:00	249	Х
SCHUMACHER	LAUREN	15599	ASST PRINCIPAL K-8	8:00	249	Х
Printing of my na	ame below co	onstitutes my off	icial signature for electronic purposes.			
<u>Ro</u>	semarie Maio	<u>orini</u>	<u>4/29/2024</u>			
Printed name of	Principal/Site	e Administrator	Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WRIGHT	BRANDON	13457	ASST PRINCIPAL HIGH SCH	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Chris Clifford				5/10/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SCHWARTZ	ERIC	16629	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Mike Lastra				5/9/2024		
Printed name of	rinted name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MACGREGOR	ANDREW	15359	ASST PRINCIPAL K-8	8:00	249	Х
O'ROURKE	DANIEL	01256	ASST PRINCIPAL K-8	8:00	249	Х
REYNOLDS	KATIE	11566	ASST PRINCIPAL K-8	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Lisa Braithwaite				5/3/2024		
Printed name of	f Principal/Site	e Administrator		Date		

SITE: FOOD NUTRITION

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PATRICK	JENNIFER	06386	ASST DIRECTOR OF FOOD & NUTR S	8:00	249	Х
D						
Printing of my na	ame below co	onstitutes my off	icial signature for electronic purposes.			
Holly Brite Longo				05/03/24		
Printed name of Principal/Site Administrator		e Administrator		Date		

SITE: FACILITIES

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
HALL	WILLIAM	02220	FIRE OFFICIAL/PLANS EXAMINER	8:00	249	Х
Printing of my n	ame below c	 onstitutes my off	 icial signature for electronic purposes.			
Brian Ragan				5/2/2024		
Printed name of	inted name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
FOX	MICHELLE	01252	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my n	ame below c	onstitutes my off	icial signature for electronic purposes.			
Joyce Lewis				5/1/2024		
Printed name of	Printed name of Principal/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
RUIZ	MARIA	12329	ASST PRINCIPAL MID SCH	8:00	249	Х
SMITH	JOSHUA	16055	ASST PRINCIPAL MID SCH	8:00	249	Х
Printing of my i	name below c	onstitutes my off	icial signature for electronic purposes.			
THOMAS	DYE			5/3/2024		
Printed name of	of Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MCNAUGHTON	DONALD	15232	ASST PRINCIPAL HIGH SCH	8:00	249	Х
SWIHART	STACEY	15407	ASST PRINCIPAL HIGH SCH	8:00	249	Х
Printing of my nar	ne below cor	stitutes my offic	ial signature for electronic purposes.			
Leechele E	Booker			5/3/2024		
Printed name of F	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
NEAL	ALEXA	09329	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Patty Martin				5/10/2024		
Printed name of	f Principal/Site	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LODER	PAMELA	06690	ASST PRINCIPAL HIGH SCH	8:00	249	Х
MANER	JOSANDRA	12058	ASST PRINCIPAL HIGH SCH	8:00	249	Х
PEEPLES	KRISTIN	12393	ASST PRINCIPAL HIGH SCH	8:00	249	Х
Printing of my nam	ne below cons	stitutes my officia	al signature for electronic purposes.			
Toni-Ann Noyes			<u>5/3/2024</u>			
Printed name of Principal/Site Administrator		dministrator	Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SAAVEDRA	NATASHA	15995	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my nam	ne below cons	stitutes my officia	al signature for electronic purposes.			
Thomas Kalament				4/30/2024		
Printed name of P	rincipal/Site A	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DEFILIPPIS	AMY	14414	ASST PRINCIPAL MID SCH	8:00	249	Х
MERSCHBACH	BRAD	08835	ASST PRINCIPAL MID SCH	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Alex Rastatter				5/10/2024		
Printed name of	Principal/Site	e Administrator		Date		

SITE: SAFE SCHOOLS

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PAGAN	ANGEL	17433	ASSISTANT DIRECTOR OF SAFE SCH	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Bra	andon DeRes	piris		5/2/2024		
Printed name of	f Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
HALSTEAD	STEPHANI	14196	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
ŀ	Kristen Torme	ey		5/3/2024		
Printed name of	Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BEACH	ROBERT	01672	ASST PRINCIPAL HIGH SCH	8:00	249	Х
CROFT	DARLA	13189	ASST PRINCIPAL HIGH SCH	8:00	249	Х
LAROCHE	DAVID	18652	ASST PRINCIPAL HIGH SCH	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Dana Pearce				5-3-2024	<u>1</u>	
Printed name of	Principal/Site	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MICHALICKA	GINA	02513	ASST SUPERINTENDENT TEACHING &	8:00	249	Х
PINDER	RAY	07592	ASST SUPT BUSINESS SVC & OPERA	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
John Stratton				5/10/2024		
Printed name of	Principal/Site	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LAPLATNEY	DEANA	13485	ASST PRINCIPAL ELEM	8:00	249	Х
Printing of my n	ame below co	onstitutes my off	icial signature for electronic purposes.			
Kristina Stratton	l			4/30/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SAKSER	LESLIE	10881	ASST PRINCIPAL MID SCH	8:00	249	Х
Printing of my n	ame below c	l onstitutes my off	│ ficial signature for electronic purposes.			
Chris Healy				5/2/2024		
Printed name o	f Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MURRMAN - DUDLEY	MILDRED	10583	ASST PRINCIPAL HIGH SCH	8:00	249	Х
SLONE	JODI	15040	ASST PRINCIPAL HIGH SCH	8:00	249	х
WEAVER	JOHN	16059	ASST PRINCIPAL HIGH SCH	8:00	249	Х
Printing of my name bel	ow constitute	es mv official sign	nature for electronic purposes.			
Ed LaRose		,	, ,	5/5/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DE ARMAS	JENNIFER	14116	ASST PRINCIPAL K-8	8:00	249	Х
DIPAOLO	CELISSE	15664	ASST PRINCIPAL K-8	8:00	249	Х
Printing of my r	⊣ name below co	onstitutes my off	icial signature for electronic purposes.			
Cari O'F	Cari O'Rourke			5/2/2024		
Printed name o	f Principal/Sit	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BISHOP	CHRISTINA	18620	PROGRAM ASST- COLLEGE & CAREER	8:00	249	Х
BURZUMATO	MICHAEL	17619	SUPPORT STAFF SPRINGS COAST EN	8:00	186	Х
MATERNOWSKI	COURTNEY	13904	COMPUTER LAB MANAGER PERKINS G	7:00	186	Х
MCNEIL	MARIA DEL CARMEN	04023	COMPUTER LAB MANAGER	7:00	186	Х
Printing of my na	me below constitutes my	official signatur	e for electronic purposes.			
Gina Michalicka				5.14.24		
Printed name of F	Principal/Site Administrat	or		Date		
Printing of my na	me below constitutes my	official signatur	e for electronic purposes.			
Tiffany Howard				5.14.24		
Printed name of F	Principal/Site Administrat	or		Date		
Printing of my na	me below constitutes my	official signatur	e for electronic purposes.			
Beth Lastra				5.14.24		
Printed name of F	Principal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MARTINEZ RAMIREZ	LILIANA	16528	SECRETARY I ADULT ED	6:00	200	Х
MERILLO	TANYA	17635	DATA ENTRY OPERATOR HEART LIT	8:00	249	Х
WRIGHT	MELISSA	07363	SECRETARY II ADULT ED	8:00	249	Х
Printing of my name below	constitutes m	y official signat	cure for electronic purposes.			
Sophia Watson				5/1/2024		
Printed name of Principal/S	Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT -
AUSTIN	RANDI	17822	PARA ESE	7:01	186	_
AGUAYO	JUANITA	01790	PARA II ESOL	7:00	186	Х
BAIN	LORE	16649	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CRANE	SHERYL	15945	PARA CLINIC	3:00	180	Х
GRESSLE	JODI	15494	PARA PK HANDICAP	7:00	186	Х
HEARN	STEPHANIE	07007	PARA II ELEMENTARY	7:00	186	Х
HENSHAW	JENNIFER	13425	BOOKKEEPER ELEM/MID	8:00	249	Х
LIMBRECHT	ELIZABETH	13211	PARA ISS	7:00	186	Х
MARCELLE	JEANNE	15835	PARA II ELEMENTARY	7:00	186	Х
MILLER	TRACY	17297	PARA ESE	7:00	186	Х
OLIVA DE SILVA	ANA	17800	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PADONU	KIMBERLY	03931	DATA ENTRY OPERATOR	8:00	249	Х
ROBERTS	THOMAS	08256	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ROMERO-CASELLAS	LUZ	15405	PARA PK HANDICAP	7:00	186	Х
STUCKEY	STEFAN	16702	ENVIRONMENTAL SVCS TECH I	4:00	186	Х
THOMAS	JULIE	11943	PARA PK HANDICAP	7:00	186	Х
VENERO	KAITLYN	18421	PRE-KINDERGARTEN ASST SPLIT FU	7:45	196	Х
WHITE	MARJORIE	17701	PARA II ELEMENTARY SPLIT FUNDE	7:45	196	Х
WILLIAMS	DAVID	06961	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
WILLIAMS	LATRICIA	14743	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
Printing of my name b	elow constitutes	my official sign	ature for electronic purposes.			
Dana Kublick				5/8/2024		
Printed name of Princi	ipal/Site Admini	strator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ACEVEDO	JESSYAL	17223	PRE-KINDERGARTEN ASST	8:00	196	_
BRUNO DIAZ	GISELLE	15935	ENVIRONMENTAL SVCS TECH I	8:00	249	X
CARNEIRO	NANCY	15363	ENVIRONMENTAL SVCS TECH II	8:00	249	X
CHICKERING	MARIAN	15124	SCHOOL HEALTH PROFESSIONAL	7:00	190	X
	1111111111111					X
HELLMAN	BARBARA	14777	BOOKKEEPER ELEM/MID	8:00	249	
HENDERSON	SARA	17850	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HOLMLUND	CHRISTINA	18623	PARA I ELEMENTARY	7:00	186	Х
PAGE	REBEKAH	17325	PARA I ELEMENTARY	7:00	186	Х
PELHAM	ELIZABETH	15895	PARA I ELEM- VPK	7:00	186	Х
SCHUTZ	ELIZABETH	16243	PARA I ELEMENTARY	7:00	186	Х
SHUTTY	JONATHAN	18740	ENVIRONMENTAL SVCS TECH I	8:00	186	Х
ST AMANT	MARY	07648	LUNCHROOM AIDE	3:00	180	Х
THOMAS	AIRIEN	16787	SECRETARY II SCH	8:00	200	Х
ULLOA	MARTHA	16240	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VARGAS YEPEZ	ARTURO	17832	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VIOLA	DAVID	03334	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
WAGONER	PATSY	06282	DATA ENTRY OPERATOR	8:00	249	Х
WHITE	JAMIE	17909	PARA ISS	7:00	186	Х
Printing of my na	me below cons	⊥ titutes my officia	l al signature for electronic purposes.			
Lara Silva				5/10/2024		
Printed name of F	Principal/Site A	dministrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
ABNER	ANTHONY	17211	PARA CLINIC	7:00	186	Х
BALISTRIERE	REBECCA	14421	PARA ESE	7:00	186	Х
BARBOSA	JOANNA	03948	PARA MEDIA	7:00	186	Х
BERGER	TERRI	01492	PARA ESE 1 ON 1	7:00	186	Х
BYRNE	KELLY	08802	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
САМАСНО	MIGDALIA	01921	SECRETARY II SCH	8:00	249	Х
CAPEL	JEFFERY	17712	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CRUZ MONTOYA	DIANA	17587	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
DIAZ	SYLVIA	03538	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
DUPRE	AMY	18277	PARA ESE 1 ON 1	7:00	186	Х
ECK	SHANNON	03129	SECRETARY II SCH	8:00	249	Х
GARCIA	SOCORRO	03155	PARA I ESOL	7:00	186	Х
GUIDO	DARLENE	11069	PARA ESE 1 ON 1	7:00	186	Х
LADINES	EMILIO	04585	PARA ESE 1 ON 1	7:00	186	Х
LLANES ASCANO	JOHANKA	17504	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MARTINEZ CABRERA	TANIA	15781	PARA ESE	7:00	186	Х
MARTINEZ	KEANO	18715	PARA ESE	7:00	186	Х
MCBRIDE	DANETTE	05314	SECRETARY II SCH	8:00	249	Х
MCDUFFIE	SANDY	16331	SECRETARY II SCH	8:00	249	Х
MCLEOD	JENNIFER	01087	DATA ENTRY OPERATOR	8:00	249	Х
MONTANEZ JOHNSON	GLENDA	18130	PARA ESE 1 ON 1	7:00	186	Х
MONTERO ARROYAVE	OLGA	13219	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
OLIVEIRA	JOHN	17412	PARA ESE	7:00	186	Х
PALOMA	JOSEPH	17691	PARA ESE 1 ON 1	7:00	186	Х
PAPADOPOULOS	JASON	13611	COMPUTER LAB MANAGER	7:00	186	Х
PEITLER	JOSEPH	02966	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PEREZ MIER	MARIA	17129	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PINERO	LIZMARY	18535	BOOKKEEPER	8:00	249	Х
SCHERRER	MICHELE	16120	PARA ESE	7:00	186	Х
SERRA VILLALBA	MARLENE	15939	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SKYERS	NORMAN	17107	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SOMERS	SANDRA	02967	SECRETARY II SCH	8:00	249	Х
STEIN	HELEN	02968	PARA ESE	7:00	186	Х
THOMAS	MARY	06493	PARA VOC ESE	7:00	186	Х
TOLAND	MICHELLE	07657	SECRETARY II SCH	8:00	249	Х
TOMPKINS	DONALD	13242	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
VAZQUEZ	DAISY	12960	PARA ESE 1 ON 1	7:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
VAZQUEZ	ENA	17225	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VIZCAINO RANGEL	OSBEL	17955	ENVIRONMENTAL SVCS TECH I	8:00	186	Х
Printing of my name be	low constitutes r	ny official signa	ture for electronic purposes.			
Kelly Slusser				5/1/2024		
Printed name of Princip	oal/Site Administ	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
ADORNO MERCADO	HAROLD	18148	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ALVAREZ	FRANCISCO	13433	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ARMENTEROS	BARBARA	18442	COMPUTER LAB MANAGER	7:45	196	Х
BALATSOS	LAURA	01874	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
BECKFORD	GRANTT	18802	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BORRAS	DENISE	03927	SECRETARY II GIFTED	8:00	249	Х
BORRAS	SPENCER	16757	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BOWMAN	DONALD	18498	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CACERES RIVERA	EVELIN	18654	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CARLSEN	STEPHANIE	16351	SECRETARY II SCH	8:00	200	Х
COMBS	JENNIFER	17249	PARA MEDIA	7:00	186	Х
DIESZ	CHRISTINA	17761	OFFICE CLERK	7:00	186	Х
DIESZ	COREY	18593	SECRETARY II SCH	8:00	200	Х
DSOUZA	ROSELLE	14977	SECRETARY II SCH	8:00	200	Х
GREGSON	ASHLEA	17796	PARA CLINIC	6:00	186	Х
HERNANDEZ-BOUTROS	ADRIANNA	15455	BOOKKEEPER ELEM/MID	8:00	249	Х
LAROSE	STACEE	14845	PARA ESE	7:00	186	Х
LEVASSEUR	JENNIFER	16391	SECRETARY II SCH	8:00	249	Х
LOPEZ	MARIENA	15045	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MESA MESA	ALAIN	13206	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PEREZ OSORIO	DANIA	18514	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
POWELL	NICOLE	17475	PARA I ELEMENTARY	7:00	186	Х
RODRIGUEZ	NINOSHKA	18331	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SALDANA	LUIS	13801	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
SANCHEZ DIAZ	MIRIAM	17071	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SKYERS	PEARL	01233	PARA MEDIA GIFTED	7:00	186	Х
SOSA	ROSA	02276	DATA ENTRY OPERATOR	8:00	249	Х
TREMOULIARIS	JENNIFER	16173	ISS MONITOR	7:00	186	Х
Printing of my name belo	w constitutes m	⊥ ıy official signatı	ure for electronic purposes.			
Rosemarie Maiorini			4/29/2024			
Printed name of Principa	ıl/Site Administra	ator	Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ATILES	OLIVIA	18334	PARA II ELEMENTARY	7:00	186	Х
BEALL	JUSTIN	16144	PARA II ELEMENTARY	7:00	186	Х
BICKETT	CANDICE	16371	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
BICKETT	COREY	16339	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BOLES-RONDOS	KAYLA	17305	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
BRONHARD	EVAN	18252	PARA ESE	7:00	186	Х
СНІСО	BARBARA	16969	PARA PK HANDICAP	7:00	186	Х
COSTA	JUDY	03304	PARA II ELEMENTARY	7:00	186	Х
CRUM	FRED	13286	PARA II ELEMENTARY	7:00	186	Х
DERDIARIAN	HEIDY	01587	PARA ESE	7:00	186	Х
EDWARDS	NICOLE	16652	PARA ISS	7:00	186	Х
ESCUDERO	EDGARDO	18244	PARA II ESOL	7:00	186	Х
FAILLACE-GARREN	ZANE	17180	PARA PK HANDICAP	7:00	186	Х
FLANDERS	NICOLE	17418	PARA PK HANDICAP	7:00	186	Х
FLOYD	FRANCIS	08306	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
GRAUER	DONNA	18362	PARA ESE 1 ON 1	7:00	186	Х
GRAY	TIFFANY	16594	PARA ESE	7:00	186	Х
GREEN	JAYLON	18774	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
GUARDIANI	JENNIE	17218	PARA ESE 1 ON 1	7:00	186	Х
HELFAND	KENDYL	16960	PARA II ELEMENTARY	7:00	186	Х
HERNANDEZ	NEYSA	16242	PARA II ESOL	7:00	186	Х
INGLESE	BRITTANY	18702	DATA ENTRY OPERATOR	8:00	249	Х
KESSNER	RUTH	04368	PARA PK HANDICAP	7:00	186	Х
LOBIANCO	JESSICA	17550	PARA CLINIC	3:00	180	Х
MCNAMARA	KIM	18026	PARA II ELEMENTARY	7:00	186	Х
MURRAY	DAWN	02961	PARA PK HANDICAP	7:00	186	Х
PARKS	CHRISTOPHER	14957	SECRETARY II SCH	8:00	220	Х
POISSON	MICHAEL	15456	PARA ESE	7:00	186	Х
REVIS	MARY	12957	PARA ESE	7:00	186	Х
RISK	TERRI	18262	PARA II ELEMENTARY	7:00	186	Х
RIVERA	GIOVANI	17884	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
RODRIGUEZ NARVAEZ	KELVIN	18454	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SHEPHERD	LESLIE	18713	PARA ESE 1 ON 1	7:00	186	Х
SLAVIN-MESZAROS	COLLEEN	02263	PARA ESE	7:00	186	Х
STALZER	SHERRY	18665	PARA ESE	7:00	186	Х
TERRY	TAMMY	18473	SECRETARY II SCH	8:00	249	Х
VASQUEZ	ROSMERY	18381	PARA ESE	7:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
VERMETTE	VANESSA	15734	PRE-KINDERGARTEN ASST SPLIT FU	7:45	196	Х
VIZCARRONDO	STEPHANIE	17637	PARA PK HANDICAP	7:00	186	Х
WENTWORTH	COLINDA	07910	PARA ESE	7:00	186	Х
YAGID	CRAIG	16855	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
Printing of my name belo	ow constitutes my	official signatur	e for electronic purposes.			
Debi Shellabarger	1			5/1/2024		
Printed name of Principa	al/Site Administra	tor		Date		

						REAPPOINT
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
BLACK	CHARLEEN	08979	DATA ENTRY OPERATOR	8:00	249	Х
BUSACCA	LISA	04096	SECRETARY II SCH	8:00	249	Х
CARSON	HALEY	12505	COMP LAB MANAGER TITLE I	7:45	196	X
FLYNN	SAMANTHA	13041	PARA ESE 1 ON 1	7:00	186	X
FOSKEY	WILLIAM	18352	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HERNANDEZ COROAS	ANAIS	18269	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HOLSTON	CHERYL	16419	ISS MONITOR	7:00	186	Х
HORTA ARENCIBIA	DEYSI	18090	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
KATSAROS	MICHAEL	18563	COMP LAB MANAGER TITLE I	7:45	196	Х
LEE	TYJUAN	17617	PARA II MIDDLE	7:00	186	Х
LEWIS-REVELS	SAMANTHA	17798	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PAYNE WALCZAK	MELISSA	14091	SECRETARY I SCH	8:00	220	Х
RODRIGUEZ	RITA	18518	PARA ESE	7:00	186	Х
SUAREZ	LINA	16768	PARA II ESOL	7:00	186	Х
SMITH	TERRY	15208	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
SUSA BOYACA	ADRIANA	18520	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
WILLIAMS	DARRELL	18329	BOOKKEEPER ELEM/MID	8:00	249	Х
	low constitutes n	ny official signat	ure for electronic purposes.			
Chris Clifford				5/10/2024		
Printed name of Princip	al/Site Administr	ator		Date		1

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CASHMAN	GABRIELLE	14720	DATA ENTRY OPERATOR	8:00	249	X
FASTING	ROBIN	13609	DATA ENTRY OPERATOR	8:00	249	Х
Printing of my na	ame below cor	nstitutes my offi	cial signature for electronic purposes.			
Zana Wisemar	Zana Wiseman					
Printed name of	Principal/Site	Administrator		Date		

						REAPPOINT
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
BLOUNT	DARLENE	07200	PARA ESE	7:00	186	X
BORN	ROWLAND	16460	PARA ESE	7:00	186	X
BRATCHER	VANESSA	17692	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
BRUNO	FRANK	11921	ENVIRONMENTAL SVCS TECH II	8:00	249	X
GAGNON	MARK	15610	ENVIRONMENTAL SVCS TECH I	8:00	186	X
GENNUSA	GREGORY	18440	PARA II ELEMENTARY UNISIG FUND	7:00	186	Х
GONZALES	YVONNE	17086	PARA PK HANDICAP	7:00	186	X
GRAVES	VERONICA	15519	PARA ISS	7:00	186	X
KARA	CHRISTOPHER	08810	PARA PK HANDICAP	7:00	186	Х
KORINIS	CASSIE	16527	OFFICE CLERK	8:00	186	Х
KREG	ERIN	18708	PARA ESE	7:00	186	Х
MANER	MARTIKA	16093	PARA PK HANDICAP	7:00	186	Х
SANABRIA	MIGDALIA	16505	PARA II ESOL	7:00	186	Х
SMITH	ROBERT	16812	ENVIRONMENTAL SVCS TECH I	8:00	249	X
STANTON	ERICKA	18458	PARA ESE 1 ON 1	7:00	186	X
STIMELY	JENNA	15240	DATA ENTRY OPERATOR	8:00	249	Х
TUBOLINO	SANDRA	15590	BOOKKEEPER ELEM/MID	8:00	249	Х
WILLIS	LESLIE	13884	PARA PK HANDICAP	7:00	186	Х
Printing of my n	ame below consti	tutes my official	signature for electronic purposes.			
Mike lastra		,		5/9/2024		
Printed name of	f Principal/Site Ad	ministrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ALLEN	AMANDA	18327	PARA PK HANDICAP	7:00	186	Χ
ANDREWS	OMAIRA	16367	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BEDOYA	LIBIA	13100	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BESAW	NAOMI	18476	SECRETARY II SCH	8:00	200	Х
BOND	QUENNIE	14700	PARA ESE	7:00	186	Х
BUITRAGO	SILVANA	17487	SECRETARY II SCH	8:00	249	Х
BUSCEMI	WENDY	12521	BOOKKEEPER ELEM/MID	8:00	249	Х
СОВВ	BRITTNEY	17963	PARA ESE	7:00	186	Х
COLEMAN	CHARLES	17787	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
DIEMER	KENNETH	16434	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
FUENTES MATOS	ILSE	17048	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
GONZALEZ	ERIKA	14890	PARA II ESOL	7:00	186	Х
GONZALEZ	DANIA	17075	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HALL	JOHN	16645	PARA ESE	7:00	186	Х
HERNANDEZ	SAMANTHA	18756	PARA ESE	7:00	186	Х
HERNANDEZ	DIANA	17400	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
HOUSTON	VICTORIA	18201	PARA MEDIA	7:00	186	Х
JACKSON	LEA	18219	PARA ESE 1 ON 1	7:00	186	Х
KESTORY	NICHOLAS	15966	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
KNEISS	KRYSTI	17537	DATA ENTRY OPERATOR	8:00	249	Х
KNOBLOCH	ROSE MARIE	17466	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
LOBB	STACY	15264	PARA PK HANDICAP	7:00	186	Х
LOCKSER	ALLEN	14253	PARA PK HANDICAP	7:00	186	Х
MACKEY JR	ALAN	11578	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MARTINEZ	VALERIE	17677	PARA CLINIC	6:00	186	Х
MELENDEZ	RACHEL	03923	PARA II ESOL	7:00	186	Х
MILAN BABILONIA	KARINA	17371	PARA ESE	7:00	186	Х
MONTALVO	CHEANELLY	15744	PARA ESE	7:00	186	Х
MONTANEZ PEREZ	GRACE	17745	PARA ESE 1 ON 1	7:00	186	Χ
MUNOZ	EDISON	17657	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MYLREA	CHRISTEN	12162	PARA PK HANDICAP	7:00	186	Х
OLIVER	WENDY	12891	PARA II ESE	7:00	186	Х
OTERO	CARMEN	11163	PARA II ESOL	7:00	186	Х
PAGE	BRITTNI	18377	PARA ESE	7:00	186	Х
PEREZ	BARBY	15977	PARA ESE 1 ON 1	7:00	186	Х
PIECORA	JOSEPH	02129	DATA ENTRY OPERATOR	8:00	249	Х
POLEJEWSKI	AMY	17806	PARA ESE	7:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PUCCI	ANTHONY	14139	PARA II ELEMENTARY	7:00	186	Х
ROGERS	VICTORIA	16090	PARA ESE	7:00	186	Х
ROMAN	TERESITA	17084	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SCHWALLER	BRITTANY	16102	PARA ESE	7:00	186	Х
STIER	MATTHEW	18821	PARA ESE	8:00	249	Х
TARBOX	STACY	11828	ENVIRONMENTAL SVCS TECH I	7:00	186	Х
WOLFE	JENNIFER	15859	PARA PK HANDICAP	7:00	186	Х
Printing of my name Lisa Braithwaite	below constitu	tes my official s	ignature for electronic purposes.	5/3/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BRANCACCIO	VINCENT	06896	COMPUTER LAB MANAGER	7:45	196	Х
GEMMATI	JOSEPH	02359	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
HOLCOMB	PAMELA	11464	COMPUTER LAB MANAGER	7:45	196	Х
IRIZARRY	HARRY	15062	COMPUTER LAB MANAGER	7:45	196	Х
JONES	MARION	07454	PARA II D/O PREVENTION	7:45	196	Х
MELACCIO	CONCETTA	01969	SECRETARY II SCH	8:00	249	Х
SHANO	CARLA	09633	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
STAFFA	CHRISTINA	18022	DATA ENTRY OPERATOR	8:00	249	Х
Printing of my na	ame helow cor	netitutes my offi	cial signature for electronic purposes.			
Laura Burgess	arrie below coi	isitutes my om	ciai signature for electronic purposes.	5/1/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CALABRESE	KATHY	13333	PARA ESE	7:00	186	Х
CAMPBELL	JANICE	16920	PARENT LIAISON	8:00	197	Х
DONLON	NEIL	02218	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
HOLMES	SHARITA	01772	JOB COACH	7:45	196	Х
LEDBETTER	JEANNE	13268	JOB COACH	7:45	196	Х
LUCEY	LINDA	03994	SPEECH/LANG TECHNICIAN GEN FUN	7:00	186	Х
SHACKFORD	TONY	01011	JOB COACH	7:45	196	Х
Printing of my na	ame below cor	nstitutes my offi	cial signature for electronic purposes.			
	Anna Jenser	1		5/2/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROWNING	DIANA	18643	FOOD/NUTR ASST ROVER	6:00	186	Х
BURNETT	ELSIE	16227	FOOD/NUTR ASST ROVER	6:00	186	Х
SULLIVAN	MARISOL	18692	FOOD/NUTR ASST ROVER	6:00	186	Х
Printing of my na	ame below consti	tutes my official	signature for electronic purposes.			
Holly Brite Longo	<u>)</u>			5/3/2024		
Printed name of	Principal/Site Ad	ministrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ACEVEDO-RENTAS	WANDA	02675	FOOD/NUTR ASST II	6:30	186	Х
ALBERGHINA	ANTONETTE	04179	FOOD/NUTR ASST III	6:00	186	Х
ANDRES	AMANDA	17561	FOOD/NUTR ASST	6:00	186	Х
ARCE	SATIVA	18015	FOOD/NUTR ASST	6:00	186	Х
ASTACIO-MARRERO	YARITZA	15184	FOOD/NUTR ASST II	6:00	186	Х
ATILES	LORNA	14954	FOOD/NUTR ASST II	6:00	186	Х
BAEZ	JUANA	03275	FOOD/NUTR ASST I	6:00	186	Х
BAGLEY	THERESA	06607	FOOD/NUTR ASST II	6:30	186	Х
BANDALA SAMANIEGO	MARLENE	18538	FOOD/NUTR ASST	6:00	186	Х
BARTHOLOMEW	SAMANTHA	16746	FOOD/NUTR ASST	6:00	186	Х
BENNETT	TRACY	16916	FOOD/NUTR ASST I	6:00	186	Х
BOSWELL	GABRIELLE	18336	FOOD/NUTR ASST	6:00	186	Х
BRADY	FRANCIS	18744	FOOD/NUTR ASST	6:00	186	Х
BRANDOW	TRICIA	17468	FOOD/NUTR ASST	6:00	186	Х
BRAUN	LAURIE	18337	FOOD/NUTR ASST	6:00	186	Х
BROWN	TIFFANY	04740	FOOD/NUTR ASST	6:00	186	Х
BUSTILLO	CHRISTOPHER	17906	FOOD/NUTR ASST	6:00	186	Х
CARABALLO GONZALEZ	LIZ	17511	FOOD/NUTR ASST	6:00	186	Х
CAREY	ANGELA	02668	FOOD/NUTR ASST III	6:00	186	Х
CARNCROSS	KATHLEEN	16619	FOOD/NUTR ASST I	6:00	186	Х
CARR	HAZEL	16153	FOOD/NUTR ASST	6:00	186	Х
CARRIER	REGINA	17365	FOOD/NUTR ASST	6:00	186	Х
CARTER	CANDY	17424	FOOD/NUTR ASST	6:00	186	Х
CHESNUTT	GLADYS	14981	FOOD/NUTR ASST I	4:00	186	Х
CINTRON DONATO	NANCY	16342	FOOD/NUTR ASST I	6:00	186	Х
COLON	TAMELA	18056	FOOD/NUTR ASST	6:00	186	Х
COLON AVILES	SARYLOU	17362	FOOD/NUTR ASST	6:00	186	Х
CONWAY	ALYSAN	17663	FOOD/NUTR ASST	6:00	186	Х
COOK	HOLLY	12762	FOOD/NUTR ASST	6:00	186	Х
COOPER	ZANDER	18684	FOOD/NUTR ASST	6:00	186	Х
CUCCIO	KARI	18522	FOOD/NUTR ASST	6:00	186	Х
D'AMICO	CAITLIN	16891	FOOD/NUTR ASST	6:00	186	Х
DANIAS	KATHERINE	18731	FOOD/NUTR ASST	6:00	186	Х
DAVIDSON	RINIA	18029	FOOD/NUTR ASST	6:00	186	Х
DE LOS SANTOS	MIRELLA	16283	FOOD/NUTR ASST I	6:00	186	Х
DELGADO	AMACIEL	13222	FOOD/NUTR ASST I	6:00	186	Х
DESALVO	ANTHONY	02708	FOOD/NUTR ASST II	6:30	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DEVERE	CHERYL	16974	FOOD/NUTR ASST	6:00	186	Х
DICONO	NANCY	15815	FOOD/NUTR ASST	6:00	186	Х
DOBRININ	LORI	18507	FOOD/NUTR ASST	6:00	186	Х
DOMENECH	PATRICIA	15136	FOOD/NUTR ASST II	6:30	186	Х
DUANYS	BEATRIZ	12073	FOOD/NUTR ASST	6:00	186	Х
DURST	DELICIA	16959	FOOD/NUTR ASST	6:00	186	Х
DURYNEK	CAROLYN	18711	FOOD/NUTR ASST	6:00	186	Х
ERBE	PATRICK	18651	FOOD/NUTR ASST	6:00	186	Х
ESCOBAR	MARIA	15201	FOOD/NUTR ASST II	6:00	186	Х
ESTRADA	NORMA	09194	FOOD/NUTR ASST	6:00	186	Х
FERRUGGIA	NANCY	04390	FOOD/NUTR ASST I	6:00	186	Х
FINLEY	DESIREE	17978	FOOD/NUTR ASST	6:00	186	Х
FREDETTE	KATE	17332	FOOD/NUTR ASST	6:00	186	Х
GLINKOWSKI	SHERRY	18694	FOOD/NUTR ASST	6:00	186	Х
GONZALEZ	IBIS	15861	FOOD/NUTR ASST I	6:00	186	Х
GONZALEZ PEREZ	KEYLA	18008	FOOD/NUTR ASST	6:00	186	Х
GRAY	ANNA	18247	FOOD/NUTR ASST	6:00	186	Х
GREGO	BETSY	18581	FOOD/NUTR ASST	6:00	186	Х
GRESS	JULIE	16581	FOOD/NUTR ASST I	6:00	186	Х
GUNN	PRESTON	13326	FOOD/NUTR ASST	6:00	186	Х
GUSTAFSON	RENEE	17265	FOOD/NUTR ASST	6:00	186	Х
HAGER	JULIE	17821	FOOD/NUTR ASST	6:00	186	Х
HARRISON	CAROLINE	17340	FOOD/NUTR ASST	6:00	186	Х
HAY	TESLA	17405	FOOD/NUTR ASST	6:00	186	X
HEMPSTEAD	CYNTHIA	06315	FOOD/NUTR ASST I	6:30	186	Х
HUIHUI	CHRISTINA	18714	FOOD/NUTR ASST	6:00	186	Х
JIMENEZ	SAIRA	16750	FOOD/NUTR ASST I	6:00	186	Х
JIMENEZ TOVAR	GUILLERMINA	17322	FOOD/NUTR ASST	6:00	186	Х
KASLEY	JAQUELINE	17662	FOOD/NUTR ASST	6:00	186	Х
KUHN	DONNA	17979	FOOD/NUTR ASST	6:00	186	Х
LA ROSA	MARITA	12720	FOOD/NUTR ASST II	6:00	186	Х
LANE	ERICA	15238	FOOD/NUTR ASST	6:00	186	Х
LAQUIRE	DENISE	08372	FOOD/NUTR ASST III	6:00	186	Х
LAWSON	KIM	09189	FOOD/NUTR ASST	6:00	186	Х
LEATHERS	BILLIE-LYNN	17072	FOOD/NUTR ASST I	6:00	186	Х
LINDSEY	PHIMNAPHAT	15584	FOOD/NUTR ASST III	6:00	186	Х
LORENZO	LIZA	18290	FOOD/NUTR ASST	6:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MANZELLA	PATRICIA	15191	FOOD/NUTR ASST I	6:00	186	Х
MARTINEZ MONTANEZ	REINALDO	18580	FOOD/NUTR ASST	6:00	186	Х
MATIAS	NELLA	15523	FOOD/NUTR ASST II	6:00	186	Х
MAURO	PENNY	15626	FOOD/NUTR ASST I	4:00	186	Х
MCMILLAN	WILLIAM	16739	FOOD/NUTR ASST II	6:00	186	Х
MELI	MICHELE	16907	FOOD/NUTR ASST	6:00	186	Х
MINARICK	CATHERINE	18536	FOOD/NUTR ASST	6:00	186	Х
MOBLEY	LYNETTE	18753	FOOD/NUTR ASST	6:00	186	Х
MOLLOY	BRIDGET	16971	FOOD/NUTR ASST	6:00	186	Х
MOLNAR	LINDA	04623	FOOD/NUTR ASST I	6:00	186	Х
MONSALVE ARAQUE	LORENA	18508	FOOD/NUTR ASST	6:00	186	Х
MURRAY	MARY	04070	FOOD/NUTR ASST II	6:00	186	Х
NEVAREZ	YARAZETH	18152	FOOD/NUTR ASST	6:00	186	Х
NEWMAN	MARLENE	18134	FOOD/NUTR ASST	6:00	186	Х
NIBLETT	COURTNEY	17278	FOOD/NUTR ASST	6:00	186	Х
OBEID	MARIAM	17672	FOOD/NUTR ASST	6:00	186	Х
O'MARA	DENISE	17420	FOOD/NUTR ASST	6:00	186	Х
ORTIZ VELAZQUEZ	ZELMARY	13763	FOOD/NUTR ASST	6:00	186	Х
PASCARELLA	LAURA	13708	FOOD/NUTR ASST II	5:00	186	Х
PATEL	JOLI	15260	FOOD/NUTR ASST II	6:00	186	Х
PEOPLES	LINDA	07254	FOOD/NUTR ASST I	6:00	186	Х
PEREZ	LUZ	17246	FOOD/NUTR ASST	6:00	186	Х
PERRIGAN	DANIELLE	17528	FOOD/NUTR ASST	6:00	186	Х
PHILLIPS	PAMELA	18261	FOOD/NUTR ASST	6:00	186	Х
PIPER	NICOLE	18488	FOOD/NUTR ASST	6:00	186	Х
POPE	TERRELL	08298	FOOD/NUTR ASST	6:00	186	Χ
RAGAN	CHARLENE	16741	FOOD/NUTR ASST II	6:00	186	Χ
RALLO	SUSAN	09156	FOOD/NUTR ASST III	6:00	186	Χ
RAMOS	YOSUNY	14363	FOOD/NUTR ASST III	6:00	186	Х
RANSFORD	ALICIA	18622	FOOD/NUTR ASST	6:00	186	Χ
RATIGAN	SAMANTHA	18683	FOOD/NUTR ASST	6:00	186	Χ
RESNICK	MICHELE	04476	FOOD/NUTR ASST	6:00	186	Х
RINAUDO	MICHAEL	17801	FOOD/NUTR ASST	6:00	186	Х
RIVERA JIMENEZ	WANANGELIS	18558	FOOD/NUTR ASST	6:00	186	Х
ROBSON	ELIZABETH	17802	FOOD/NUTR ASST	6:00	186	Х
RODRIGUEZ CRUZ	EGLA	18292	FOOD/NUTR ASST	6:00	186	Х
RODRIGUEZ SOLER	GLORYMAR	15569	FOOD/NUTR ASST II	6:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT -
ROSARIO VERAS	YOHENMY	17187	FOOD/NUTR ASST	6:00	186	Х
ROSCILLO	PATRICIA	18677	FOOD/NUTR ASST	6:00	186	Х
ROUSH	LONNIE	17467	FOOD/NUTR ASST	6:00	186	Х
ROY	MAURIA	18011	FOOD/NUTR ASST	6:00	186	Х
RUMMEL	TERRI	07045	FOOD/NUTR ASST II	6:00	186	Х
SANDOVAL ROLON	JESENIA E	15419	FOOD/NUTR ASST III	6:00	186	Х
SANGALANG	CATHERINE	18742	FOOD/NUTR ASST	6:00	186	Х
SANTIAGO	JANICE	18408	FOOD/NUTR ASST	6:00	186	Х
SANTIAGO VAZQUEZ	SAIRI	18407	FOOD/NUTR ASST	6:00	186	Х
SAPP	THERESA	18429	FOOD/NUTR ASST	6:00	186	Х
SCIBELLI	CLAIRE	02395	FOOD/NUTR ASST I	6:00	186	Х
SIMMONS	JOANN	18596	FOOD/NUTR ASST	6:00	186	Х
SPALDING	ELIZABETH	17977	FOOD/NUTR ASST	6:00	186	Х
STEENKAMP	CHANTEL	17870	FOOD/NUTR ASST	6:00	186	Х
TAYLOR	BILLIE	18548	FOOD/NUTR ASST	6:00	186	Х
TESSARIOL PAUFERRO	TANIA	18430	FOOD/NUTR ASST	6:00	186	Х
THOMAS	SEAN	16294	FOOD/NUTR ASST	4:00	186	Х
THOMPSON	LUCRETIA	13588	FOOD/NUTR ASST III	6:00	186	Х
THORNTON	LISA	13796	FOOD/NUTR ASST I	6:00	186	Х
VISCONTE	GEORGE	18735	FOOD/NUTR ASST	6:00	186	Х
WARD	KRISTEN	17471	FOOD/NUTR ASST	6:00	186	Х
WARD	CRYSTAL	16155	FOOD/NUTR ASST	6:00	186	Х
WARD HUNT	ELIZABETH	04177	FOOD/NUTR ASST I	6:00	186	Х
WARD SMITH	LISA	17544	FOOD/NUTR ASST	6:00	186	Х
WEBSTER	CHONGUN	17994	FOOD/NUTR ASST	6:00	186	Х
WHEELER	CATHERINE	05151	FOOD/NUTR ASST III	7:00	194	Х
WHITEHEAD	MATTHEW	18406	FOOD/NUTR ASST	6:00	186	Х
WIEMAN	MARY	14656	FOOD/NUTR ASST II	6:00	186	Х
ZELLERS	KAREN	18639	FOOD/NUTR ASST	6:00	186	Х
	ow constitutes my	official signature	e for electronic purposes.			
Holly Brite Longo				5/3/2024		
Printed name of Principa	al/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
RIVAS	LUIS	14465	FIRE ALARM TECHNICIAN	8:00	249	Х
Printing of my na	ame below cor	nstitutes my offi	cial signature for electronic purposes.			
Brian Ragan				5/2/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ABBEY	SONJA	09901	PARA ESE 1 ON 1	7:00	186	Х
ALCONTIN	ASHLEY	17423	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BETANCOURT	ANAMARIA	17873	SECRETARY II SCH	8:00	200	Х
FARKAS	KELLI	17281	DATA ENTRY OPERATOR	8:00	249	Х
FROST	ANTONIO	15020	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
GOKER	AYSE	15964	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
GREEN	PAULA	18363	PARA ESE	7:00	186	Х
JENNINGS	STEPHANIE	08293	PARA CLINIC	3:00	180	Х
JOHNSEN	VERONICA	18663	PARA ESE 1 ON 1	7:00	186	Х
KAELIN	JACQUELINE	13162	ENVIRONMENTAL SVCS TECH I	4:00	186	Х
KEHLER	CAITLIN	18503	PARA ESE	7:00	186	Х
MADDEN	WILLIAM	18779	PARA ESE	7:00	186	Х
MYERS	KEITH	18392	PARA ESE	7:00	186	Х
NEFF	RICHARD	12853	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
RADLOFF	PATRICIA	02086	PARA II MIDDLE	7:00	186	Х
RYALS	JAKE	18671	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SNYDER	KATHLEEN	14072	SECRETARY II SCH	8:00	249	Х
STEENKAMP	MONIQUE	15722	SECRETARY II SCH	8:00	249	Χ
VILLODAS RAMOS	KATYA	18291	PARA II ESOL	7:00	186	Х
VONLOH	ALAN	16165	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
WARNCKE	JAMES	14457	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
WILLIS	LEANNE	18619	PARA ESE	7:00	186	Х
		ny official signature	e for electronic purposes.			
THOMAS	DYE			5/2/2024		
Printed name of Printed	cipal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
AGARD	IVONE	04255	PARA II ESOL	7:00	186	Х
AUBIN	CHRISTA	17478	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BONES	JESSICA	18578	SECRETARY II SCH	8:00	249	Х
BORRIELLO	JEAN	03197	PARA ESE	7:00	186	Х
BURGOS	CHRISTIAN	14560	PARA II ELEMENTARY	7:00	186	Х
CANCILLA	FAITH	16261	PARA PK HANDICAP	7:00	186	Х
CASTELLANO	DAWN	03126	PARA PK HANDICAP	7:00	186	Х
CASTILLO	CORTNEY	16310	PARA PK HANDICAP	7:00	186	Х
CORDOVA	CYNTHIA	18227	PARA II ESOL	7:00	186	Х
CURTIN	REBECCA	17279	PARA ESE	7:00	186	Х
FEHLHABER	JANET	16384	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
FORREST	RENEE	17971	SECRETARY II SCH	8:00	200	Х
IVEY	SHELBI	17506	PARA PK HANDICAP	7:00	186	Х
LEVONICK	LINDA	02770	PARA MEDIA	7:00	186	Х
LEYDEN	DOROTHY	08295	PARA II ELEMENTARY	7:00	186	Х
LIBENSON	STACI	16919	PARA II ELEMENTARY	7:00	186	Х
MARCIANO	ALESSANDRA	04945	PARA ISS	7:00	186	Х
MARTIN	KRYSTALIN	17473	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MILLER	TERRIANNE	02519	PARA II ELEMENTARY	7:00	186	Х
MORGAN	GARY	15236	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
PEREZ	HAYDEE	15807	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PIAZZA	KAREN	05963	PARA II ELEMENTARY	7:00	186	Х
QUITERIO	MARIBEL	02934	PARA ESE	7:00	186	Х
RODRIGUEZ	GRICELDY	13519	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ROSE	JOLENE	18483	PARA II ELEMENTARY	7:00	186	Х
ROWE	MARY BETH	17515	ENVIRONMENTAL SVCS TECH I	8:00	186	Х
RUIZ	MICHELLE	18699	PARA ESE	7:00	186	Х
SALVATO	DEBORAH	13608	PARA CLINIC	3:00	186	Х
SANTANA	OMAR	15860	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
TIMMERMAN	JOHN	11706	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
TORRES	EVELYN	16123	DATA ENTRY OPERATOR	8:00	249	Х
TORRES CARLIS	ZUZEL	16933	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VALHUERDI	EMILY	18746	PARA II ELEMENTARY	7:00	186	Х
VALLE RODRIGUEZ	JOSE	16341	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VELEZ	DESTINY	18505	PARA PK HANDICAP	7:00	186	Х
Printing of my name	below constitute	 s my official sign	ature for electronic purposes.			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
Joyce Lewis				5/1/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DEWITTE	ALAN	18559	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HUNTER	BEVERLY	09432	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
PRESS	GARY	15655	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
Printing of my na	ame below co	nstitutes my offi	cial signature for electronic purposes.			
Matthew P. Goldrick				5/17/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
ASSENZA	GREGORY	18751	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
BAILEY	ROBIN	11450	PARA AUTO MECHANICS	7:00	186	Х
BALDOR	JONATHAN	17769	PARA	7:00	186	Х
BENAVENTE	LANI	18510	OFFICE CLERK	3:00	180	Х
CARSON	HEIDI	12493	DATA ENTRY OPERATOR	8:00	249	Х
CRAWFORD	LYNN	06686	COMPUTER LAB MANAGER	7:00	186	Х
DAVI	YULETH	17111	PARA I ESOL	7:00	186	Х
DAVIS	THERESE	08183	SECRETARY II SCH	8:00	249	Х
DEMITRO	KELLY	14093	SECRETARY II SCH	8:00	200	Х
FLOWERS	BRITTANY	17924	PARA I OTHER	7:00	186	Х
FORRESTER	CHRISTIE	15153	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
FORRESTER	SAMUEL	17280	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
FULWIDER	JULIAN	16745	PARA VOC ESE	7:00	186	Х
GAY	JESSICA	16774	BOOKKEEPER HIGH SCH	8:00	249	Х
HARRIS	JAMIE	15457	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
HOFFMAN	SHARON	14931	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HYPES	JEFFREY	17524	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
JACKSON	HEAVEN-LEIGH	18584	PARA I OTHER	7:00	186	Х
LAPLANTE	REBECCA	17797	SECRETARY II SCH	8:00	249	Х
LEVANDOWSKI	YVONNE	04399	PARA ESE 1 ON 1	7:00	186	Х
LINK	SUSAN	07840	PARA MEDIA	7:00	186	Х
OWENS	KILAH	16187	PARA ESE	7:00	186	Х
PEARCE	WILLIAM	14657	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PENA	BRIAN	17374	COMPUTER LAB MANAGER	7:00	186	Х
PENNELL	MELINDA	15479	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PENNELL	ROBERT	17440	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PISARSKI	REGAN	17301	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
REVENNAUGH	TERESA	17445	PARA ESE 1 ON 1	7:00	186	Х
RIOS	LUIS	15502	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ROBERTSON	WILLIAM	16348	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
SELLERS	TERI	07963	SECRETARY II SCH	8:00	249	Х
SITTIG	ERIN	15499	SECRETARY II SCH	8:00	200	Х
SMITH	RICHARD	12958	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
THOMPSON	JOHN	18453	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
THOMPSON	MELISSA	16871	SECRETARY II SCH	8:00	249	Х
WILLIAMS	DARLENE	06790	PARA ESE	7:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
Printing of my nan	ne below constitutes					
Leechele Booker				5/3/2024		
Printed name of P	Printed name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BLANNER	ROBERT	15027	ELECTRONICS TECH III	8:00	249	Х
BLIGEN	TARIEK	14061	ATHLETIC TURF MAINT II 9509 AC	8:00	249	Х
CANTERO	CARLOS	14674	AIR COND MECH II 9507 ACCOUNT	8:00	249	Х
CIPRIANI	PEYTON	16858	SEMI-SKILLED CRAFTSMAN	8:00	249	Х
CIPRIANI	STEVEN	15303	ELECTRONICS TECH II	8:00	249	Х
DEAL	LARRY	13996	MAINT EQUIP TECH III	8:00	249	Х
EDGAR	DEAN	17989	CARPENTER III	8:00	249	Х
FLEMING	JEFFREY	08228	ATHLETIC TURF MAINT II 9506 AC	8:00	249	Х
GLUTH	HERBERT	17626	PLUMBER III	8:00	249	Х
GOMEZ	JORGE	04229	ATHLETIC TURF MAINT II 9509 AC	8:00	249	Х
GRIFFITH	MICHAEL	12125	INDOOR AIR QUALITY III	8:00	249	Х
HANEIWICH	SAMUEL	05609	INDOOR AIR QUALITY I	8:00	249	Х
HARRIS	DARRELL	15884	ATHLETIC TURF MAINT I 9500 ACC	8:00	249	Х
HARVEY	CHRISTINE	09613	MAINT WAREHOUSE INVT SPEC III	8:00	249	Х
HEALION	JOHN	16185	PLUMBER II	8:00	249	Х
HOLTON	EDWIN	16665	PAINTER II	8:00	249	Х
HOWLAND-WOOD	STEPHANIE	12026	MAINT WAREHOUSE INVT SPEC I	8:00	249	Х
HUGHES	MELVIN	12809	ELECTRICIAN III	8:00	249	Х
JACKSON	HOWARD	13205	AIR COND MECH III 9507 ACCOUNT	8:00	249	Х
JAMES	TIMOTHY	10347	ATHLETIC TURF MAINT II 9509 AC	8:00	249	Х
JENSEN	WILLIAM	04783	CARPENTER II	8:00	249	Х
JUMISCO	DAVID	17714	MAINT HELPER 9500 ACCOUNT	8:00	249	Х
JUTTING	DAVID	18169	SEMI-SKILLED CRAFTSMAN	8:00	249	Х
KAELIN	KEVIN	04658	CARPENTER III	8:00	249	Х
KNUDSON	RICHARD	09616	SPRAY TECH/VEGE CONTROL II	8:00	249	Х
LAMPHIER	LARRY	09876	IRRIGATION SYSTEMS TECH III	8:00	249	Х
LAPLATNEY	MAURICE	13736	CARPENTER II	8:00	249	Х
MANER	JOSEPH	06750	ATHLETIC TURF MAINT II 9509 AC	8:00	249	Х
MATHIS	JOEL	07838	LAWN TURF MAINT III	8:00	249	Х
MATIAS	WILLIAM	13318	GEN CONST/HEAVY EQUIP OP III	8:00	249	Х
MERCER	DAVID	15140	ELECTRICIAN III	8:00	249	Х
MOCK	CHARLES	11536	ATHLETIC TURF MAINT III	8:00	249	Х
MORALES	FELIX	18579	MAINT HELPER 9504 ACCOUNT	8:00	249	Х
MORALES SOTO	XAVIER	18355	LAWN TURF MAINT I 9500 ACCOUNT	8:00	249	Х
PELLERITO	DEBORAH	13196	PAINTER I	8:00	249	Х
PINERO	JESUS	18717	MAINT HELPER 20800 PROJECT ACC	8:00	249	Х
POPE	SHAWN	06267	CARPENTER III	8:00	249	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
RALPH	RONALD	01525	MAINT VEHICLE TECH III	8:00	249	Х
LOMBARDO	JOSEPH	14323	ELECTRONICS TECH I	8:00	249	Х
REECK	RONALD	18184	MAINT HELPER 20800 PROJECT ACC	8:00	249	Х
REINHART	CODY	17100	MAINT VEHICLE TECH I	8:00	249	Х
REINHART	JOHN	13827	ELECTRICIAN II	8:00	249	Х
RICHARDS	DALE	06270	ELECTRONICS TECH III	8:00	249	Х
ROBERTS	ROGER	07574	LAWN TURF MAINT III	8:00	249	Х
ROMERO	CESAR	17693	CARPENTER I	8:00	249	Х
SAPP	JOHNNY	07210	PAINTER III	8:00	249	Х
SCHRAGER	NICHOLAS	15339	AIR COND MECH II 9502 ACCOUNT	8:00	249	Х
SCOTT	RANDOLPH	09658	PLUMBER I	8:00	249	Х
SHEPARD	ROBERT	09469	PAINTER III	8:00	249	Х
SMITH	MARLIN	18415	LAWN TURF MAINT II	8:00	249	Х
SOSA RODRIGUEZ	TOMAS	15362	LAWN TURF MAINT III	8:00	249	Х
STEELE	LEON	15190	CARPENTER II	8:00	249	Х
SWARROW	MARC	18359	AIR COND MECH   9502 ACCOUNT	8:00	249	Х
THOMAS	IAN	18733	LAWN TURF MAINT I 9506 ACCOUNT	8:00	249	Х
THOMAS	ROBERT	16378	ATHLETIC TURF MAINT I 9509 ACC	8:00	249	Х
TORRES	REINALDO	02748	ELECTRICIAN III	8:00	249	Х
TRACY	JUSTIN	18109	ATHLETIC TURF MAINT I 9500 ACC	8:00	249	Х
URBINA DUBON	ANNER	18571	MAINT HELPER 9504 ACCOUNT	8:00	249	Х
VAN DALEY	ROBERT	16574	PLUMBER I	8:00	249	Х
WALTON	CLAIRE	14197	SECRETARY II MAINTENANCE	8:00	249	Х
WHITE	ANDREW	14617	AIR COND MECH III 9502 ACCOUNT	8:00	249	Х
WIELK	DANA	15476	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
WITTMAN	CRAIG	06926	AIR COND MECH III 9502 ACCOUNT	8:00	249	Х
YATES	COREY	16921	ATHLETIC TURF MAINT I 9509 ACC	8:00	249	Х
-	low constitute	l s my official sig	nature for electronic purposes.			
Joseph Rychcik		5/2/2024				
Printed name of Princip	oal/Site Admin	istrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ADERMAN	CINDY	09611	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CANDELARIA	YULEISSY	18784	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CARLSON	CHERYL	18723	PARA CLINIC	3:00	180	Х
CRAWFORD	JAMES	18086	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
DERAMUS	SHELBY	16884	PARA PK HANDICAP	7:00	186	Х
DOSCHER	STACEY	16297	SECRETARY II SCH	8:00	249	Х
DUNN	MEAGAN	15608	DATA ENTRY OPERATOR	8:00	249	Х
FAUNCE	TRISHA	18425	PARA II ELEMENTARY SPLIT FUNDE	7:00	186	Х
FORD	MICHELLE	18361	PARA ISS	7:00	186	Х
HOLLIS	TRACY	16015	SECRETARY II SCH	8:00	200	Х
JAMES	DYNISHA	12501	PARA ESE	7:00	186	Х
MOORE	ELIZABETH	17337	PARA II ELEMENTARY	7:00	186	Х
MORRIS	BRANDON	11658	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
RODRIGUEZ	NIKITA	13973	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ROSA	MILADIS	18263	PARA II ELEMENTARY	7:00	186	Х
SANTOS REYES	YASHIRA	17306	PARA PK HANDICAP	7:00	186	Х
SELLERS	DONNA	17790	PARA II ELEMENTARY	7:00	186	Χ
SLAUGHTER	WILLIAM	15996	ENVIRONMENTAL SVCS TECH II	8:00	249	Χ
SMILEY	LA'KESHA	17638	PARA PK HANDICAP	7:00	186	Х
SMITH	PEGGY	07636	PARA II ELEMENTARY	7:00	186	Χ
SPATZ	NICOLE	17700	PARA II ELEMENTARY	7:00	186	Χ
VAZQUEZ VELAZQUEZ	EILEEN	18471	PARA II ESOL	7:00	186	Χ
VON EHR	BRITTANY	15967	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
Printing of my name belo	ow constitutes	my official sign	ature for electronic purposes.			
Patty Martin				5/10/2024		
Printed name of Principa	al/Site Adminis	trator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
BAUTA BOMBINO	ADAYS	15342	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
CAMPOS PUJOL	SUSANA	15639	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CARLISLE	AMANDA	17073	SECRETARY II SCH	8:00	249	Х
DAVIS	BENJAMIN	16116	PARA ESE 1 ON 1	7:00	186	Х
DILUZIO	BARBARA	05448	PARA ESE	7:00	186	Х
DUXSTAD	EMILY	17394	PARA I OTHER	7:00	186	Х
FIFIELD	JAMES	14135	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HUNT	CYNTHIA	16771	PARA ESE	7:00	186	Х
JOHNSON	JORDAN	16958	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
KELLY	LINDA	12904	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
KRETZER	VIRGINIA	07965	BOOKKEEPER HIGH SCH	8:00	249	Х
MURPHY	DANIEL	02336	PARA AUTO MECHANICS	7:00	186	Х
MURRAY	MARK	16599	PARA I OTHER	7:00	186	Х
NODA PORRAS	MILEIDI	18445	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ORAMA CABALLERO	NORGE	18005	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PALMER	MICHAEL	13966	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PRESS	JONATHAN	18019	COMPUTER LAB MANAGER	7:00	186	Х
RAMIREZ LOPERA	OMAR	18266	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
RASMUSSEN	KERRY	15060	PARA VOC ESE	7:00	186	Х
RAY	TAMMY	12975	SECRETARY II SCH	8:00	249	Х
RAYFORD	SHAUNA	11493	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
REYES	ADRIANA	15388	PARA I ESOL	7:00	186	Х
RIVERA-CASTRO	MILAGRO	09256	SECRETARY II SCH	8:00	249	Х
RIVERO	MARIA	12342	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SANCHEZ TEJEDA	CARMEN	15616	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
SELG	ISA- MARIE	03081	SECRETARY II SCH	8:00	249	Х
VOYLES	KRISTINE	04911	SECRETARY II SCH	8:00	249	Х
WADDELL	JENNIFER	12541	DATA ENTRY OPERATOR	8:00	249	Х
· ·	elow constitutes	my official sign	nature for electronic purposes.			
Toni-Ann Noyes			<u>5/3/2024</u>			
Printed name of Princi	pal/Site Admini	strator	Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ACKLEY	GLENN	18333	PARA ESE 1 ON 1	7:00	186	Х
AMADEO	WILLIAM	17972	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ANDERSON	BUFFY	18300	SECRETARY II SCH	8:00	200	Х
BROWN	CLINTON	18696	PARA ESE	7:00	186	Х
CACIOPPO	JOAN	18128	PARA PK HANDICAP	7:00	186	Х
CARABALLO	TERESA	18129	PARA ESE	7:00	186	Х
CHAVEZ-BALDERRAMA	SUZANNE	17612	PARA II ELEMENTARY	7:00	186	Х
COLONNA	SUSAN	15737	PARA II ELEMENTARY	7:00	186	Х
CORDERO	YSANABEL	17577	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CORSELLO MURPHY	ALEXANDRA	18653	PARA ESE 1 ON 1	7:00	186	Х
CROSS	MELANIE	15518	PARA ESE	7:00	186	Х
DAVIS	KIMBERLY	18703	PARA ISS	7:00	186	Х
DEL VALLE	LULU	14744	PARA II ESOL	7:00	186	Х
DON	RAVEN	18096	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
DORIS	MERALISA	18513	PARA ESE	7:00	186	Х
EUDY	KATHLEEN	18667	PARA II ELEMENTARY	7:00	186	Х
FAIRCHILD	MICHAEL	16796	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
FELICIANO	CYNTHIA	15248	PARA PK HANDICAP	7:00	186	Х
FIORE	IRENE	02331	PARA ESE 1 ON 1	7:00	186	Х
GHRIST	TRACY	18747	DATA ENTRY OPERATOR	8:00	249	Х
GLUTH	KRISTENA	17256	PARA ESE	7:00	186	Х
HANSBERRY ROE	WENDY	18616	PARA II ESOL	7:00	186	Х
HENSCHKE	NELLIE	11957	PARA PK HANDICAP	7:00	186	Х
HEWITT	STEPHEN	15327	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
JOHNSON	CHRISTINE	17760	PARA ISS	7:00	186	Х
KELLY	THOMAS	01282	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
KIRCHNER	ELIZABETH	17793	PARA PK HANDICAP	7:00	186	Х
LYNCH	GEORGE	16986	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
MCQUARY	SHARON	12981	PARA II ELEMENTARY	7:00	186	Х
NUGENT	COLEEN	17140	PARA II ELEMENTARY SPLIT FUNDE	7:00	186	Х
OLIVENCIA TORRUELLAS	BARBARA	17241	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PERKINS	GABRIELLE	17064	PARA PK HANDICAP	7:00	186	Х
POLICHAK-SANCHEZ	GEORGETTE	12645	SECRETARY II SCH	8:00	200	Х
SAWYER	JESSICA	17803	PARA ESE	7:00	186	Х
SULLIVAN	PATRICIA	15936	PARA PK HANDICAP	7:00	186	Х
SYKES	CRISHONDA	18255	PARA ESE	7:00	186	Х
TARVIN	HALEY	18418	PARA PK HANDICAP	7:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
TRAXLER	LISA	16495	PRE-KINDERGARTEN ASST SPLIT FU	7:45	196	X
VARCA	ELLEN	17293	PARA PK HANDICAP	7:00	186	Х
WYCKOFF	MICHELLE	12109	PARA ESE	7:00	186	Х
Printing of my name below constitutes my official signature for electronic purposes.						
Thomas Kalament				4/30/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT -
AVRAMIDES	NICOLE	17376	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
BLIGEN	KEVIN	15607	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CAVENDER II	HOWARD	18299	PARA ESE	7:00	186	Х
CRANE	ROBERT	16937	PARA ESE	7:00	186	Х
CROPLEY	ERWIN	15527	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
DANNER	MICHAELA	16914	BOOKKEEPER ELEM/MID	8:00	249	Х
DELLER	PATRICIA	03451	DATA ENTRY OPERATOR	8:00	249	Х
ESCOBAR	HECTOR	17910	PARA I ESOL	7:00	186	Х
GARCIA BOMBINO	KERLI	17901	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
GRAHAM	HEATHER	15741	SECRETARY II SCH	7:00	186	Х
GROCHOWSKI	TINA	17531	PARA ESE	7:00	186	Х
JOHNSON	BREANN	16087	PARA MEDIA	7:00	186	Х
KATARIA	CHAND	18121	PARA I OTHER	7:00	186	Х
MCBRIDE	GARY	16481	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PAULO	NANCY	02850	COMPUTER LAB MANAGER	7:00	186	Х
PITCHER	PATRICIA	02178	SECRETARY II SCH	8:00	249	Х
RAM	PETER	02707	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
SHAFFER	RICHARD	18053	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VALDES	KENNETH	14508	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VILLANUEVA	TRACEY	14117	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
Printing of my name	below constitutes	my official signa	ture for electronic purposes.			
Alex Rastatter				5/10/2024		
Printed name of Prince	cipal/Site Administ	rator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
AUVIL	MERLE	07509	WAREHOUSE/DELIVERY WORKER	8:00	249	Х
DAVENPORT	JAMES	13790	WAREHOUSE/DELIVERY WORKER	8:00	249	Х
DENNEY	LORRIE	18555	GRAPHIC DESIGN	8:00	249	Х
GRAVES-WELLS	JAVONKAH	14750	GRAPHIC DESIGN	8:00	249	Х
LYONS	TAMMY	16932	ENVIRONMENTAL SVCS TECH I	4:00	249	Х
RALPH	ANGELA	09171	WAREHOUSE INVENTORY SPECIALIST	8:00	249	Х
ROBERTS	DONALD	04638	PROPERTY ACCOUNTING SPECIALIST	8:00	249	Х
STAMM	TODD	16902	WAREHOUSE/DELIVERY WORKER	8:00	249	Х
THOMPSON	DOUGLAS	17425	WAREHOUSE/DELIVERY WORKER	8:00	249	Х
Printing of my na	me below cor	nstitutes my offi	cial signature for electronic purposes.			
Genele Firlik				5/2/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BARRACLOUGH	KIM	08384	PARA PK HANDICAP	7:00	186	Х
BERLEW	ANNA	04757	PARA PK HANDICAP	7:00	186	Х
BRANDT	JENNIFER	14301	PARA II ELEMENTARY	7:00	186	Х
CABALLERO RIVERA	ALEXANDRA	16399	PARA II ESOL	7:00	186	Х
CASTELLANO	JENNA	17408	PARA PK HANDICAP	7:00	186	Х
CLEARWATER	DANIELLE	03782	SECRETARY II SCH	8:00	200	X
CONKEL	LEANN	17666	PARA ESE	7:00	186	Х
DECOTIS	KELLY	01542	PARA ISS	7:00	186	Х
DEFILLO HERNANDEZ	BARBARA	16234	DATA ENTRY OPERATOR	8:00	249	X
FERNANDEZ	MAYERLIN	13342	PARA II ELEMENTARY	7:00	186	Х
FIFER	CAROL	08148	PARA ESE TITLE I	7:00	186	Х
HARRIS	ERIC	14435	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
INGLE	JERRY	11519	SCHOOL HEALTH PROFESSIONAL	7:00	190	X
MAIER	AMANDA	16245	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MARTIN	TIARA	17566	PARA CLINIC	3:00	180	Х
MATOS-HERNANDEZ	LIZA	14886	PARA PK HANDICAP	7:00	186	Х
MONAGHAN	CLAUDIA	03778	PARA II ELEMENTARY	7:00	186	Х
MONTES AMADOR	YELINE	16171	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MULRY	LUCILLE	03373	SECRETARY II SCH	8:00	249	Х
PENARANDA	ULYSSES	18398	ENVIRONMENTAL SVCS TECH I	8:00	186	X
RASHLEIGH	MAX	16423	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
ROSSI	MARIA	15830	PARA ESE TITLE I	7:00	186	X
SOMERS	ASHLEY	14249	PARA PK HANDICAP	7:00	186	Х
STREMPLEWSKI	SCOTT	14630	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
VALENTIN	SANDRA	11116	PARA II ESOL	7:00	186	Х
Printing of my name bel	ow constitutes my	official signature	e for electronic purposes.			
Scott Piesik				5/1/2024		
Printed name of Princip	al/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ALICEA	MERCEDES	11144	PARA II ESOL	7:00	186	Х
BENTS	AUGUST	13956	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
CABAN	DANIELLE	17020	PARA II ELEMENTARY	7:00	186	Х
CASTRO	LOURDES	15938	PARA II ESOL	7:00	186	Х
CEPHUS	JASON	17286	PARA II	7:00	186	Х
DAVIS	TESSA	16066	PRE-KINDERGARTEN ASST SPLIT FU	7:45	196	Х
GABBARD	SARAH	18229	PARA PK HANDICAP	7:00	186	Х
GIBSON	CYNTHIA	15370	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
GODOY	AMANDA	14922	PARA PK HANDICAP	7:00	186	Х
HENRY	PAITEN	15265	PARA ESE	7:00	186	Х
HNATIUK	JULIA	06537	PARA PK HANDICAP	7:00	186	Х
LOPEZ	ADAM	18745	PARA ISS	7:00	186	Х
MACLENNA	MICHELLE	17699	SECRETARY II SCH	8:00	249	Х
MARTIN VEGA	WILMARIETTE	17593	PARA ESE	7:00	186	Х
MULLER	KELLY	10970	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
PENALBERT	MILAGROSA	01823	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
PITCOCK	ROBERT	01034	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
SANCHEZ	BENITO	12626	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SLONE	JAMES	16682	PARA ESE	7:00	186	Х
SOBECK	ANGELICA	18232	SECRETARY II SCH	8:00	200	Х
STEWART	REBECCA	17299	PARA PK HANDICAP	7:00	186	Х
SWAN	ALYSON	17774	PARA II ELEMENTARY	7:00	186	Х
TIMBERLAKE	KATELYN	13595	PARA II ELEMENTARY	7:00	186	Х
TORRES	CARLOS	16823	ENVIRONMENTAL SVCS TECH I	8:00	249	Χ
VALENTINO	LYNDSAY	18757	PARA ESE	7:00	186	Х
VINA	MARIO	17063	ENVIRONMENTAL SVCS TECH I	8:00	249	X
WHITE	KRISTIN	18103	DATA ENTRY OPERATOR	8:00	249	Х
WILSON	MARY	16098	PARA II ELEMENTARY	7:00	186	Х
Printing of my na	ame below constitu	tes my official si	gnature for electronic purposes.			
	Kristen Tormey			5/3/2024		
Printed name of	Principal/Site Adm	inistrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BANDINI	MARY	17831	SECRETARY II SCH	8:00	249	Х
BLOUIN	MARIA	04580	SECRETARY II SCH	8:00	249	Х
BROWNING	JENNIFER	16865	SECRETARY II SCH	8:00	249	Х
CAMPBELL	LAURIE	16954	BOOKKEEPER HIGH SCH	8:00	249	Х
HUDSON	JESSICA	16847	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HUM	JOHN	13423	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
JONES	CATHY	14101	PARA ESE 1 ON 1	7:00	186	Х
KITCHEN	FRANK	18354	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
KNOWELL	YARITZA	14277	PARA I ESOL	7:00	186	Х
LARSON	ROSE	06555	PARA MEDIA	7:00	186	Х
LOUGHRAN	DONNA	04061	SECRETARY II SCH	8:00	249	Х
LOUGHRAN	JAMES	16202	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MIRANDA	WENDY	18074	PARA I ESOL	7:00	186	Х
MONTERO	WALKIRIA	04282	DATA ENTRY OPERATOR	8:00	249	Х
MORMANDO	LOIS	04391	PARA ESE	7:00	186	Х
OSPINA ARIAS	MARY	18357	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
PICCOLO	LISA	13231	SECRETARY II SCH	8:00	200	Х
PUCCI	MICHAEL	14499	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
RODRIGUEZ	NICOLE	16889	SECRETARY II SCH	8:00	200	Х
SANTIAGO	EDWIN	17407	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SANTIAGO	SELENA	17611	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SHACKLEFORD	RAIANESHI	18662	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
VALDES	OLIDIA	18670	PARA CLINIC	3:00	180	Х
VALDESPINO	MARA	03265	SECRETARY II SCH	8:00	249	Х
VASQUEZ	MIGDALIA	18482	OFFICE CLERK	3:00	180	Х
VELEZ-SANTIAGO	MARIZOL	18046	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
WRIGHT	MICHELLE	14213	SECRETARY II SCH	8:00	249	Х
	below constitut	L es my official si	l gnature for electronic purposes.			
Dana Pearce				5/3/2024		
Printed name of Printed	ncipal/Site Admi	nistrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	Seniority Hire Date	REAPPOINT YES
BRAITHWAITE	MICHAEL	13528	ATTENDANCE ASST-SRVC TRANSPORT	8:00	186	08/14/2017	Х
COATES	MICHAEL	18790	ATTENDANCE ASST-SRVC TRANSPORT	8:00	186	5/14/2024	Х
MILLER	YULONDA	16326	TEEN PARENT NURSERY ASST	7:45	186	03/25/2019	Х
MILLER	SHARON	07456	TEEN PARENT HEAD OF NURSERY	7:45	200	10/24/1994	Х
NATIELLO	PATRICIA	03663	TEEN PARENT NURSERY ASST	7:45	186	08/01/2005	Х
TORMEY	SCOTT	18789	ATTENDANCE ASST-SRVC TRANSPORT	8:00	186	5/13/2024	Х
Printing of my n	ame below coi	nstitutes my offi	cial signature for electronic purposes.				
Jill Kolasa				5/3/2024			
Printed name of	Principal/Site	Administrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WHITTEN	KEVIN	17416	TELECOMMUNICATIONS TECHNICIAN	8:00	249	Х
Printing of my na	me below cor	nstitutes my offi	cial signature for electronic purposes.			
Darin Defilippo				5/2/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BERGEN	JEREMY	17969	TRANS VEHICLE TECH I	8:00	249	Х
CARSON	CAMERON	07182	TRANS VEHICLE TECH III	8:00	249	Х
CODDINGTON	GARY	10632	TRANS VEHICLE TECH III	8:00	249	Х
FRANK	WILLIAM	16003	TRANS PARTS/INV CONTROL CLERK	8:00	249	Х
FULMOR	TAMMY	17404	DISPATCHER	8:00	249	Х
HEINLEIN	WAYNE	02186	TRANS VEHICLE TECH III	8:00	249	Х
LAROCHE	VALERIE	17858	CAMERA TECHNICIAN	8:00	249	Х
LOPEZ	GLADYS	05308	DISPATCHER	8:00	249	Х
MALHAM	MICHAEL	17968	TRANS VEHICLE TECH I	8:00	249	Х
MALHAM	TROY	17917	TRANS VEHICLE TECH I	8:00	249	Х
PASQUALICHIO	DILLON	18087	TRANS VEHICLE TECH I	8:00	249	Х
ROMERO	JAZMIN	16363	OFFICE CLERK	8:00	249	Х
SEITZ	STACY	17851	OFFICE CLERK	8:00	249	Х
SIMONS	JASON	17931	TRANS VEHICLE TECH I	8:00	249	Х
STIFFLER	RONALD	15059	DISPATCHER	8:00	249	Х
STONE	TIMOTHY	17885	TRANS VEHICLE TECH II	8:00	249	Χ
TEIXIERA	GIOVANNI	18661	VEHICLE TECHNICIAN ASSISTANT	8:00	249	Х
TOKAR	PAMELA	16257	TRANSPORTATION FIELD TRIP SECR	8:00	249	Χ
WEDERMAN	HERBERT	02919	TRANS VEHICLE TECH III	8:00	249	Χ
WILEY	MICHAEL	10928	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
Printing of my na	ı me below cor	l nstitutes my offi	cial signature for electronic purposes.			
Ralph Leath				5/3/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ALLEN	KODI	17940	BUS OPERATOR	5:00	186	Х
ARROYO	JAMIE	02304	BUS OPERATOR	5:00	186	Х
ARROYO	NELSON	03566	BUS OPERATOR	5:00	186	Х
ASPELL	LISA	10176	BUS OPERATOR	5:00	186	Х
ASPELL	ROBERT	17883	BUS OPERATOR	5:00	186	Х
BOISSONNAULT	STAN	16905	BUS OPERATOR	5:00	186	Х
BONNER JR	JOHNNY	18716	BUS OPERATOR	5:00	186	Х
BOREL	DAVID	17227	BUS OPERATOR	5:00	186	Х
BRYANT	DIALLO	18627	BUS OPERATOR	5:00	186	Х
BUGGICA	JEFF	17912	BUS OPERATOR	5:00	186	Х
CANCEL	DEBBIE	02269	BUS OPERATOR	5:00	186	Х
CANFIELD	STEPHEN	16605	BUS OPERATOR	5:00	186	Х
CHANDLER	SHARON	15441	BUS OPERATOR	5:00	186	Х
CHIGER	TRISTA	18565	BUS OPERATOR	5:00	186	Х
CICHOWSKI	KATHY	16489	BUS OPERATOR	5:00	186	Х
COMAIANNI	GEANINE	14992	BUS OPERATOR	5:00	186	Х
COTILLETTA	BENEDETTO	02793	BUS OPERATOR	5:00	186	Х
DARNOWSKI	JAMES	18102	BUS OPERATOR	5:00	186	Х
DESCAULT	SANDRA	01616	BUS OPERATOR	5:00	186	Х
DIAS	LAURIE	16457	BUS OPERATOR	5:00	186	Х
DORSI	JOANNE	03590	BUS OPERATOR	5:00	186	Х
ELLIOTT	PHILLIP	15804	BUS OPERATOR	5:00	186	Х
FINN	MAUREEN	12988	BUS OPERATOR	5:00	186	Х
FRANK	PAULA	15580	BUS OPERATOR	5:00	186	Х
GERALIS	IPPOKRATIS	15415	BUS OPERATOR	5:00	186	Х
GOODE	MARK	17921	BUS OPERATOR	5:00	186	Х
GRECO	MICHAEL	16386	BUS OPERATOR	5:00	186	Х
GRIMES	KENNETH	15090	BUS OPERATOR	5:00	186	Х
HECK	SHARON	17462	BUS OPERATOR	5:00	186	Х
HILL	HEATHER	18433	BUS OPERATOR	5:00	186	Х
HOLTZLANDER	MICHELLE	09963	BUS OPERATOR	5:00	186	Х
HOLTZLANDER	MISTY	09964	BUS OPERATOR	5:00	186	Х
HOWE	KIMBERLY	11467	BUS OPERATOR	5:00	186	Х
JANSSEN	EDWARD	15311	BUS OPERATOR	5:00	186	Х
JAREMA	JODI	15689	BUS OPERATOR	5:00	186	Х
JOHNSON	SHARON	09476	BUS OPERATOR	5:00	186	Х
JORDAN	MARK	17860	BUS OPERATOR	5:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT -
KAY	KATHLEEN	04392	BUS OPERATOR	5:00	186	Х
KIRKSTAD	PAUL	18567	BUS OPERATOR	5:00	186	Х
KOJIAN	GREG	15186	BUS OPERATOR	5:00	186	Х
KUHN	JOHN	02522	BUS OPERATOR	5:00	186	Х
KYLE	LISA	13020	BUS OPERATOR	5:00	186	Х
LAMBERT	MARCIA	03542	BUS OPERATOR	5:00	186	Х
LASALA	JOSEPH	15210	BUS OPERATOR	5:00	186	Х
MANNINO	JOHN	16770	BUS OPERATOR	5:00	186	Х
MARINO	DOMENICK	15193	BUS OPERATOR	5:00	186	Х
MATKOWSKI	GEORGAN	05146	BUS OPERATOR	5:00	186	Х
MCEWEN	JACQULINE	18485	BUS OPERATOR	5:00	186	Х
MCNEIL	ROBERT	14430	BUS OPERATOR	5:00	186	Х
MCNIFF	JOAN	08449	BUS OPERATOR	5:00	186	Х
MENDEZ	CAROLINE	16255	BUS OPERATOR	5:00	186	Х
MOORE	ERNEST	17442	BUS OPERATOR	5:00	186	Х
MUELLER	SCOTT	15903	BUS OPERATOR	5:00	186	Х
OBRIEN	CHRISTOPHER	09204	BUS OPERATOR	5:00	186	Х
OEXMANN	MARIA	04944	BUS OPERATOR	5:00	186	Х
OPPERMAN	LOREN	18326	BUS OPERATOR	5:00	186	Х
ORJUELA PARRA	OSCAR	18637	BUS OPERATOR	5:00	186	Х
ORTIZ	AUREA	02120	BUS OPERATOR	5:00	186	Х
PACINI	CHRISTOPHER	18052	BUS OPERATOR	5:00	186	Х
PAZAR	JOHN	18551	BUS OPERATOR	5:00	186	Х
PEQUEEN	SHERRI	17557	BUS OPERATOR	5:00	186	Х
POWELL	LONNIE	16376	BUS OPERATOR	5:00	186	X
PRICE	SHIRLEY	07435	BUS OPERATOR	5:00	186	Х
RAINEY	PETER	17226	BUS OPERATOR	5:00	186	Х
RAMOS OLIVERO	EDNA	15971	BUS OPERATOR	5:00	186	X
RANDALL	CYNTHIA	13004	BUS OPERATOR	5:00	186	X
REDMAN	STACEY	09981	BUS OPERATOR	5:00	186	Х
REED	TIMOTHY	17228	BUS OPERATOR	5:00	186	Х
REYES	LAZARO	17886	BUS OPERATOR	5:00	186	Х
RICE	ANTHONY	18673	BUS OPERATOR	5:00	186	Х
RIOS	BETHANIA	17383	BUS OPERATOR	5:00	186	Х
RIVERA	EDWIN	12918	BUS OPERATOR	5:00	186	Х
RODGERS	REGINALD	18495	BUS OPERATOR	5:00	186	Х
RODRIGUEZ	ZULMA	13941	BUS OPERATOR	5:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
RODRIGUEZ ROSADO	JOSE	17902	BUS OPERATOR	5:00	186	Х
ROGERS	DONNA	05487	BUS OPERATOR	5:00	186	Х
RUBERT	OCTAVIO	15011	BUS OPERATOR	5:00	186	Х
SAINT	EMMANUEL	18094	BUS OPERATOR	5:00	186	Х
SANTOS	SANDRA	17459	BUS OPERATOR	5:00	186	Х
SCHMUTZ	DAVID	16488	BUS OPERATOR	5:00	186	Х
SKOBLIKOFF-MUELLER	LYNN	17437	BUS OPERATOR	5:00	186	Х
SMELSER	CONNIE	17548	BUS OPERATOR	5:00	186	Х
SPEIR	STEVEN	17946	BUS OPERATOR	5:00	186	Х
STANEK	LUBICA	12465	BUS OPERATOR	5:00	186	Х
TURNER	PENNY	10183	BUS OPERATOR	5:00	186	Х
VICENTE	MARCIA	01254	BUS OPERATOR	5:00	186	Х
WILLIAMS	MARGARET	18120	BUS OPERATOR	5:00	186	Х
WILLIS	GERALDINE	15228	BUS OPERATOR	5:00	186	Х
ZIERDEN	WAYNE	13095	BUS OPERATOR	5:00	186	Х
ALARCON CHAVEZ	DEYCI CAROLINA	18624	BUS ATTENDANT	5:00	186	Х
BESSETTE	GEORGE	15865	BUS ATTENDANT	5:00	186	Х
BONILLA	EVA	17311	BUS ATTENDANT	5:00	186	Х
BONNER	SUSAN	18724	BUS ATTENDANT	5:00	186	Х
CARLINO	JOSEPH	16610	BUS ATTENDANT	5:00	186	Х
CARNEGIE	RENAE	18647	BUS ATTENDANT	5:00	186	Х
CATALANO	MARIA	18367	BUS ATTENDANT	5:00	186	Х
COOPER	MICKAYLA	18615	BUS ATTENDANT	5:00	186	Х
DUDA	KENNETH	15631	BUS ATTENDANT	5:00	186	Х
FARNKOFF	GEORGE	01250	BUS ATTENDANT	5:00	186	Х
FIGUEROA	YVONNE	15150	BUS ATTENDANT	5:00	186	Χ
GALAN	ODALIS	18750	BUS ATTENDANT	5:00	186	Х
GASCOT LOZADA	WANDA	18691	BUS ATTENDANT	5:00	186	Х
GUTHRIE	KENNETH	18115	BUS ATTENDANT	5:00	186	Х
HALL	SHAMANIQUE	18597	BUS ATTENDANT	5:00	186	Х
HARDING	BRENDA	15544	BUS ATTENDANT	5:00	186	Х
HARMON	MANDI	15461	BUS ATTENDANT	5:00	186	Х
HORAN	TINA	16635	BUS ATTENDANT	5:00	186	Х
JOST	ANGELIA	17463	BUS ATTENDANT	5:00	186	Х
KENNEDY	GLENDALIE	17943	BUS ATTENDANT	5:00	186	Х
MCDOWELL	DOROTA	17369	BUS ATTENDANT	5:00	186	Х
MELENDEZ	HERIBERTO	18190	BUS ATTENDANT	5:00	186	Х

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
NATHAN	LATOYA	17922	BUS ATTENDANT	5:00	186	Х
NUNES	SAMUEL	18039	BUS ATTENDANT	5:00	186	Х
O'BRIEN	CHERYL	18617	BUS ATTENDANT	5:00	186	Х
OLMO	GRABIEL	17865	BUS ATTENDANT	5:00	186	Х
ORTIZ	JOSEPH	18274	BUS ATTENDANT	5:00	186	Х
PAUL	MARIE	17360	BUS ATTENDANT	5:00	186	Χ
PERERA	INDIRA	17076	BUS ATTENDANT	5:00	186	Х
RABIDEAU	JOHN	18267	BUS ATTENDANT	5:00	186	Χ
RAMOS	CRYSTAL	18526	BUS ATTENDANT	5:00	186	Х
ROBINSON-HARRISON	KATHLEEN	14812	BUS ATTENDANT	5:00	186	Х
ROYER	ANN	18222	BUS ATTENDANT	5:00	186	Х
SACCO	RACHEL	18117	BUS ATTENDANT	5:00	186	Х
SAGE	ROSA	18065	BUS ATTENDANT	5:00	186	Χ
SANCHEZ	PAMELA	18188	BUS ATTENDANT	5:00	186	Х
SANDERS	TEDRA	18589	BUS ATTENDANT	5:00	186	Χ
SCHULWITZ	BARBARA	17290	BUS ATTENDANT	5:00	186	Х
SHORTT	CHARLES	18446	BUS ATTENDANT	5:00	186	Х
STAVOLA	DOREEN	17923	BUS ATTENDANT	5:00	186	Χ
STEVENSON	KATHY	18598	BUS ATTENDANT	5:00	186	Χ
STINNETT	MARIA	17560	BUS ATTENDANT	5:00	186	Х
TORRES	JOSE	18550	BUS ATTENDANT	5:00	186	Х
VELOZ PENA	CINTHIA	18191	BUS ATTENDANT	5:00	186	Χ
VIEIRA	ELMINA	14472	BUS ATTENDANT	5:00	186	Х
WRAY	NANCY	16150	BUS ATTENDANT	5:00	186	Х
Printing of my name belo	ow constitutes my o	fficial signature f	or electronic purposes.			
Ralph Leath				3-May-24		
Printed name of Principa	l/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
APOSHIAN	CRYSTAL	17628	PARA II ELEMENTARY	7:00	186	Х
BALLISTREA	SIANNA	18173	PARA II ELEM- VPK	7:00	186	Х
COLLINS	CHLOE	17905	PARA II ELEMENTARY	7:00	186	Х
COLLINS	GRACE	18602	PARA ESE	7:00	186	Х
COOPER	DEBORAH	12633	SECRETARY II SCH	8:00	200	Х
COOPER	SAMUEL	17092	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
DETORE	JESSICA	18678	PARA ESE	7:00	186	Х
ERICKSON	TERESA	15424	PARA II ESOL	7:00	186	Х
FIGUEROA PADILLA	MARTA	15144	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
FRANCIS	DIANA	18133	PARA ISS	7:00	186	Х
GARCIA CORDERO	BEATRIZ	18729	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HARRIS	SHERRY	15481	PARA PK HANDICAP	7:00	186	Х
JONES-AGUDELO	ERICA	16765	DATA ENTRY OPERATOR	8:00	249	Х
KELLING	REGINA MARIE	16264	BOOKKEEPER ELEM/MID	8:00	249	Х
KELLY	JULIA	17765	PARA II ELEMENTARY SPLIT FUNDE	7:00	186	Х
KELLY	JOSHUA	17676	PARA II ELEMENTARY	7:00	186	Х
NICORA DOIDGE	ALEXIS	13129	PARA PK HANDICAP	7:00	186	Х
OWENS	ALECIA	18397	PARA PK HANDICAP	7:00	186	Х
PERDUE	CHERYL	17844	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
ROTH	ADAM	13140	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
WATSON	PAUL	13316	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
YATES	DENISE	18479	PARA ESE	7:00	186	Х
Printing of my name b	 pelow constitutes m	 y official signatı	ure for electronic purposes.			
Kristina Stratton				4/30/2024		
Printed name of Prince	cipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ACKER	TIFFANY	15842	COMP LAB MANAGER TITLE I	7:45	196	Х
AGUIAR	CARMEN	07283	BOOKKEEPER ELEM/MID	8:00	249	Х
BISHOP	LISA	03840	PARA ESE	7:00	186	Х
BRAITHWAITE	MICHELLE	15912	SECRETARY II SCH	8:00	249	Х
CATTOUSE	TANYA	16362	ISS MONITOR	7:00	186	Х
CAVENDER II	HOWARD	18299	PARA II ELEMENTARY	7:00	186	Х
CONNOR	JUDITH	18679	SECRETARY II SCH	8:00	249	Х
DAVIS	HALEY	17656	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
ERICKSON	CYNTHIA	18771	PARA ESE	7:00	186	Х
GONZALEZ	KELLY	18461	PARA ESE	7:00	186	Х
GUARIN BARRERA	YENNY	18285	PARA II ESOL	7:00	186	Х
HOLTON	DESTINEY	17845	PARA CLINIC	3:00	180	Х
IRIZARRY	BERNICE	14280	DATA ENTRY OPERATOR	8:00	249	Х
LAFERTY	CARMON	08226	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
MARCINOWSKI	DANIEL	13596	COMP LAB MANAGER TITLE I	7:45	196	Х
NASH	KIMBERLY	14396	PARA ESE	7:00	186	Х
NEFF	MARK	17554	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
SCOTT	BREANNA	18044	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SILVA GOMEZ	MISAEL	17970	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VALLADARES HORTA	JOSE	15316	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
VARANO	JOHN	18606	PARA ESE 1 ON 1	7:00	186	Х
WIGGINS-PRELI	CYNTHIA	17814	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
YOUNG	INNA	12468	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
Printing of my name be	elow constitutes n	ny official signat	ure for electronic purposes.			
Chris Healy				5/2/2024		
Printed name of Princi	pal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ALCANTARA	MARIA	15829	PARA I ESOL	7:00	186	Х
BARTLEY	DARREN	13986	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
BLAND	JUSTIN	15796	ISS MONITOR	7:00	186	Х
BUONAGURO	FRANK	18356	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
DAGLIA	TARA	15205	PARA ESE	7:00	186	Х
DEUTSCH	GEORGETTE	04574	PARA ESE 1 ON 1	7:00	186	Х
GARCIA	JOSE	18434	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
GORDON	LAURENE	12929	PARA ESE 1 ON 1	7:00	186	Х
HERNANDEZ	JUSTINA	17213	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
HUGHES	ELIZABETH	03662	PARA ESE	7:00	186	Х
HUGHES	WILLIAM	13524	COMPUTER LAB MANAGER	7:00	186	Х
JEFFERS	MEAGHAN	16808	DATA ENTRY OPERATOR	8:00	249	Х
LALUZ	ROSEMARY	16909	PARA MEDIA	7:00	186	Х
LUGO	LYDIAN	14321	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MARRERO VALD	ROLANDO	18813	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MCDERMOTT	CLAIR	15318	ENVIRONMENTAL SVCS TECH I	8:00	186	Х
MERILLO	MARGARET	13200	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
MERILLO	SARAH	17066	SECRETARY II SCH	8:00	249	Х
MILLER	TAYLOR	16903	PARA VOC ESE	7:00	186	Х
MOCHNICK	KRISTEN	18003	PARA ESE 1 ON 1	7:00	186	Х
MOTTA	ELIZABETH	14781	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
NOLASCO	JOEMY	17794	SECRETARY II SCH	8:00	249	Х
OTERO-COSSIO	MICHELLE	16344	SECRETARY II SCH	8:00	249	Х
PERKINS	STACY	06608	SECRETARY II SCH	8:00	249	Х
ROBERTS	TIFFANY	05055	SECRETARY II SCH	8:00	249	Х
ROYCE	BRUCE	12325	COMPUTER LAB MANAGER	7:00	186	Х
RZEZNIK	MARZENA	18607	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
SWANSON	LYNN	17189	PARA I OTHER	7:00	186	Х
VIA	VICTORIA	18258	BOOKKEEPER HIGH SCH	8:00	249	Х
Printing of my na	ıme below cor	ı ıstitutes mv offi	lcial signature for electronic purposes.			
Ed LaRose		,	J	5/5/2024		
Printed name of	Principal/Site	Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ARENCIBIA	DORA	17782	ENVIRONMENTAL SVCS TECH I	8:00	249	X
BARBER	JEANNIE	15076	SECRETARY II SCH	8:00	249	X
BLAKESLEE	RACHEL	18569	PARA ESE	7:00	186	X
BOWDEN	PAOLA	17403	SCHOOL HEALTH PROFESSIONAL	7:00	190	Х
BRADFORD	CHRISTINA	18328	PARA I ELEMENTARY	7:00	186	Х
BRONHARD	JENNIFER	15784	PARA I OTHER	7:00	186	Х
BURNS	DIANE	09676	PARA ESE 1 ON 1	7:00	186	Х
CARUSO-GUY	MELISSA	17051	SECRETARY II SCH	8:00	200	Х
CLEVELAND	VELVET	15561	PARA ESE	7:00	186	Х
CUERVO	FRANCISCO	14614	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
FAIRCHILD	GAVIN	17235	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
GAGLIANO	NICOLE	17348	DATA ENTRY OPERATOR	8:00	249	Х
GAMINO	TINA	18546	OFFICE CLERK	8:00	186	Х
HALLORAN	AMANDA	17312	PARA ESE 1 ON 1	7:00	186	Х
HART	ROBIN	07975	PARA 1 OTHER	7:00	186	Х
JANES	DENISE	18208	OFFICE CLERK	1:00	180	Х
KANE	THOMAS	17660	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
LUGO	MARLEN	16068	ENVIRONMENTAL SVCS TECH II	8:00	249	Х
LUGO LOPEZ	MARIA	18025	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
MARTINEZ	DANIEL	16300	PARA I ELEMENTARY	7:00	186	Х
MAURER	STEPHANIE	18588	BOOKKEEPER ELEM/MID	8:00	249	Х
MORRISON	AMBER	17269	PARA ESE 1 ON 1	7:00	186	Х
ORTIZ	ALEXANDRA	17514	PARA I ELEMENTARY	7:00	186	Х
OVSIANIK	TERRY	02874	PARA MEDIA	7:00	186	Х
PADGETT	BRIAN	18265	ENVIRONMENTAL SVCS TECH 3	8:00	249	Х
PENARANDA	MARCIA	02610	PARA I ESOL	7:00	186	Х
PERKINS	ROBERT	17098	ISS MONITOR	7:00	186	Х
POOLE	FAIMAFILI	16854	PARA ESE 1 ON 1	7:00	186	Х
PROIETTO	ELIZABETH	18140	OFFICE CLERK	3:00	180	Х
REICKMAN	BEATRICE	17997	PARA I ELEMENTARY	7:00	186	Х
RIMBY	KIMBERLY	15747	PARA 1 OTHER	7:00	185	Х
ROSA	TAINA	17680	PARA CLINIC	6:00	186	Х
WILLIAMS	EUGENE	13398	ENVIRONMENTAL SVCS TECH I	8:00	249	Х
WILLIAMSON	ROBERT	18020	COMPUTER LAB MANAGER	7:45	196	Х
Printing of my n	 ame below cons	titutes my officia	l signature for electronic purposes.			
	'Rourke			5/2/2024		
Printed name of	f Principal/Site A	dministrator		Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
CLARK	PAULA	05708	SUPERVISOR OF PROFESSIONAL DEV	8:00	249	Х
DIAZ	JESSE	12564	SUPERVISOR OF INSTRUCTIONAL TE	8:00	249	Х
DOWNEY	KELLY	11535	SUPV LITERACY, INTERVENTION, ELE	8:00	249	X
LASTRA	LAURA	16377	SUPV COLLEGE & CAREER PROGRAMS	8:00	249	Х
LITTLEFIELD	KERRI	11490	COORDINATOR OF MTSS	8:00	249	Х
ROONEY	NICOLE	15197	COORDINATOR OF MEDICAID	8:00	249	Х
TROWELL	KARA	13731	COLLEGE AND CAREER PROGRAMS MA	8:00	249	Х
WILSON	CARRIE	08872	SUP OF GUIDANCE K-ADULT	8:00	249	Х
Printing of my name	below constitutes m	y official signat	ure for electronic purposes.			
Gina Michalicka				5.14.24		
Printed name of Pri	ncipal/Site Administra	ator		Date		
Printing of my name	below constitutes m	⊥ y official signat	l ure for electronic purposes.			
Lisa Cropley				5.14.24		
Printed name of Pri	ncipal/Site Administra	ator		Date		
Printing of my name	below constitutes m	y official signat	ure for electronic purposes.			
John Morris				5.14.24		
Printed name of Printed	ncipal/Site Administra	ator T		Date		
Printing of my name	below constitutes m	y official signat	ure for electronic purposes.			
Beth Lastra				5.14.24		
Printed name of Printed	ncipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BLIGEN	AISHA	13895	ADULT LITERACY SPECIALIST	7:45	196	Х
DENT	RADIAH	16633	COORD OF CAREER & TECHNICAL ED	8:00	249	Х
GOMEZ	MIRIAM	03011	ADULT LITERACY SPECIALIST	7:45	196	Х
SOTOMAYOR-TEJADA	DORIS	02969	ADULT LITERACY SPECIALIST	7:45	196	Х
Printing of my name bel	ow constitutes my off	cial signature fo	or electronic purposes.			
Sophia Watson				5/1/2024		
Printed name of Principa	al/Site Administrator			Date		

						REAPPOINT
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
IMHOF	KRISTY	13044	ASSESSMENT SPECIALIST	8:00	249	X
GARNER	TAMMY	17954	DATA QUALITY & INTEGRITY SPEC	8:00	249	Х
JONES	JESSIE	11727	COOR OF STU DATA QUALITY & REP	8:00	249	Х
MERSCHBACH	JENNIFER	02278	COORD OF ASSESSMENT & ACCOUNTA	8:00	249	X
Printing of my name	helow constitutes m	v official signat	ure for electronic purposes.			
Sonsee Sanders	DCIOW CONSTITUTES II	J Omoral Signat	ure for electronic purposes.	5/1/2024		
Printed name of Prin	∟ ncipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
COPELAND	HORACE	15275	VIOLENCE PREVENTION WORKER	8:00	196	Х
RUIZ	PETER	02744	VIOLENCE PREVENTION WORKER	8:00	196	Х
Printing of my name	below constitutes m	y official signati	ure for electronic purposes.			
Laura Burgess				5/1/2024		
Printed name of Prin	cipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ADAMS	AALIYAH	13720	MANAGER OF SEDNET	8:00	249	Х
DICRISTOFALO	CAITLIN	03593	ASSISTIVE TECHNOLOGY SPECIALIS	8:00	196	Х
DORAN	STEPHANIE	12207	SUPERVISOR OF ESE	8:00	249	Х
FUERST	CHERYL	15031	RN FOR MEDICALLY FRAGILE CHILD	8:00	196	Х
KEIPER	MAUREEN	01924	COORDINATOR OF ESE	8:00	249	Х
LAWRENCE	JEAN	09815	LPN FOR MED FRAGILE CHILDREN	8:00	186	Х
MERCHANT	SARAH	17053	COORD OF COMPLIANCE & DUE PROC	8:00	249	Х
MULVIHILL	SUZANNE	02777	RN FOR MEDICALLY FRAGILE CHILD	8:00	196	Х
SABO	DIANE	06885	INTERPRETER/TRANSLITERATOR III	7:00	190	Х
SELLS	ELIZABETH	09009	INTERPRETOR/TRANSLITERATOR III	7:00	190	X
WILLIAMS	DIANA	07571	INTERPRETOR/TRANSLITERATOR III	7:00	190	Х
Printing of my nam		my official signat	ure for electronic purposes.	- (0 (0 0 0 d		
Printed name of P	Anna Jensen rincipal/Site Administ	rator		5/2/2024 Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES	
MONROE	CAROL	12799	FNS NUTR/WELLNESS SPECIALIST	8:00	249	Х	
NEAGLE	CHRISTOPHER	13498	FOOD/NUTR TECH I	8:00	249	Х	
WARD	WILLIAM	15777	FNS OPERATIONS SPECIALIST	8:00	249	Х	
WEAVER	JENNIFER	16324	FNS TEAM DVLP/MRKT PROGRAM MNG	8:00	249	Х	
Drinting of my name	halaw aanatitutaa m	y official signat	ure for electronic purposes.				
<u> </u>	below constitutes if	iy omciai signat	ure for electronic purposes.				
Holly Brite Longo				5/3/2024			
Printed name of Prin	ncipal/Site Administra	ator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
ALLEN	PATRICIA	17770	FOOD & NUTR ASST MNGR	7:00	194	Х
BELMONTE	THERESA	02590	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
BINGHAM	CARLETTE	11465	FOOD & NUTR ASST MNGR	7:00	194	Х
BROOKS	TIFFANY	18189	FOOD & NUTR ASST MNGR	7:00	194	Х
BROWN	JULIE	13546	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
CHAPMAN	LISA	18093	FOOD & NUTR EL/MS MNGR	8:00	194	Х
DAY WEBB	MELODY	17118	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
DIAZ	MICHELE	15030	FOOD & NUTR ASST MNGR	7:00	194	Х
DONOFRIO	DENISE	04095	FOOD & NUTR ASST MNGR	7:00	194	Х
FOREMAN	KIM	16662	FOOD & NUTR ASST MNGR	7:00	194	Х
GREENE	DONNA	01945	FOOD & NUTR ASST MNGR	7:00	194	Х
HERBERT	LISA	14342	FOOD & NUTR EL/MS MNGR	8:00	194	Х
HICKS	CHERYL	13658	FOOD & NUTR EL/MS MNGR	8:00	194	Х
HOPKINS	CARRIE	16936	FOOD & NUTR EL/MS MNGR	8:00	194	Х
KELLY	BABETTE	11678	FOOD & NUTR EL/MS MNGR	8:00	194	Х
KESSLER	JENNIFER	16373	FOOD & NUTR EL/MS MNGR	8:00	194	Х
MCGUIGAN	DEANNA	12872	FOOD & NUTR ASST MNGR	8:00	194	Х
MILLER	ELIZABETH	14910	FOOD & NUTR ASST MNGR	7:00	194	Х
MONEGRO	TARALEE	11383	FOOD & NUTR ASST MNGR	7:00	194	Х
NELSON	JACQUELYN	04032	FOOD & NUTR EL/MS MNGR	8:00	194	Х
ODONNELL	DONNA	11520	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
ORTIZ	VALLETTE	06446	FOOD & NUTR EL/MS MNGR	8:00	194	Х
PARSONS	SHARON	12824	FOOD & NUTR ASST MNGR	7:00	194	Х
ROSEN	KRISTEN	16575	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
SALSO	BETH	14044	FOOD & NUTR ASST MNGR	7:00	194	Х
SAPP	MARLAN	11429	FOOD & NUTR EL/MS MNGR	8:00	194	Х
THOMPSON	BARBARA	02890	FOOD & NUTR ASST MNGR	7:00	194	Х
VAIRO	JULIE	09693	FOOD & NUTR EL/MS MNGR	8:00	194	Х
WARD	JESSICA	16251	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
WHITE	PATTI-ANNE	04242	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
WHITEN	TRACEY	13549	FOOD & NUTR HS/K8 MNGR	8:00	194	Х
YAGID	DEBORAH	12100	FOOD & NUTR EL/MS MNGR	8:00	194	Х
Printing of my nan	ne below constitutes	my official signat	ure for electronic purposes.			
Holly Brite Long				5/3/2024		
Printed name of P	rincipal/Site Adminis	trator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
HOLTON	LUCINDA	12522	FAC OP PLANNING & CAD DESIGNER	8:00	249	X
LIPSEY	JAMES	15944	PLANNER	8:00	249	Х
MANER	DESMOND	07028	FAC PROJ CONSTRUCTION MNGR MIL	8:00	249	Х
NAGLE	GARRETT	17368	FACIL PROJ CONSTRUCTION MNGR T	8:00	249	Х
OAKLEY	RICHARD	17216	FACIL PROJ CONTRUCTION MANAGER	8:00	249	Х
RISBON	TAFFY	18147	FIRE SAFETY INSPECTOR	8:00	249	Х
WILLIAMS	JOHN	18773	MANGER OF DESIGN & CONSTRUCTION	8:00	249	Х
Printing of my name	e below constitutes i	_  ny official signat	l ure for electronic purposes.			
Brian Ragan				5/2/2024		
Printed name of Pr	incipal/Site Administ	rator		Date	_	

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
HANSEN	JULIE	16612	ACCOUNTANT	8:00	249	Х
HUNT	BRITTANY	16886	BUDGET ANALYST	8:00	249	Х
BRINSON	LENA	14606	FINANCIAL ANALYST	8:00	249	Х
LAMANTIA	ANGELINA	17354	FINANCIAL ANALYST	8:00	249	Х
Printing of my name	below constitutes n	 ny official signat	ure for electronic purposes.			
Joyce McA	ntyse					
00	0			5/2/2024		
Printed name of Printed	ncipal/Site Administr	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
KEOUGH	PATRICK	13272	COOR OF COMMUNICATIONS & GOV R	8:00	249	Х
Printing of my name	below constitutes m	y official signati	ure for electronic purposes.			
Karen Jordan				7-May-24		
Printed name of Prin	ncipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
BECKER	RACHEL	15873	COORDINATOR OF HUMAN RESOURCES	8:00	249	Х
BROWN	ALEXIS	14856	SUPERVISOR OF HUMAN RESOURCES	8:00	249	Х
LEO	DAWN	13504	COORDINATOR OF RETENTION	8:00	249	Х
MARTIN	MAGDALENA	14643	BUSINESS SYSTEMS COORDINATOR	8:00	249	Х
POPPE	DAWN	15756	LEAD CERTIFICATION & DATA SPEC	8:00	249	Х
RICHARDSON	SUSAN	13347	PAYROLL ANALYST	8:00	249	Х
RODRIGUEZ-FONTE	AWILDA	03079	SUPV OF RISK,BENEFITS,& WELLNE	8:00	249	Х
Printing of my name t	pelow constitutes m	ıy official signatuı	re for electronic purposes.			
Matthew P. Goldrick				5/17/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CIRRINCIONE	JULIE	02357	MANAGER OF PURCHASING	8:00	249	Х
FIRLIK	GENELE	09602	MNGR WARE PROP CNTRL PRINT REC	8:00	249	Х
Printing of my name	below constitutes my of	ficial signature	for electronic purposes.			
	Christopher K Reckner			5/3/2024		
Printed name of Prir	ncipal/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROWN	JANEA	04290	WELLNESS SPECIALIST	8:00	249	Х
Printing of my name	below constitutes m	y official signati	ure for electronic purposes.			
AWILDA RODRIGUEZ- FONTE				5/1/2024		
Printed name of Prin	cipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
BEMIS	BRETT	18766	SCHOOL SAFETY GUARDIAN	8:00	249	X
						, ,
BURGESS	LEE	17549	SCHOOL SAFETY GUARDIAN	8:00	249	Х
BUTLER	DARNELL	18542	SCHOOL SAFETY GUARDIAN	8:00	249	Х
HURST	SANDRA	13061	COORD & COMPLIANCE MONITOR THR	8:00	249	X
JONES	DAVID	18770	SCHOOL SAFETY GUARDIAN	8:00	249	Х
LAWRENCE	KYLE	18763	SCHOOL SAFETY GUARDIAN	8:00	249	Х
LIZOR	WILLIAM	17240	SCHOOL SAFETY GUARDIAN	8:00	249	Х
MOORE	JOSHUA	18101	SCHOOL SAFETY GUARDIAN	8:00	249	Х
MOORE	BRANDY	18767	SCHOOL SAFETY GUARDIAN	8:00	249	Х
NOVERINI SR	RICHARD	18768	SCHOOL SAFETY GUARDIAN	8:00	249	Х
PEARSON	GERALD	14029	SCHOOL SAFETY GUARDIAN	8:00	249	Х
SANTOS	MARCOS	15108	SCHOOL SAFETY GUARDIAN	8:00	249	Х
SCROGGINS	BRETT	17490	SCHOOL SAFETY GUARDIAN	8:00	249	Х
WHITE	BRANDON	18099	SCHOOL SAFETY GUARDIAN	8:00	249	Х
Printing of my nam	ne below constitutes	my official signat	ure for electronic purposes.			
Brandon DeRespi				5/2/2024		
Printed name of P	rincipal/Site Administ	rator		Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
MILLER ROYAL	ANGELA	12001	COORDINATOR OF STUDENT SUPPORT	8:00	249	Х
ROY	JANICE	17296	LICENSED PRACTICAL NURSE ESSER	8:00	190	Х
SMITH	JANICE	08061	SUBST ABUSE PREVEN EDUCATOR	8:00	216	Х
WARTHEN	SHARON	08090	SUBST ABUSE PREVEN EDUCATOR 19	8:00	196	Х
WILLIAMS	DAWN	09490	SUPERVISOR OF SCHOOL CHOICE	8:00	249	Х
Printing of my name	e below constitutes n	ny official signat	ure for electronic purposes.			
Jill Kolasa				5/3/2024		
Printed name of Principal/Site Administrator			Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT YES
AMATO	KATHERINE	14075	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
DILUZIO	MICHELE	07567	DATA QUALITY & INTEGRITY SPEC	8:00	249	Х
Printing of my name	e below constitutes m	ıy official signat	ure for electronic purposes.			
Lisa Cropley				5/15/2024		
Printed name of Pri	Printed name of Principal/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
KUBLICK	ROBERT	14719	MANAGER OF ENVIRONMENTAL SVCS	8:00	249	Х
Printing of my name	below constitutes m	l y official signati	l ure for electronic purposes.			
Stephen Crognale				5/2/2024		
Printed name of Prin	cipal/Site Administra	itor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
COELHO	TONY	13516	TELECOMMUNICATIONS SUPPORT SPE	8:00	249	Х
Drinting of my name	holow constitutes m	v official signat	ure for electronic purposes.			
Printing of my name	below constitutes in	y oniciai signat	ure for electronic purposes.			
Darin Defilippo				5/2/2024		
Printed name of Prin	ncipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOIN' YES
BECERRIL MELENDEZ	MIGUEL	13197	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
BRUNNER III	FRANCIS	17329	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
CARPENTER	ANITA	18477	HELP DESK TRAINER	8:00	249	Х
CARPENTER	JEREMY	16807	DIST TECH INFRASTRUCTURE SPEC	8:00	249	Х
DARMANIN	SUSAN	02882	SYSTEM SUPPORT SPEC	8:00	249	Х
DEFILIPPO	DARIN	15103	MANAGER OF TELECOMMUNICATIONS	8:00	249	Х
GELLENBECK	JACOB	17896	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
GROVE	BRADLEY	17840	DIST TECH NETWORK SEC SPEC MIL	8:00	249	Х
GROVE	DAYLON	18058	HELP DESK TRAINER MILLAGE FUND	8:00	249	Х
GUAY	CHRISTOPHER	17432	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
HASKEDAKES	JASON	14097	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
JOHNSTON	MICHELLE	08128	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
KANE	DAVID	15743	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
LOPES	LAURA	16493	SENIOR APPLICATION SUPPORT ANA	8:00	249	Х
MAYNARD	JAMES	13820	SENIOR PROGRAMMER/ANALYST MILL	8:00	249	Х
MONDOR	CHRISTOPHER	18500	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
NYCZ	MICHAEL	05343	DIST TECH INFRASTRUCTURE SPEC	8:00	249	Х
PAGNOZZI	KENNETH	17016	DIST TECH SUPPORT TECHNICIAN	8:00	249	Х
PASCHKE	WALTER	11337	NETWORK COORDINATOR	8:00	249	Х
PINTYE	GEORGE	12523	DIST TECH INFRASTRUCTURE SPEC	8:00	249	Х
ROJAS-FIGUEROA	TOMAS	11108	APPLICATION SUPPORT ANALYST	8:00	249	Х
VIOLA	KATHRYN	16333	HELP DESK TRAINER MILLAGE FUND	8:00	249	Х
YAGMIN	THOMAS	18366	DIST TECH SUPPORT SPECIALIST	8:00	249	Х
		-				
		1				
		1				
Printing of my name bel	ow constitutes my offi	ial signature fo	r electronic purposes.			
Joseph G. Amato				5/8/2024		
Printed name of Princip	al/Site Administrator			Date		

						REAPPOINT -
LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	YES
BARNES	DELL	03077	MANAGER OF FAMILY & COMM ENGAG	8:00	249	X
BLACKWELL	LAUREN	08190	MANAGER OF FEDERAL PROGRAMS	8:00	249	Х
FIGUEROA RODRIGUE	SHANIKA	13372	SUPERVISOR OF FEDERAL PROGRAMS	8:00	249	Х
KANNEBERG	JODIE	18457	FAMILY ENGAGEMENT COMM CNTR LI	8:00	249	Х
KNOWLES	CYNTHIA	18051	COORDINATOR OF STUDENTS & FAM IN TRANS	8:00	249	Х
Printing of my name belo	w constitutes my off	icial signature f	or electronic purposes.			
Magen C. Schlechter				5/2/2024		
Printed name of Principa	I/Site Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CAVALIERE	ANTHONY	15896	TRANSPORTATION OPERATIONS MANA	8:00	249	Х
DIBENEDETTO	KIMBERLY	09894	TRANS SAFETY & TRAINING SPEC	8:00	249	Х
HARTLEY	KERRI	03027	ROUTE SPECIALIST	8:00	249	Х
JANAK	JAY	14903	TRANSP FLEET MAINTENANCE MANAG	8:00	249	Х
KINARD	SIMEON	04397	TRANS SAFETY & TRAINING SPEC	8:00	249	Х
SARTIN	KAREN	13190	ROUTE SPECIALIST	8:00	249	Х
SIRIANNI	TARA	03241	TRANS SAFETY & TRAINING SPEC	8:00	249	Х
Printing of my nam	e below constitutes i	my official signat	ure for electronic purposes.			
Ralph Leath				5/3/2024		
Printed name of Pr	incipal/Site Administ	rator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
JUTTING	DAVID	01897	MANAGER OF MAINTENANCE	8:00	249	Х
RAE	MICHAEL	15578	MAINT PERSONNEL SPECIALIST	8:00	249	Х
Printing of my name	below constitutes m	y official signat	ure for electronic purposes.			
Joseph Rychcik				5/2/2024		
Printed name of Prin	ncipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BURNS	SELIENA	17447	BOOKKEEPER-TEACHING & LEARNING	8:00	249	Х
FIGUEROA	BRANDY	14990	EXEC SEC CONF ACADEMIC SERVICE	8:00	249	Х
GRINNEN	JODI	15972	SEC III CONF ACADEMIC SERVICES	8:00	249	Х
JEDINAK	GLORIA	16184	EXEC SEC CONF ACADEMIC SERVICE	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Gina Michalicka				5.14.24		
Printed name of Pr	ncipal/Site Administrat	or		Date		
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Tiffany Howard				5.14.24		
Printed name of Pr	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SCHALLENBERG	DEBORA	03784	FINANCIAL AID SPECIALIST, TECH	8:00	249	Х
MARTINEZ RAMIREZ	EDITH	16320	BOOKKEEPER	8:00	249	Х
Printing of my name below of	constitutes my official s	signature for ele	ctronic purposes.			
Sophia Watson				5/1/2024		
Printed name of Principal/Si	ite Administrator			Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BARTILUCCI	RACHEL	15428	DATA QUALITY ASSISTANT	8:00	249	Х
JEWELL	RHONDA	13743	DATA QUALITY ASSISTANT	8:00	249	X
LANGLEY	SANDRA	08374	DATA QUALITY ASSISTANT	8:00	249	Χ
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Sonsee Sanders				5/1/2024		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PEELER	LISA	08319	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	e below constitutes m	y official signatur	e for electronic purposes.			
Dana Kublick				5/8/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CAIN	MARIA	12740	EXEC SECRETARY BUSINESS SVC DI	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Jill Renihan				5/16/2024		
Printed name of Pri	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CRUZ	MICHELLE	15160	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	Printing of my name below constitutes my official signature for electronic purposes.					
Lara Silva				5/10/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BRISHKE	MARIE	17262	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name below constitutes my official signature for electronic purposes.						
Kelly Slusser				5/1/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ACOSTA-LUCIANO	EVELYN	16047	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name be	elow constitutes my off	icial signature fo	or electronic purposes.			
Rosemarie Maiorini			4/29/2024			
Printed name of Princi	pal/Site Administrator		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
MORRIS	ROSALEE	08886	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Chris Clifford				5/10/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
VANCE	DEBORA	14923	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Mike Lastra				5/9/2024		
Printed name of Principal/Site Administrator				Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SPANO	ANNE	02391	BOOKKEEPER-HIGH SCH-CONFIDENTL	8:00	249	Х
Printing of my name	e below constitutes m	y official signatur	e for electronic purposes.			
Laura Burgess				5/1/2024		
Printed name of Pri	incipal/Site Administra	ntor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ALBRIGHT	ELIZABETH	15497	FTE SUPPORT SPECIALIST ESE	8:00	249	Х
BENOIST	NICOLE	14868	ADMINISTRATIVE ASST- ESE	8:00	249	Х
KETCHUM	THERESA	07224	ACCOUNTING TECH-ESE SPLIT FUND	8:00	249	Х
LOUGHRAN	CAROLYN	16483	SEC III ESE CONF SPLIT FUND	8:00	249	Х
Printing of my nam	ne below constitutes my	official signatur	e for electronic purposes.			
	Anna Jensen			5/2/2024		
Printed name of P	rincipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CIPRIANI	GEORGINA	15249	FOOD & NUTR SENIOR ASSOCIATE	8:00	249	Х
VENDRONE	TRACIE	11368	FOOD & NUTR SENIOR ASSOCIATE	8:00	249	Х
Printing of my name	below constitutes m	_l y official signatur	re for electronic purposes.			
Holly Brite Longo				5/3/2024		
Printed name of Pri	ncipal/Site Administra	ntor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
GUTIERREZ	EDITH	18701	FACILITIES DEPARTMENT SECRETAR	8:00	249	Х
PARNELL	TIFFANY	12098	FACILITIES ACCOUNTING SPECIALI	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Brian Ragan				5/2/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WHITAKER	KIM	14682	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
<u>THOMAS</u>	DYE			5/2/2024		
Printed name of Pri	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
JORGENSEN	KYLIE	18749	ACCOUNTING ASSISTANT	8:00	249	Х
KELLY	DENISE	17033	ACCOUNTING ASSISTANT	8:00	249	Х
KLEBBE	MEGAN	17093	ACCOUNTING ASSISTANT	8:00	249	Х
VANORSDALE	JAMIE	16592	GRANT ACCTG COMPLIANCE SPEC	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Opuca. Wast	ntura.					
Joyce McA				5/0/0004		
0 0				5/2/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

SITE: HERN CTY PUBLIC SCHL

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
TENEYCK	HEATHER	18642	SWITCHBOARD OPERATOR	8:00	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Matthew P. Goldrick	atthew P. Goldrick			5/17/2024		
Printed name of Pri	ncipal/Site Administrato	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WEIGL	SHANNON	15888	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	e below constitutes my	/ official signatur	e for electronic purposes.			
Leechele Booker			5/3/2024			
Printed name of Pri	incipal/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
DAY	PHYLLIS	16963	DIGITAL MARKETING SPECIALIST	8:00	249	Х
SHEPARD	ANGELA	13869	COMMUNICATIONS SPECIALIST	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Karen Jordan				7-May-24		
Printed name of Pr	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
ANDERSON	GWEN	16167	HUMAN RESOURCES OPERATIONS SPE	8:00	249	Х
BELTRAN	BRITTANY	18557	EMPLOYMENT SPECIALIST	8:00	249	Х
CANNON	PAMELA	14413	POSITION CONTROL SPEC	8:00	249	Х
CONN	APRIL	17837	EMPLOYEE RELATIONS SPECIALIST	8:00	249	Х
DUNN	LISA	18360	PAYROLL SPECIALIST	8:00	249	Х
MCINTYRE	BREANNA	18281	OFFICE CLERK CONF	8:00	249	Х
MORTON	ANN	11781	PAYROLL SPECIALIST	8:00	249	Х
SCHULTZ	DONNA	17900	HUMAN RESOURCES OPERATIONS SPE	8:00	249	Х
TAYLOR	ALISON	16638	EMPLOYEE DATA & CERT SPECIALIS	8:00	249	Х
Printing of my name	e below constitutes my	official signature	e for electronic purposes.			
Matthew P. Goldrick	k			5/17/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

SITE: MAINTENANCE

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BRADY	JENNIFER	11439	MAINTENANCE OPERATIONS SPECIAL	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Joseph Rychcik				5/2/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BOE	MAMIE	07474	BOOKKEEPER-ELM/MID-CONFIDNTL	8:00	249	Х
Printing of my nam	no holow constitutos m	v official signatur	e for electronic purposes.			
	le below constitutes in	y Ulliciai Signatui	e for electronic purposes.			
Patty Martin				5/10/2024		
Printed name of Pr	rincipal/Site Administra	ator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LAFFITTE-FEINBERG	FIVIA	03959	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name bel	low constitutes my offic	cial signature fo	r electronic purposes.			
ToniAnn Noyes		<u>5/3/2023</u>				
Printed name of Princip	al/Site Administrator	Date				

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BALDWIN	HEATHER	18378	BOOKKEEPER-ELM/MID-CONFIDNTL	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Thomas Kalament				4/30/2024		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PASTORE	TONI	14860	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Alex Rastatter				5/10/2024		
Printed name of Printed	ncipal/Site Administrate		Date			

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CHATMAN	TAMMY	17295	SECRETARY III CONF	8:00	249	Х
XIANG	QINFANG	15493	PROCUREMENT SPECIALIST	8:00	249	Х
Printing of my nam	e below constitutes my	। official signature	for electronic purposes.			
Christopher K Reckner				5/3/2024		
Printed name of Pr	incipal/Site Administrato	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BOZMAN	EDWARD	16413	RISK BENEFITS & COMPLIANCE SPE	8:00	249	Х
RAMOS	LINDA	18646	RISK BENEFITS & COMPLIANCE SPE	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
AWILDA RODRIGUEZ-FONTE			5/1/2024			
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BOUNDS	AMBER	16950	SECRETARY III CONF	8:00	249	Х
DENIS	BERNICE	12812	SECURITY SYSTEMS SPECIALIST MI	8:00	249	Х
DREW	BEVERLY	16276	SECURITY SYSTEMS SPECIALIST	8:00	249	Х
ERCOLANO	ANDREW	16864	LOCKSMITH	8:00	249	Х
FIGUEROA-TORRES	JULIET	14915	SECRETARY I - SAFE SCHOOLS	6:00	249	Х
JACO	DEVIN	15867	SECURITY SYSTEMS SPECIALIST	8:00	249	Х
JOHNSTON	JAMES	17451	SCHOOL SAFETY SPECIALIST	8:00	249	Х
SCOTT	ANNETTE	15039	SAFE SCHOOLS ACCOUNTING SPECIA	8:00	249	Х
		/ official signature	e for electronic purposes.			
Brandon DeRespiris				5/2/2024		
Printed name of Prin	icipal/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
POGUE	KELLY	13789	SEC TO SCH BD & GEN COUNSEL	8:00	249	Х
Drinting of my nom	a balaw aspetitutas m	, official signatur	re for electronic numbers			
Printing of my nam	e below constitutes my	y official signatur	e for electronic purposes.			
John Stratton				5/10/2024		
Printed name of Pr	incipal/Site Administra	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
SLIDER	TERRI	15679	SECRETARY III CONF	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Dawn Williams				5/1/2024		
Printed name of Pri	Printed name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
WEDDING-SMITH	HEATHER	18078	DISTRICT RECORDS SPEC	8:00	249	Х
Printing of my nam	e below constitutes m	y official signatur	re for electronic purposes.			
Genele Firlik				5/2/2024		
Printed name of Pr	Printed name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
FERNANDEZ	GERRIANN	04283	BOOKKEEPER-ELM/MID-CONFIDNTL	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Scott Piesik				5/1/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LINDSEY	GRETCHEN	18541	BOOKKEEPER-ELM/MID-CONFIDNTL	8:00	249	X
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
	Kristen Tormey			5/3/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
STROUD	NICOLE	02714	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Dana Pearce				5/3/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
PADILLA	KELLY	17974	EXECUTIVE OFFICE MANAGER	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	re for electronic purposes.			
John Stratton				5/10/2024		
Printed name of Pri	incipal/Site Administrat	tor		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CARR	NICHOLE	16743	SEC III STUDENT SVC CONF	8:00	249	Х
CORBINO	STEFANIE	17143	SEC III STUDENT SVC CONF	8:00	249	Х
GARCIA-VARGAS	MILDRY	01800	SEC TO DIR OF STUDENT SVC	8:00	249	Х
TORRES	ROBYN	02676	SEC II CONF - MENTAL HEALTH	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Jill Kolasa				5/3/2024		
Printed name of Pri	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BADIUKIEWICZ	TERESA	03235	EXECUTIVE SECRETARY	8:00	249	X
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Lisa Cropley				5/14/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

SITE: SUPPORT OPS

# RECOMMEND FOR REPPOINTMENT LIST (ADMINISTRATIVE) 2024-2025

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
LONGO	HOLLY	16000	DIR OF FOOD & NUTRITION SERVIC	8:00	249	Χ
RAGAN	BRIAN	16403	DIRECTOR OF FACILITIES & CONST	8:00	249	Х
RYCHCIK	JOSEPH	18084	DIRECTOR OF MAINTENANCE	8:00	249	Х
Printing of my n	ame below co	l onstitutes my off	icial signature for electronic purposes.			
Stephen Crognale				5/2/2024		
Printed name of	Principal/Site	e Administrator		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
KLINGENSMITH	KAREN	13931	SEC TO DIR OF TECHNOLOGY & INF	8:00	249	Х
Distinct	1.1		for all of the second s			
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Joseph G. Amato				5/8/2024		
Printed name of Pri	ncipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BARRON	PAMELA	04434	STU & FAM TRANSITION SPECIALIS	8:00	200	Х
KELLY	DEBRA	03306	STU & FAM TRANS UNACCOMPANIED	8:00	200	Х
LUCAS	BONNIE	17998	MONITORING & COMPLIANCE SPECIA	8:00	249	Х
GRANGER	VICTORIA	18785	STU & FAM TRANSITION SPECIALIS	8:00	200	Х
TORRES	VANESSA	15852	STU & FAM TRANSITION SPEC TITL	8:00	200	Х
Printing of my name	e below constitutes my	 official signature	l for electronic purposes.			
Magen C. Schlecht	er			5/2/2024		
Printed name of Pr	incipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
CASCANTE	HELVETIA	18690	SECRETARY III CONF	8:00	249	Х
FLORES	PAMELA	04886	ACCOUNTING TECH-TRANS	8:00	249	Х
MAIER	PAMELA	14329	TRANS PARTS/INVENTORY SPEC	8:00	249	Х
Printing of my name below constitutes my official signature for electronic purposes.						
Ralph Leath				3-May-24		
Printed name of Pr	incipal/Site Administrat	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
RODRIGUEZ	PHILOMENA	03022	SECRETARY II SCH CONF	8:00	249	Χ
Printing of my name	below constitutes my	official signatur	e for electronic purposes.			
Kristina Stratton				4/30/2024		
Printed name of Printed	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROMFIELD	JOANNE	15164	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name below constitutes my official signature for electronic purposes.						
Chris Healy	·			5/2/2024		
Printed name of Pri	Printed name of Principal/Site Administrator					

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
JOHNSTON	SARAH	13488	SECRETARY II SCH CONF	8:00	249	Х
Printing of my name	e below constitutes my	official signatur	e for electronic purposes.			
Ed LaRose				5/5/2024		
Printed name of Pri	ncipal/Site Administrate	or		Date		

LAST NAME	FIRST NAME	EMPLOYEE ID	TITLE	HOURS	DAYS	REAPPOINT - YES
BROWN	TASHA	17841	SECRETARY II SCH CONF	8:00	249	Х
Printing of my nam	e below constitutes m	y official signatur	e for electronic purposes.			
Cari O'Rourke			5/2/2024			
Printed name of Pr	rincipal/Site Administra	ator		Date		

INSTRUCTIONAL SUPI	PLEMENTS/DIFFEREN	ITIATED PAY FOR ADDITIONAL DUTIES 2023-2024					
	,	Board Action 6/25/2024					
Davis, Benjamin	PMS	Track M.S. Equity Coach	\$ 900.00				
Cuevas, Toni	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 545.00				
Cancsak, Christina	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 409.00				
Wilson, Robert	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 205.00				
Hray, Karen	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 545.00				
D'Anna, Stephanie	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 341.00				
Brunner, Matthew	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 250.00				
Elefante-Edwards, Tina	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 204.00				
Gordon, Hannah	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester - Weeks	\$ 273.00 \$ 273.00				
Gordon, Hannah Gainer, April	Academic Svcs Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester - Furterer  Addl \$ owed - Site Based Mentor - 1st Semester	\$ 273.00 \$ 409.00				
Orlando, Larissa							
Sladek, Brandy	Academic Svcs Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester  Addl \$ owed - Site Based Mentor - 1st Semester	\$ 341.00 \$ 341.00				
Wright, Karen	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 409.00				
Kryk, Jonathan	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 205.00				
Hurd, Vanessa	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 273.00				
Cavanaugh, Kasey	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 409.00				
Norford, Charlotte	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester	\$ 273.00				
LaBarge, Carrie	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester  Addl \$ owed - Site Based Mentor - 1st Semester	\$ 341.00				
Penn, Kelsey	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester  Addl \$ owed - Site Based Mentor - 1st Semester	\$ 273.00				
			\$ 409.00				
White, Nicole Longo, Deirdre	Academic Svcs Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester  Addl \$ owed - Site Based Mentor - 1st Semester	\$ 409.00				
Howland, Tiffany	Academic Svcs	Addl \$ owed - Site Based Mentor - 1st Semester  Addl \$ owed - Site Based Mentor - 1st Semester	\$ 273.00				
	Academic Svcs						
Elefante-Edwards, Tina Cabral, Ruchelle		Addl \$ owed - Site Based Mentor - 1st Semester	\$ 409.00				
	SHES	Extra Class Supplement - BA	\$ 3,725.00				
Mortilla, Michael	SHS WWHS	Band Assistant - Percussion (eff 4/11/24)  Extra Class Supplement - BA	\$ 794.99				
Skipper, Patrick	DES		\$ 3,725.00 \$ 1,050.00				
Wysong, Kaitlin Guarante, Kathleen	DES	Lunch Duty - 30 Min ESE  Extra Class Supplement - MA	\$ 1,050.00 \$ 3,987.00				
•	DES		\$ 3,725.00				
Thibault, Tara	FCMS	Extra Class Supplement - BA Yearbook Advisor	\$ 3,725.00				
Appleton, Carol	EK8	Yearbook Advisor	\$ 1,080.00				
Fischer, Jocelyn	HR	ATS Mentor - Sem 2 BES (Rice)	\$ 750.00				
Spears, Caitlin Anderson, Kara	HR	ATS Mentor - Sem 2 FES (Rice)  ATS Mentor - Sem 2 FES (Pritchard)	\$ 750.00				
Stoessel, Amy	HR	ATS Mentor - Sem 2 FES (Novomestky)	\$ 750.00				
Crumley, Jami	HR	ATS Mentor - Sem 2 MES (Sierra Rivera) - eff 4/15/24	\$ 274.48				
Jiminez, Kathleen	DES	Extra Class Supplement - MA	\$ 3,987.00				
Jensen, Andrea	DES	Extra Class Supplement - MA	\$ 3,987.00				
Cleinman, Katrina	DES	Extra Class Supplement - MA	\$ 3,987.00				
Cleinman, Katrina	DES	Lunch Duty - 30 Min ESE	\$ 1,050.00				
Jensen, Andrea	DES	Lunch Duty - 30 Min ESE (eff. 11/6/23)	\$ 711.26				
Bates, Jessica	HR	ATS Mentor - Sem 2 DSPMS (Aviles)	\$ 750.00				
Capel, Sandy	HR	ATS Mentor - Sem 1 BES (Rojero)	\$ 750.00				
Capel, Sandy	HR	ATS Mentor - Sem 2 BES (Rojero)	\$ 750.00				
Blanton, Kaitlyn	HR	ATS Mentor - Sem 2 SHES (Kirkpatrick) - eff 3/8/24	\$ 415.52				
-							
					1	-	
Mandank Cand	CHC	Freshman Class Spansor, carrelled	¢ (cac to)		1	-	
Wesdock, Sandra	CHS	Freshman Class Sponsor - cancelled	\$ (636.40)				
Langworthy, Dana Billick, Nanette	CHS CHS	Dept Head - English - ended 3/7/24 Lunch Duty - ended 5/10/24	\$ (626.20)				
Stephens, Samantha	EK8	Yearbook - cancelled	\$ (82.03) \$ (1,080.00)				
Wallace, Alwayne	FCMS	School Science Fair - cancelled	\$ (670.00)				
Wallace, Alwayile	I CIVIS	School Science Fair - Cancelled	\$ (070.00)				
		Total From Previous Agenda 6/11/24	\$ 2,807,497.30				
		Total Instructional Supplement/Differentiated Pay	\$2,851,064.92		1		
-							
					1		
					1	-	
					1	-	
					1	-	
						1	

NONINSTRUCTIONA	NONINSTRUCTIONAL, PROFESSIONAL/TECHNICAL & ADMINISTRATIVE SUPPLEMENTS 2023/2024			
		Board Action 6/25/2024		
		Total Fuero Brasiliana Aparada C/11/24	,	102 125 55
		Total From Previous Agenda 6/11/24	\$	103,135.55
		Total Noninstructional/PTS/Adm. Supplements	\$	103,135.55



### Hernando School District

### School Board Regular Meeting

**Agenda Item #** 8. 24-2348

6/25/2024

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

Approve field trip for Coach Nina Nickelson, and Central High School cheerleaders to attend cheerleading camp at University of South Florida, Tampa, Florida, on July 13 - 15, 2024.

#### **Executive Summary**

The Principal, on behalf of the Superintendent of Schools, hereby requests the Board approve in-state field trip for cheerleaders from Central High School to attend cheerleading camp at University of South Florida, Tampa, Florida, on July 13 - 15, 2024. The trip will be paid through fundraising and internal account, strip #8020 9800 3330 92000 01300 0000.

#### My Contact

Kelly Slusser, Principal Central High School 352-797-7020 xt 405

Alyssa De Jesus, Assistant Principal Central High School 352-797-7020 xt 403

#### 2023-28 Strategic Focus Area

**Priority 1: Student Success** 

#### Financial Impact

See attached budget sheet.

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

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

		ing account				
Account Number	8020	3000	9110	0251	92000	01300
	Fund	Function	Object	Cost Center	Project	Sub Projec
Original Approved	Budget + Amendments		Current = Available	Present - Request	Remaining = Balance Available	
Budget	•	To Date	Budget s 11,802.21	7 516 00	* 4,286.21	
		\$	\$ 11,002.21	<sub>\$</sub> 7,516.00	\$ 4,200.21	- 
Account Name						
Account Number	<del></del>	<del> </del>	· <del></del>	· · · · · · · · · · · · · · · · · · ·		2 2 2
	Fund	Function	Object	Cost Center	Project	Sub Projec
Original	Budget	Expenditures /	Current	Present	Remaining	
Approved Budget	+ Amendments	<ul> <li>Encumbrances</li> <li>To Date</li> </ul>	<ul><li>Available</li><li>Budget</li></ul>	- Request	<ul> <li>Balance</li> <li>Available</li> </ul>	
	œ.	ė	e	œ	ė	
Item Currently Not Bud Funding Source	geted -**	\$	\$	\$	\$	
. Item Currently Not Bud		\$	\$	\$	\$	_
. Item Currently Not Bud		\$	\$	\$	\$	
Funding Source	geted .**				,	
Funding Source Account Name		\$ Function	Object	Cost Center	Project	Sub Projec
Funding Source Account Name	geted -** Fund				,	Sub Projec
Funding Source Account Name Account Number	geted -** Fund				,	Sub Projec
Account Name Account Number Amount	geted -** Fund				,	Sub Projec
Funding Source Account Name Account Number Amount Funding Source Account Name	geted -** Fund				,	Sub Projec
Funding Source  Account Number  Amount  Funding Source	geted -** Fund				,	Sub Project

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

#### Agenda Item # 9. 24-2411

6/25/2024

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

Approve out of state travel for Mike Lastra, Principal and Eric Schwartz, Assistant Principal of Eastside Elementary School to Nashville, Tennessee to attend the Making Schools Work Conference from July 18-12, 2024.

#### **Executive Summary**

The Principal of Eastside Elementary School, on behalf of the Superintendent of Schools, hereby requests the Boar approve the out of state travel for Mike Lastra, Principal and Eric Schwartz, Assistant Principal of Eastside Elementary School to Nashville, Tennessee to attend the Making Schools Work Conference from July 18-12, 2024.

#### My Contact

Mike Lastra Principal of Eastside Elementary School 352-797-7045

#### 2023-28 Strategic Focus Area

Priority 1: Student Success

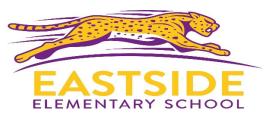
#### **Financial Impact**

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.

Mike Lastra Principal

https://www.hernandoschools.org/ees



Eric Schwartz Assistant Principal

www.facebook.com/EESleopards

27151 Roper Rd. Brooksville, Fl 34602 Phone: 352-797-7045 Fax: 352-797-7145

#### **Executive Summary**

I, Mike Lastra, Principal at Eastside Elementary, on behalf of the Superintendent of Schools, hereby request the Board to approve the out-of-state travel for myself and my assistant principal (Eric Schwartz) to attend the Making Schools Work Conference in Nashville, Tennessee from July 8-12, 2024.

Making Schools Work is a national education conference that has a strong focus on the school improvement process. Teachers, counselors, principals, district administrators, and superintendents from all over the country attend this powerful professional learning experience.

Mr. Schwartz and I submitted a proposal to present about our two-year turnaround at EES at this conference. After a lengthy selection process, our proposal was selected by the conference committee. We are excited to tell our EES story and to share out strategies and lessoned learned at the national level. We just completed the same presentation at the Florida Association of School Administrators and it was one of the highest rated presentations at the conference.

This out-of-state trip will have zero cost to the school district as the Hernando Education Foundation has already approved to cover the travel expenses.

Therefore, I request your approval for out-of-state travel to the Making Schools Work Conference. We look forward to sharing our experience with you and spotlighting the amazing work going on in Hernando County at the national level.

Mike Lastra Principal Eastside Elementary

All 2024 conference events will be held at the Gaylord Opryland Resort & Convention Center in Nashville, Tennessee.

This is a tentative schedule, and it is subject to change as we near the conference date.

**TUESDAY, JULY 9** 

WEDNESDAY, JULY 10 THURSDAY, JULY 11 FRIDAY, JULY 12

### Tuesday, July 9

Time	Event	Location
8:00 a.m. – 5:00 p.m.	Conference Registration Open	Delta BCD Lobby
8:00 a.m. – 11:00 a.m.	MSW Advisory Council Meeting (by invitation)	Delta Island E
8:30 a.m. – 11:30 a.m.	Preconference Workshops – Pre- Registration Required (Lunch Included)	Bayou and Canal rooms, Delta Mezzanine
8:30 a.m. – 11:30 a.m.*	Industry Tours – Some tour times may differ. Check tour schedule. Pre-registration required (Lunch included)	All tours leave from Cascades Lobby
11:00 a.m. – 12:00 p.m.	Pacesetter Award Recipient Team Pictures	Delta Ballroom
12:00 p.m. – 1:00 p.m.	Preconference Workshop, Industry Tour and RAISE Teachers Lunch (please present your ticket)	Presidential CE
12:00 p.m. – 1:00 p.m	Pacesetter Award Recipient and MSW Advisory Council Luncheon (by invitation)	Canal AB

Time	Event	Location
1:15 p.m. – 2:15 p.m.	First-Time Attendee Orientations to Making Schools Work Frameworks (Elementary/Middle/High Schools and Technology Centers)	<ul> <li>Tennessee Ballrooms:</li> <li>Elementary – Room A</li> <li>Middle – Room C</li> <li>High – Room DE</li> <li>Tech Centers – Room B</li> </ul>
2:00 p.m. – 6:00 p.m.	Exhibitor Set-up	Ryman Exhibit Hall
2:30 p.m. – 4:00 p.m.	<ul> <li>General Session:</li> <li>Welcome</li> <li>Pacesetter Awards     Recognition</li> <li>Keynote: Michael Bonner,     "The Perfect Time to Quit"</li> </ul>	Delta Ballroom
4:15 p.m. – 6:15 p.m.	Educational Escape Room Open	Delta Islands B and C
4:15 p.m. – 5:15 p.m.	Concurrent Breakout Sessions #1	Multiple Locations*
5:30 p.m. – 6:30 p.m.	School/District /State Team Debriefing Sessions/SREB Coaching Sessions	Sign up at SREB Headquarters, Delta BCD Lobby

<sup>\*</sup>Locations and session information will be in the app closer to the start of the conference.



All 2024 conference events will be held at the Gaylord Opryland Resort & Convention Center in Nashville, Tennessee.

This is a tentative schedule, and it is subject to change as we near the conference date.

TUESDAY, JULY 9 WEDNESDAY, JULY 10 THURSDAY, JULY 11 FRIDAY, JULY 12

### Wednesday, July 10

Time	Event	Location
7:00 a.m. – 8:00 a.m.	Coffee	Presidential Ballroom CE
7:00 a.m. – 11:30 a.m.	Conference Registration Open	Delta BCD Lobby
8:00 a.m. – 9:15 a.m.	Featured Sessions	Multiple Locations*
8:00 a.m. – 5:00 p.m.	Special Events:	Multiple Locations:
	Escape Room	Delta Islands B and C
	Education Marketplace	Ryman Exhibit Hall
	Exhibitor Presentations	Ryman Exhibit Hall
	Book Signing	Presidential Chamber A
	PBL Playground	Delta Island F
	YouScience Certification	Delta Island D
9:15 a.m. – 9:45 a.m.	Break	Education Marketplace, Ryman Exhibit Hall
9:45 – 10:45 a.m.	Concurrent Breakout Sessions #2	Multiple Locations
11 a.m. – 12:00 p.m.	Concurrent Breakout Sessions #3	Multiple Locations
12:00 p.m. – 1:00 p.m.	Lunch	Ryman Exhibit Hall
12:30 p.m. – 4:30 p.m.	Conference Registration	SREB Headquarters, Delta BCD Lobby
1:15 p.m. – 2:15 p.m.	Concurrent Breakout Sessions #4	Multiple Locations

Time	Event	Location
2:15 p.m. – 2:45 p.m.	Breaks and Prizes	Education Marketplace, Ryman Exhibit Hall
2:45 p.m. – 3:45 p.m.	Concurrent Breakout Sessions #5	Multiple Locations
4:00 p.m. – 5:00 p.m.	Concurrent Breakout Sessions #6	Multiple Locations
5:00 p.m. – 6:00 p.m.	School/District /State Team Debriefing Sessions/SREB Coaching Sessions	Sign up at SREB Headquarters, Delta BCD Lobby

<sup>\*</sup>Locations and session information will be in the app closer to the start of the conference.



All 2024 conference events will be held at the Gaylord Opryland Resort & Convention Center in Nashville, Tennessee.

This is a tentative schedule, and it is subject to change as we near the conference date.

TUESDAY, JULY 9 WEDNESDAY, JULY 10

**THURSDAY, JULY 11** 

FRIDAY, JULY 12

### Thursday, July 11

Time	Event	Location
7:00 a.m. – 8:00 a.m.	Coffee	Presidential Ballroom CE
8:00 a.m. – 12:00 p.m.	Conference Registration	Headquarters, Delta BCD Lobby
8:00 a.m. – 9:00 a.m.	Concurrent Breakout Sessions #7	Multiple Locations*
8:00 a.m. – 2:45 p.m.	Special Events:	Multiple Locations:
	Escape Room	Delta Islands B and C
	Education Marketplace	Ryman Exhibit Hall
	Exhibitor Presentations	Ryman Exhibit Hall
	Book Signing	Presidential Chamber A
	PBL Playground	Delta Island F
	YouScience Certification	Delta Island D
9:15 a.m. – 10:15 a.m.	General Session Keynote: Shannon Buerk, "Connecting the Dots: Creating Both Alignment and Engagement"	Delta Ballroom
10:15 a.m. – 10:45 a.m.	Break	Education Marketplace, Ryman Exhibit Hall
11:00 a.m. – 12:00 p.m.	Concurrent Breakout Sessions #8	Multiple Locations
12:00 p.m. – 1:00 p.m.	Lunch	Ryman Exhibit Hall
1:15 p.m. – 2:15 p.m.	Concurrent Breakout Sessions #9	Multiple Locations

Time	Event	Location
2:15 p.m. – 2:45 p.m.	Break and Prizes	Education Marketplace, Ryman Exhibit Hall
2:45 p.m. – 3:45 p.m.	Concurrent Breakout Sessions #10	Multiple Locations
3:00 p.m. – 6:00 p.m.	Education Marketplace Exhibitor Take Down	Education Marketplace, Ryman Exhibit Hall
4:00 p.m. – 5:00 p.m.	Concurrent Breakout Sessions #11	Multiple Locations
4:45 p.m. – 6:00 p.m.	School/District /State Team Debriefing Sessions/SREB Coaching Sessions	Sign up at SREB Headquarters

<sup>\*</sup>Locations and session information will be in the app closer to the start of the conference.



All 2024 conference events will be held at the Gaylord Opryland Resort & Convention Center in Nashville, Tennessee.

This is a tentative schedule, and it is subject to change as we near the conference date.

TUESDAY, JULY 9 WEDNESDAY, JULY 10 THURSDAY, JULY 11

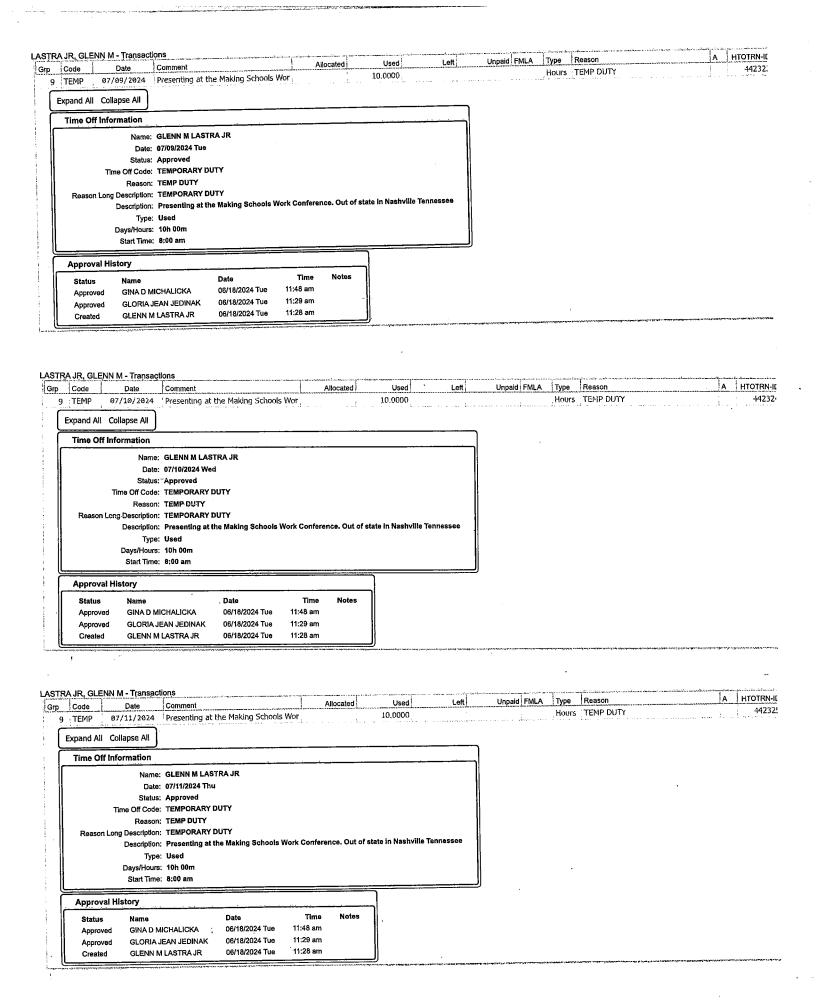
FRIDAY, JULY 12

### Friday, July 12

Time	Location	Event
7:30 a.m. – 8:30 a.m.	Coffee	Presidential Ballroom CE
8:30 a.m. – 9:30 a.m.	Concurrent Sessions #12	Multiple Locations*
8:30 a.m. – 10:30 a.m.	Featured Sessions	Multiple Locations
9:45 a.m. – 10:45 a.m.	Concurrent Sessions #13	Multiple Locations
11:00 a.m.	Conference Closes	

<sup>\*</sup>Locations and session information will be in the app closer to the start of the conference.





)	Code	Date	Comment		Al	located	Used	Left	Unpaid	FMLA	and a second second	Reason	 A	HTOTRN-
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	Time Off	Information							]					
۱		Name	GLENN M LAST	RA JR										
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	Approve	d GINA D M	ICHALICKA	06/18/2024 Tue	11:48 am		H							
ļļ.	Approve	d GLORIA	EAN JEDINAK	06/18/2024 Tue	11:29 am									
Ш	Created	GLENN M	LASTRA JR	06/18/2024 Tue	11:28 am		Į)							

FW: Leave for Making Schools Work Conference

Debbie Vance <vance\_d@hcsb.k12.fl.us>

Tue 6/18/2024 11:24 AM

To:Kelly Pogue <pogue\_k@hcsb.k12.fl.us>

**Debbie Vance** 

Confidential Secretary to Dr. Mike Lastra, Principal

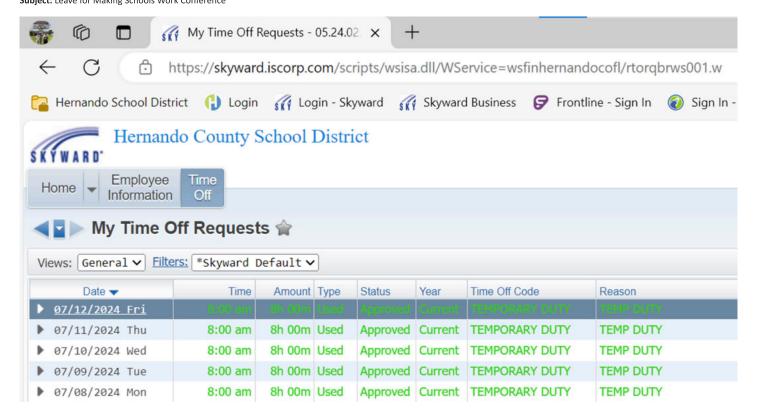
Eastside Elementary School

352-797-7045 - ext. 406



IGNITING THE ENERGY OF EASTSIDE

From: Eric Schwartz <schwartz\_e@hcsb.k12.fl.us>
Sent: Tuesday, June 18, 2024 11:21 AM
To: Debbie Vance <vance\_d@hcsb.k12.fl.us>
Subject: Leave for Making Schools Work Conference



Eric Schwartz Assistant Principal Eastside Elementary 352-797-7045 ext. 402



IMPORTANT NOTICE: All e-mails sent to this address are public record unless specifically exempted by Florida law, and are archived accordingly. The School District does not allow use of School District equipment and e-mail for non-School District business purposes.

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

Original Approved + Amendments - Encumbrances   Available   Request   Balance   Balance	Account Name	_		N	o Financial I	mpac	t					
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<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

Agenda Item # 10. 24-2304

6/25/2024

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

Approve Deposit Account Resolution and New Signature Cards and Authorize the Execution of the Resolution and Signature Cards by the Board Chairperson and the Interim Superintendent and Update Authorized Signers on Four (4) Truist Bank Accounts.

#### **Executive Summary**

The Director of Finance, on behalf of the Superintendent of Schools, hereby requests the Board approve the deposit account resolution and new signature cards and authorize the execution of the resolution and signature cards by the Board Chairperson and the Interim Superintendent and update authorized signers on four (4) Truist Bank accounts.

#### **My Contact**

Joyce McIntyre Director of Finance 352-797-7004

#### 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.

# TRUIST SIGNATURE CARD (FLORIDA)

HERNANDO COUNTY SCHOOL BOARD 919 N. BROAD ST BROOKSVILLE, FL 34601

BROOKSVI	LLE, FL 34601				
ACCOUNT NUM	STATE		ACCOUNT OPENI 03/27/1996		EVISED CARD DATE 2/2024
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lovie	El 472070	IDENTIFICATION			
	Issued By FL ID Number 173079		Expiration Date		
Second Type of ID	Issued By ID Number		Expiration	Date	
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	You must cross out item 2 above if the De has failed to report all interest and dividends			sitor is currently	subject to back withholdin
Form W-9 Instructions.	Instructions to the Form W-9, including definitions	, are available upon reques	st.		
Complete as applic	able - only one beneficiary permitted	if an entity.			
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lease sign beside th	e Printed Name(s) only. If signature line	e does not have a Prir	ted Name, then a signa	ture is not requi	red on that line.
	nue Service does not require your care required to avoid backup withhold		ion of this document	other than the	certifications in the
596000647	HERNANDO COUNTY SCHOOL BOARD				
TIN of Depositor	Printed Name of Depositor	Printed Ray F	inder/Interim Superinter	ndent	DATE
	Ray Pinder				
	INAV FILIUEI				

# TRUIST SIGNATURE CARD ADDENDUM (FLORIDA)

This addendum is made part of the signature card attached herewith for the sole purpose of permitting additional signers thereto.

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Linda Prescott  TIN of Signer Printed Name		DATE
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#### TRUIST SIGNATURE CARD (FLORIDA)

NAME AND ADDRESS OF DEPOSITOR HERNANDO COUNTY SCHOOL BOARD 919 N BROAD ST SPRING HILL, FL 34606 ACCOUNT OPENING DATE | REVISED CARD DATE ACCOUNT NUMBER OWNERSHIP DESIGNATION STATE 2/14/1996 4/22/2024 Approved By E.TORRES/D43740 Opened/Updated By\_\_\_E. Torres 8551371 Branch Location IDENTIFICATION \_\_ ID Number 173079811R113416 \_\_\_ Issued By \_\_FL Type of ID Lexis Expiration Date Second Type of ID\_ \_\_\_\_\_ Expiration Date \_ Issued By ID Number Cell Phone Number (\_\_ Home Phone Number (\_ Work Phone Number (\_ Address as listed on ID IDENTIFICATION \_ Expiration Date \_ \_\_ Issued By \_\_\_ \_\_\_\_ ID Number\_ Date of Birth Second Type of ID — Issued By \_\_\_\_ ID Number\_\_\_ \_\_ Expiration Date \_ Cell Phone Number (\_\_\_\_ \_ Home Phone Number (\_ Address as listed on ID Work Phone Number (\_ Check Appropriate Box for Depositor Individual / Sole Proprietor / single-member LLC C Corporation S Corporation Partnership Trust/Estate Limited Liability Company Enter the tax classification (C = C corporation, S = S corporation, P = P artnership) Note: Check the apprpriate box in line above for the tax classification of the single-member er owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (See Instructions.) STATE Exemptions: See Instructions Exempt Payee code (if any) Exemption from FATCA reporting code (if any) N/A (applies to accounts maintained outside the U.S.) Certification - Under penalities of perjury, I, as authorized agent of the Depositor certify that: The Depositor's correct taxpayer identification number is printed below (or the Depositor is waiting for a number to be issued), and
 The Depositor is not subject to backup withholding because: (a) the Depositor is exempt from backup withholding, or (b) the Depositor has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding, and
 The Depositor is a U.S. citizen or other U.S. person (defined in the instructions); and
 The FATCA codes(s) entered on this form (if any) indicating that the Depositor is exempt from FATCA reporting is correct. Certification Instructions. You must cross out item 2 above if the Depositor has been notified by the IRS that the Depositor is currently subject to back withholding because the Depositor has failed to report all interest and dividends on the Depositor's tax return. Form W-9 Instructions. Instructions to the Form W-9, including definitions, are available upon request. Complete as applicable - only one beneficiary permitted if an entity. Name of Beneficiary: SSN/EIN: Relationship: Address of Beneficiary: ID: SSN/EIN: Name of Beneficiary: Relationship: Address of Beneficiary: ID: SSN/EIN: \_ Name of Beneficiary: Address of Beneficiary: ID: **BUSINESS ACCOUNTS** By my/our signature below, I/We certify that: (1) I/We have received the "Commercial Bank Services Agreement" and the "Business Deposit Accounts Fee Schedule and on behalf of the Depositor agree to the terms of each document; and (2) I/We give consent to verify my/our credit references. Please sign beside the Printed Name(s) only. If signature line does not have a Printed Name, then a signature is not required on that line. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications in the box above which are required to avoid backup withholding. 596000647 HERNANDO COUNTY SCHOOL BOARD TIN of Depositor Printed Name of Depositor DATE Printed Ray Pinder / Interim Superintendent 'Name/Title: Ray Pinder TIN of Signer Printed Name of Signer DATE

# TRUIST SIGNATURE CARD ADDENDUM (FLORIDA)

This addendum is made part of the signature card attached herewith for the sole purpose of permitting additional signers thereto.

ACCOUNT NUMBER	OWNERSHIP DESIGN	ATION	ACCOUNT OPENING DATE 2/14/1996	REVISED CARD DATE
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		IDENTIFICATION		
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ployer		Cell Phone Number	() Home F	Phone Number ()
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ond Type of ID	Issued By ID Numb	er	Expiration Date	
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mplete as applicable - o	nly one beneficiary permi	itted if an entity.		
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ease sign beside the Printe	ed Name(s) only. If signatur	re line does not have a Print	ed Name, then a signature is r	not required on that line.
The Internal Revenue Sei	rvice does not require yo	ur consent to any provisi	on of this document other the	han the certifications in t
oox above wnich are requ	uired to avoid backup with	nnolaing.		
Line	da Prescott			
TIN of Signer	Printed Name			DATE
TIN of Signer	Printed Name			DATE
THE OF SIGNER	Filiteu Name			DATE
TIN of Signer	Printed Name			DATE

# TRUIST SIGNATURE CARD (FLORIDA)

HERNANDO COUNTY SCHOOL BOARD MASTER DISBURSEMENT ACCT 919 N. BROAD ST BROOKSVILLE, FL 34601

	OWNERSHIP DESIGNATION	N   /	ACCOUNT OPENING DATE	REVISED CARD DATE
	STATE		3/27/1996	4/22/2024
Opened/Updated By E.TORRES	A	pproved By E.TORRES/I	D43740 Branch Location	8551271
		IDENTIFICATION		
Type of ID Issue	ed By FL ID Number 1730798	11R113416	Expiration Date	Date of Birth
Second Type of ID	Issued By ID Number		Expiration Date	
Employer		Cell Phone Number (	) Home Pho	ne Number ()
Address as listed on ID			Work Phor	ne Number ()
		IDENTIFICATION		
Гуре of ID Issue	d By ID Number		Expiration Date	Date of Birth
Second Type of ID	Issued By ID Number		Expiration Date	
Employer		Cell Phone Number	() Home Pho	ne Number ()
Address as listed on ID			Work Phor	ne Number ()
Check Appropriate Box for Dep	positor			
Individual / Sole Proprieto	r / single-member LLC C Corpora	_	Partnership Trust/Esta	te Limited Liability Company
Note: Check the apprpriate box	P = C (C = C corporation, $P = C$ ) in line above for the tax classification of	the single-member owner. Do		
that is disregarded from the own	ess the owner of the LLC is another LLC t er should check the appropriate box for the		owner for U.S. federal tax purposes	. Otherwise, a single-member LLC
Other (See Instructions.)  Exemptions: See Instructions I	STATE  Exempt Payee code (if any) Exempt	ion from FATCA reporting co	de (if any) N/A (applies to ac	counts maintained outside the U.
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	expayer identification number is printed ect to backup withholding because: (a)			
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# TRUIST SIGNATURE CARD ADDENDUM (FLORIDA)

This addendum is made part of the signature card attached herewith for the sole purpose of permitting additional signers thereto.

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TRUIST SIGNATURE CARD (FLORIDA) NAME AND ADDRESS OF DEPOSITOR HERNANDO COUNTY SCHOOL BOARD PAYROLL FUND 919 N BROAD ST SPRING HILL, FL 34606 ACCOUNT OPENING DATE | REVISED CARD DATE ACCOUNT NUMBER OWNERSHIP DESIGNATION STATE 01/01/1951 4/22/2024 Approved By E.TORRES/D43740 Opened/Updated By\_\_\_E.Torres Branch Location IDENTIFICATION Type of ID Lexis ID Number 173079811R113416 Issued By FL Expiration Date Second Type of ID\_ \_\_\_\_ Expiration Date \_ Issued By ID Number Cell Phone Number (\_\_ Home Phone Number (\_ Work Phone Number (\_ Address as listed on ID IDENTIFICATION \_ Expiration Date \_ \_\_ Issued By \_\_\_ \_\_\_\_ ID Number\_ Date of Birth Second Type of ID — Issued By \_\_\_\_ ID Number\_\_\_ \_\_ Expiration Date \_ Cell Phone Number (\_\_\_\_ \_ Home Phone Number (\_ Address as listed on ID Work Phone Number (\_ Check Appropriate Box for Depositor Individual / Sole Proprietor / single-member LLC C Corporation S Corporation Partnership Trust/Estate Limited Liability Company Enter the tax classification (C = C corporation, S = S corporation, P = P artnership) Note: Check the apprpriate box in line above for the tax classification of the single-member er owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (See Instructions.) STATE Exemptions: See Instructions Exempt Payee code (if any) Exemption from FATCA reporting code (if any) N/A (applies to accounts maintained outside the U.S.) Certification - Under penalities of perjury, I, as authorized agent of the Depositor certify that: The Depositor's correct taxpayer identification number is printed below (or the Depositor is waiting for a number to be issued), and
 The Depositor is not subject to backup withholding because: (a) the Depositor is exempt from backup withholding, or (b) the Depositor has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding, and
 The Depositor is a U.S. citizen or other U.S. person (defined in the instructions); and
 The FATCA codes(s) entered on this form (if any) indicating that the Depositor is exempt from FATCA reporting is correct. Certification Instructions. You must cross out item 2 above if the Depositor has been notified by the IRS that the Depositor is currently subject to back withholding because the Depositor has failed to report all interest and dividends on the Depositor's tax return. Form W-9 Instructions. Instructions to the Form W-9, including definitions, are available upon request. Complete as applicable - only one beneficiary permitted if an entity. Name of Beneficiary: SSN/EIN: Relationship: Address of Beneficiary: ID: SSN/EIN: Name of Beneficiary: Relationship: Address of Beneficiary: ID: SSN/EIN: Name of Beneficiary: Relationship: Address of Beneficiary: ID: **BUSINESS ACCOUNTS** By my/our signature below, I/We certify that: (1) I/We have received the "Commercial Bank Services Agreement" and the "Business Deposit Accounts Fee Schedule and on behalf of the Depositor agree to the terms of each document; and (2) I/We give consent to verify my/our credit references. Please sign beside the Printed Name(s) only. If signature line does not have a Printed Name, then a signature is not required on that line. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications in the box above which are required to avoid backup withholding. 596000647 HERNANDO COUNTY SCHOOL BOARD TIN of Depositor Printed Name of Depositor DATE Printed Ray Pinder / Interim Superintendent 'Name/Title: RAY PINDER TIN of Signer Printed Name of Signer DATE

# TRUIST SIGNATURE CARD ADDENDUM (FLORIDA)

This addendum is made part of the signature card attached herewith for the sole purpose of permitting additional signers thereto.

ACCOUNT NUMBER	OWNERSHIP DESIGNATE	TION		REVISED CARD DATE 4/22/2024
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The Internal Revenue Se	ervice does not require vous	r consent to any provision	on of this document other	er than the certifications in t
oox above which are req	uired to avoid backup withh	olding.		
Lin	da Prescott			
TIN of Signer	Printed Name	_		DATE
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# TRUIST

# RESOLUTION FOR DEPOSIT ACCOUNT HERNANDO COUNTY SCHOOL BOARD 596000647 TIN Name of Entity Corporation Government Entity Sole Proprietorship General Partnership Unincorporated Association Non-Profit Corporation Limited Liability Company Limited Partnership Other The undersigned, acting in the capacity as corporate secretary or custodian of records for the above-named Entity, organized and existing under the laws of Florida , represents to Truist Bank ("Bank") that I have reviewed the governing documents and relevant records of the Entity and certify that resolutions or requirements similar to those below are adopted by and, are not inconsistent with the governing documents or records of the Entity, and that such resolutions or requirements are current and have not been amended or rescinded. I. That the Bank is designated as a depository institution for the Entity and that by execution and delivery of this Resolution for Deposit Account the Entity will be bound by the Bank's deposit account agreement now existing or as may be amended. Any officer, agent or employee of the Entity is authorized to endorse for deposit any check, drafts or other instruments payable to the Entity, which endorsement may be in writing, by stamp or otherwise, with or without signature of the person so endorsing. II. That any one individual named below (a "Designated Representative") is authorized to open accounts on behalf of the Entity, to close any account or obtain information on any account. Any one Designated Representative may appoint others (an "Authorized Signer") to conduct transactions on an account by authorizing them to sign their name to the signature card. INTERIM Designated Representative (Signature) Printed Name SUPERINTENDENT RAY PINDER LINDA PRESCOTT **CHAIRMAN** III. That the Bank is authorized upon the signature of any one signer on a signature card to honor, pay and charge the account of the Entity, all checks, drafts, or other orders for payment, withdrawal or transfer of money for whatever purpose and to whomever payable. IV. That any one Designated Representative may appoint, remove or replace an Authorized Signer, enter into a night depository agreement, enter into an agreement for cash management services, enter into an agreement for treasury services or products, lease a safe deposit box, enter into an agreement for deposit access devices, enter into an agreement for credit cards, enter into an agreement relating to foreign exchange and obtain online foreign exchange services related thereto, or enter into any other agreements regarding an account of the Entity. FOR BANK USE ONLY Date 06/25/2024 Bank No. 506 State FL Prepared By D43740

Forward to: Centralized Document Scanning Operations M/C 100-99-15-11

RESRES506596000647

Center 8550001



V. That any prior resolutions or requirements have been revoked or are no longer binding, and that this Resolution for Deposit Account applies to all accounts at the Bank and will remain in full force and effect until rescinded, replaced or modified in writing in a form acceptable to the Bank and after the Bank has had a reasonable time to act on such change.

VI. That any transaction by an officer, employee or agent of the Entity prior to the delivery of this Resolution for Deposit Account is hereby ratified and approved.

DATED: 06/25/2024	
SIGNATURE	
Ray Pinder	
PRINTED NAME	

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

Original Approved + Amendments - Encumbrances   Available   Request   Balance   Balance	Account Name	_		N	o Financial I	mpac	t					
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<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

#### Agenda Item # 11. 24-2305

6/25/2024

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

Approve Disclosure Statement and Account Maintenance Form and Authorize the Execution of the Disclosure Statement and Account Maintenance Form by the Board Chairperson and the Interim Superintendent on the Florida Prime Bank Account.

#### **Executive Summary**

The Director of Finance, on behalf of the Superintendent of Schools, hereby requests the Board approve the Florida Prime Disclosure Statement and Account Maintenance Form and Authorize the Execution of the Disclosure Statement and Account Maintenance Form by the Board Chairperson and the Interim Superintendent.

#### My Contact

Joyce McIntyre Director of Finance 352-797-7004

#### 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.

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Email:	prescott I@hcsb.k12.fl.u		Intorine Communications	lant		
Name:	Linda Prescott	Title:	Chairperson			
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4) Bank A	CH Instructions: (Complete if plan	to utilize ACH option)	Check if Change			
Benefician	y Information:		Beneficiary Account:			
	Bank Address:		_			
	Bank Name:					Fed Bank)
	**Complete this section below ONLY if	your bank is not on-line v		and utilizes a correspo	ondent bank fo	or wires**
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· ·	/IRING Instructions:	Спапуе	ABA/Routing Number:	061000104		
Banking In		Change				
	ount Name:		Phone:	352-797-7004		352-797-7104
	pant Name: Hernando County Sch	ool Board		Brooksville, FL 34601		250 707 7101
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Agency	Account  Change Existing Acct	(please check one)	•	919 North Broad St		
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# Disclosure Statement For Participation in the Local Government Surplus Funds Trust Fund (Florida PRIME)

This Disclosure Statement (the "Statement") is made and entered into by and between the State Board of Administration of Florida (the "SBA") and Hernando County School Board (the "Participant").

WHEREAS, Chapter 218.405, Florida Statutes, creates a public funds investment pool to which any local government of the State of Florida may delegate, by Authorizing Resolution, the authority to hold legal title as custodian and to make investments purchased with local surplus funds;

WHEREAS, the SBA is authorized pursuant to Chapter 218.409, Florida Statutes to receive, transfer, and disburse surplus money and securities belonging to "units of local governments" of the state (as defined herein);

WHEREAS, the Local Government Surplus Funds Trust Fund (Florida PRIME) is a public funds investment pool, which funds are invested in certain eligible investments as more fully described in the enrollment materials;

WHEREAS, the SBA is authorized pursuant to Section 215.44, Florida Statutes to invest the funds of state agencies, state universities and colleges and direct support organizations of any of the foregoing in Florida PRIME;

WHEREAS, the Participant has determined that it is authorized to invest in Florida PRIME created under the Florida Statutes and has adopted the required Authorizing Resolution to permit the SBA to invest and reinvest funds of the Participant in Florida PRIME;

WHEREAS, the Participant acknowledges that the SBA is not responsible for independently verifying the Participant's authority to invest under the statutes;

WHEREAS, the Participant acknowledges that the performance of Florida PRIME is not guaranteed by the State of Florida, the SBA or any other governmental entities; and

NOW THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree with each other as follows:

The Disclosure Statement. The Participant must execute this Disclosure Statement, an Authorizing Resolution and a completed Participant Account Maintenance Form designating person(s) to serve as Authorized Representatives of the Participant before depositing any funds into Florida PRIME.

Acknowledgement of Disclosure. The following signatory is a duly appointed, acting, and qualified officer of the Participant, who, in the capacity set forth above is authorized to execute this Statement. Further the Participant hereby acknowledges receipt and review of these enrollment materials which includes the New Participant Enrollment Guide, Authorizing Resolution, this Disclosure Statement, Florida PRIME Investment Policy Statement, applicable Rules, and other historical financial information also posted on the Florida PRIME website. At the SBA's discretion, modifications to these documents may be posted on the Florida PRIME website. The Participant will have up to 45 days to withdraw their funds from the Florida PRIME or the modifications will be deemed accepted by the Participant.

# PARTICIPANT NAME: Chairperson SIGNATURE: Linda Prescott PRINTED NAME: EMAIL: Page 2 of 2

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

Original Approved + Amendments - Encumbrances   Available   Request   Balance   Balance	Account Name	_		N	o Financial I	mpac	t					
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<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

Agenda Item # 12, 24-2370

6/25/2024

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

Approve the Deletion of Missing Property from District Inventory Records.

#### **Executive Summary**

The Manager of Warehouse, Property Control, Printing, and Student Records and the Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby requests the Board approval to remove the items from district fixed asset records. Under Hernando County School Board Policy 7450 and Florida Statute 274.02, attached is a list of items for deletion. Individual cost centers and the property department have made continuous efforts to locate missing inventory. Per Hernando County School Board Policy 7300, any tangible personal property found missing at a cost center during the school year needs to immediately be reported to law enforcement and the appropriate district departments by the property custodian. This is part of an ongoing initiative to expedite, control, and to conduct a more accurate inventory system districtwide.

#### My Contact

Genele Firlik, Manager of Warehouse, Property Control, Printing and Records 352-797-7061

Christopher Reckner, Director of Purchasing and Warehousing 352-797-7060

#### 2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

#### **Financial Impact**

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.

LOCATION	PROP#	DESCRIPTION	AQRD DATE	AQRD PRICE	<b>CURRENT VALUE</b>
0051	05067800	SUPREME BASS	09/11/03	\$1,048.00	\$0.00
0051	05240900	TUBA W/CASE	09/23/04	\$1,275.00	\$0.00
0051	05989100	JUPITER BASS TROMBONE	08/28/08	\$1,391.00	\$0.00
0051	05018300	SILVER TUBA	06/01/03	\$2,430.00	\$0.00
0051	05021300	TENOR SAXPHONE	06/01/03	\$1,236.00	\$0.00
0051	05022800	BASS CLARINET	06/30/03	\$3,906.00	\$0.00
0051	05099200	SOLVENT BASE MAT	02/26/04	\$8,217.00	\$0.00
0051	06068800	SOUSAPHONE	05/21/09	\$4,220.00	\$0.00
0051	06068700	TUBA	05/21/09	\$5,060.00	\$0.00
0051	06235200	BASS CLARINET	11/15/11	\$3,095.00	\$0.00
0051	06235300	T-BONE BASS	11/15/11	\$2,109.00	\$0.00
0051	06235400	BASS FLUTE	11/15/11	\$1,885.00	\$0.00
0051	06235500	VIBES	11/15/11	\$3,768.00	\$0.00
0051	06244200	TRUMPET	08/25/11	\$1,039.00	\$0.00
0052	05030100	EPSON POWERLITE	06/30/03	\$1,260.00	\$0.00
0052	05178400	HP PROJECTOR	02/12/04	\$1,099.00	\$0.00
0052	05178600	HP PROJECTOR	02/12/04	\$1,099.00	\$0.00
0052	04399100	LAWN VACUMN	10/14/99	\$1,575.05	\$0.00
0052	05828700	COMPLETE C-STAND	09/20/07	\$1,999.00	\$0.00
0052	06120100	ENO BOARD	04/29/10	\$1,129.00	\$0.00
0052	04546400	LAMINATING MACHINE	08/31/00	\$1,548.00	\$0.00
0161	06395600	12 PAN STAND	07/12/16	\$1,317.00	\$757.27
0161	06777800	STAINLESS STEEL CASHIER STAND	07/01/17	\$6,733.76	\$4,545.28
0161	06983100	SMART CARE CARPET VACUUM	05/08/18	\$3,532.50	\$2,312.95
0161	06906600	HP SWITCH	12/22/17	\$3,519.08	\$1,524.93
0161	07405100	ANYWHERE CARE CART	05/15/19	\$1,033.00	\$886.66
0171	06033300	DIGITAL CLASSROOM SYSTEM	12/04/08	\$3,328.00	\$0.00
0171	06033500	DIGITAL CLASSROOM SYSTEM	12/04/08	\$3,328.00	\$0.00
0171	06033600	DIGITAL CLASSROOM SYSTEM	12/04/08	\$3,328.00	\$0.00
0171	06033700	DIGITAL CLASSROOM SYSTEM	12/04/08	\$3,328.00	\$0.00
0171	06034000	DIGITAL CLASSROOM SYSTEM	12/04/08	\$3,328.00	\$0.00
0171	06034100	DIGITAL CLASSROOM SYSTEM	12/04/08	\$3,328.00	\$0.00
0171	05942000	TANDBERG	02/28/08	\$10,948.78	\$0.00
0171	05533000	BAR CODE SCANNER	09/21/05	\$1,489.95	\$0.00
0171	05589600	PILE BRUSH VACUUM	12/15/05	\$1,459.00	\$0.00
0171	04501700	STORAGE CABINET	10/12/00	\$1,150.00	\$0.00

0202	05295800	FOX OBOE	01/13/05	\$2,419.00	\$0.00
0202	05296100	TENOR SAXPHONE	01/13/05	\$1,007.00	\$0.00
0202	05179800	HP PROJECTOR	02/26/04	\$1,099.00	\$0.00
0202	05295500	ALTO SAXPHONE	01/13/05	\$1,136.00	\$0.00
0202	04573600	COMPUTER CABINET	12/14/00	\$1,812.42	\$0.00
0202	04755800	NETWORK ROUTER	05/02/02	\$15,500.78	\$0.00
0202	04780100	THINKPAD COMPUTER	05/30/02	\$1,562.35	\$0.00
0202	04900600	MULTIMEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0202	04900700	MULTIMEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0202	04900900	MULTIMEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0202	04901000	MULTIMEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0202	04258100	BAR CODE SCANNER	02/11/99	\$1,309.25	\$0.00
0202	04321000	DESK UNIT	06/30/99	\$1,585.15	\$0.00
0202	06262300	DELL LAPTOP	10/13/11	\$1,221.50	\$0.00
0202	06238300	DELL SERVER	06/30/11	\$5,131.02	\$0.00
0202	04099300	BARITONE SAXOPHONE	02/19/98	\$2,544.00	\$0.00
0202	05295800	FOX OBOE	01/13/05	\$2,419.00	\$0.00
0202	06091000	ALTO SAXPHONE	02/18/10	\$1,388.00	\$0.00
0202	05296100	TENOR SAXPHONE	01/13/05	\$1,007.00	\$0.00
0202	05071000	DEPRESSIBLE BOOK TRUCK	03/18/04	\$1,295.21	\$0.00
0202	05098700	FLEXXIBLE FURNITURE WALL	02/26/04	\$1,215.00	\$0.00
0202	05098800	FLEXXIBLE FURNITURE WALL	02/26/04	\$1,215.00	\$0.00
0202	04573600	CABINET STATION	12/14/00	\$1,812.42	\$0.00
0202	04755800	ATM ROUTER	05/02/02	\$15,500.78	\$0.00
0202	04217000	HOT FOOD CART	12/10/98	\$2,257.00	\$0.00
0202	04258100	BAR CODE SCANNER	02/11/99	\$1,309.25	\$0.00
0202	04321000	DESK UNIT	06/30/99	\$1,585.15	\$0.00
0202	06038300	PERCUSSION CABINET	03/09/09	\$1,495.00	\$0.00
0202	04099300	BARITONE SAXOPHONE	02/19/98	\$2,544.00	\$0.00
0202	06091000	ALTO SAXPHONE	02/18/10	\$1,388.00	\$0.00
0202	05098700	FLEXXIBLE FURNITURE	02/26/04	\$1,215.00	\$0.00
0202	05098800	FLEXXIBLE FURNITURE	02/26/04	\$1,215.00	\$0.00
0231	06059900	MILK COOLER	03/01/09	\$4,627.00	\$0.00
0231	06060000	MILK COOLER	03/01/09	\$4,627.00	\$0.00
0231	06072400	DIGITAL CLASSROOM SYSTEM	06/15/09	\$3,589.00	\$0.00
0241	03140806	VIDEO EDITING MACHINE	11/30/94	\$1,219.00	\$0.00
0241	03140807	VIDEO EDITING MACHINE	11/30/94	\$1,219.00	\$0.00
0241	04128200	SEWING MACHINE	03/11/98	\$2,091.38	\$0.00

0251	04899300	MULTI-MEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0251	06252600	DELL LAPTOP	10/13/11	\$1,221.50	\$0.00
0251	03433600	COMPUTER	09/25/96	\$1,588.00	\$0.00
0251	04636400	DATA ROUTING SWITCH	04/26/01	\$1,002.00	\$0.00
0251	05813200	EPSON POWERLITE	08/09/07	\$1,040.01	\$0.00
0251	05977100	INTERACTIVE SMART BOARD	05/22/08	\$1,194.00	\$0.00
0251	05977200	INTERACTIVE SMART BOARD	05/22/08	\$1,194.00	\$0.00
0251	02584100	APPLE CPU	09/27/89	\$1,348.94	\$0.00
0251	02596900	GRAND PIANO	08/16/89	\$14,776.00	\$0.00
0251	03160900	AMPLIFIER	03/01/95	\$1,272.00	\$0.00
0251	03227500	MICROSCOPE CAMERA	01/11/95	\$1,613.65	\$0.00
0251	04121700	ELECTRONIC PIANO	02/12/98	\$2,999.00	\$0.00
0251	04876000	INTEL LAPTOP	02/06/03	\$1,077.83	\$0.00
0251	04876700	INTEL LAPTOP	02/06/03	\$1,077.83	\$0.00
0251	04877000	INTEL LAPTOP	02/06/03	\$1,077.83	\$0.00
0251	04899200	MULTI-MEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0251	04899400	MULTI-MEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0251	04899500	MULTI-MEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0251	04899700	MULTI-MEDIA PROJECTOR	03/06/03	\$1,550.00	\$0.00
0251	05070600	IBM SERVER	08/21/03	\$3,068.00	\$0.00
0251	05081400	EPSON POWERLITE	10/18/03	\$1,466.71	\$0.00
0251	05081600	EPSON POWERLITE	10/18/03	\$1,466.71	\$0.00
0251	05097300	HP LASERJET	12/04/03	\$1,731.45	\$0.00
0251	04422600	IBM CPU	05/11/00	\$1,505.61	\$0.00
0251	04423600	IBM CPU	05/11/00	\$1,505.61	\$0.00
0251	05692800	LAPTOP	12/01/06	\$1,060.00	\$0.00
0251	05692900	LAPTOP	12/01/06	\$1,060.00	\$0.00
0251	05693100	LAPTOP	12/01/06	\$1,060.00	\$0.00
0251	05693200	LAPTOP	12/01/06	\$1,060.00	\$0.00
0251	06229100	POLYVISION ENO BOARD	03/24/11	\$1,479.00	\$0.00
0251	06085900	BASS CLARINET	12/17/09	\$1,464.00	\$0.00
0253	05176600	IOMEGA NETWORK STORAGE	01/22/04	\$2,635.00	\$0.00
0253	04516200	VIDEO MIXER	12/07/00	\$1,560.00	\$0.00
0253	04817900	SINGLE RAIL SYSTEM	06/30/02	\$6,023.00	\$0.00
0253	03213300	TOTE/TRAY CABINET	07/19/95	\$1,307.17	\$0.00
0253	04146500	MINI FISH FARM	04/29/98	\$1,495.00	\$0.00
0271	07121900	ZSPACE ALL-IN-ONE SYSTEM	07/25/18	\$3,460.21	\$1,903.12
0271	07109800	ZSPACE ALL-IN-ONE SYSTEM	07/25/18	\$2,785.50	\$1,532.02

0271	07121800	ZSPACE ALL-IN-ONE SYSTEM	07/25/18	\$3,460.21	\$1,903.12
0271	07138700	PROMETHEAN ACTIVPANEL	09/27/18	\$3,993.11	\$2,804.69
0351	04928500	COMPUTER TABLE	08/14/03	\$1,195.58	\$0.00
0351	04912300	ROUTING SWITCH	04/16/03	\$1,003.19	\$0.00
0351	05082400	CISCO CATALYST	10/23/03	\$1,395.00	\$0.00
0351	04994600	MULTI-MEDIA PROJECTOR	06/05/03	\$1,349.29	\$0.00
0351	04994700	MULTI-MEDIA PROJECTOR	06/05/03	\$1,349.29	\$0.00
0351	04995300	MULTI-MEDIA PROJECTOR	06/05/03	\$1,349.29	\$0.00
0351	04996400	MULTI-MEDIA PROJECTOR	06/05/03	\$1,349.29	\$0.00
0351	04996500	MULTI-MEDIA PROJECTOR	06/05/03	\$1,349.29	\$0.00
0351	04997300	MULTI-MEDIA PROJECTOR	06/05/03	\$2,823.82	\$0.00
0351	05759300	SMART UPS BATTERY BACKUP	02/09/07	\$1,110.00	\$0.00
0351	03110000	PLOTTER	01/19/95	\$2,334.35	\$0.00
0351	04234300	COMPUTER	12/10/98	\$1,622.22	\$0.00
0351	04903800	COMPUTER	03/13/03	\$1,844.00	\$0.00
0351	05028000	LEXMARK PRINTER	06/26/03	\$1,970.67	\$0.00
0351	05394300	IBM SERVER	01/06/05	\$2,032.26	\$0.00
0351	05561200	POWER MAC	01/05/06	\$3,288.00	\$0.00
0351	05691100	POSTER PRINTER	12/20/06	\$5,995.00	\$0.00
0351	04946400	COMPUTER	06/26/03	\$1,461.61	\$0.00
0351	05872500	ROUTING SWITCH	10/04/07	\$1,195.00	\$0.00
0351	06022800	CPU FILESERVER	9/1108	\$2,694.00	\$0.00
0351	06032700	CPU FILESERVER	10/23/08	\$3,218.86	\$0.00
0351	06038600	CPU FILESERVER	05/21/09	\$2,883.48	\$0.00
0351	04905000	LAPTOP	02/27/03	\$1,390.00	\$0.00
0351	04910100	ROUTING SWITCH	04/16/03	\$1,603.19	\$0.00
0351	04910300	ROUTING SWITCH	04/16/03	\$1,603.19	\$0.00
0351	05076400	LAPTOP	09/11/03	\$1,015.00	\$0.00
0351	05082200	CISCO CATALYST	10/23/03	\$1,395.00	\$0.00
0351	05082300	CISCO CATALYST	10/23/03	\$1,395.00	\$0.00
0351	05094500	PRINTER	01/29/03	\$1,695.00	\$0.00
0351	05269000	LAPTOP	05/04/04	\$1,444.23	\$0.00
0351	04546100	PRINTER	09/28/00	\$2,807.20	\$0.00
0351	04818700	LAPTOP	08/15/02	\$1,815.00	\$0.00
0351	04837200	PROJECTOR	08/15/02	\$2,325.00	\$0.00
0351	05726500	PRINTER	01/18/07	\$1,399.99	\$0.00
0371	05493600	WORK BENCH	01/05/06	\$1,025.20	\$0.00
0371	05509300	ROUND TABLE TOP	01/19/06	\$1,437.24	\$0.00

0371	05580600	ULTRATRAC	04/20/06	\$2,695.00	\$0.00
0371	06028000	SHELF DRAWER CABINET	12/04/08	\$1,218.24	\$0.00
0371	06028100	SHELF DRAWER CABINET	12/04/08	\$1,218.24	\$0.00
0371	06028200	SHELF DRAWER CABINET	12/04/08	\$1,218.24	\$0.00
0371	06028300	SHELF DRAWER CABINET	12/04/08	\$1,218.24	\$0.00
0371	05939500	ECOLINER PAINT MACHINE	02/14/08	\$1,488.58	\$231.56
0371	05425200	MAICO ULTRA PORTABLE AUDIOMETER	04/18/05	\$1,282.43	\$0.00
0371	05488200	MOBILE WOOD PICTURE BOOK	03/09/06	\$2,154.06	\$0.00
0371	05488300	MOBILE WOOD PICTURE BOOK	03/09/06	\$2,154.06	\$0.00
0371	05488500	MOBILE WOOD PICTURE BOOK	03/09/06	\$2,154.06	\$0.00
0371	05488600	MOBILE WOOD PICTURE BOOK	03/09/06	\$2,154.06	\$0.00
0371	05491000	SHELVING CONNER	03/09/06	\$1,443.00	\$0.00
0371	05493800	DRAWING TABLE	01/05/06	\$1,035.98	\$0.00
0371	05507700	LOVESEAT	01/19/06	\$1,569.12	\$0.00
0371	05508200	WORKBENCH LOCKER	01/19/06	\$1,983.14	\$99.16
0371	05509200	ROUND TABLE TOP	01/19/06	\$1,437.24	\$0.00
0371	05510200	PPOCORN MAKER	01/19/06	\$1,627.89	\$0.00
0371	05510400	STEREO CABINET	01/19/06	\$1,980.00	\$0.00
0371	05510800	SURROUND STAGE PANELS	01/19/06	\$2,398.50	\$0.00
0371	05510900	SURROUND STAGE PANELS	01/19/06	\$2,398.50	\$0.00
0371	05511000	SURROUND STAGE PANELS	01/19/06	\$2,398.50	\$0.00
0371	05511100	SURROUND STAGE PANELS	01/19/06	\$2,398.50	\$0.00
0371	05527100	TUNING DOLLIES	09/08/05	\$3,450.00	\$0.00
0371	05530200	BRENTFORD CART	09/01/05	\$1,416.33	\$0.00
0371	05536000	FOOD PROCESSOR	06/30/05	\$2,205.40	\$0.00
0371	05579200	CAFÉ TABLE	03/09/06	\$1,106.84	\$0.00
0371	05631700	ROUND TABLE	06/02/06	\$1,106.84	\$0.00
0371	05631800	ROUND TABLE	06/02/06	\$1,106.84	\$0.00
0371	05631900	ROUND TABLE	06/02/06	\$1,106.84	\$0.00
0371	05632000	DELUXE ART PANEL	06/02/06	\$1,641.09	\$0.00
0371	05647700	LOVESEAT	06/03/06	\$1,109.47	\$0.00
0371	05934000	TUTINAUER AUTOCLAVE	02/07/08	\$1,595.00	\$0.00
0371	05507600	LOVESEAT	01/19/06	\$1,569.12	\$0.00
0371	05507800	GUEST CHAIR	01/19/06	\$1,109.47	\$0.00
0371	05509200	ROUND TABLETOP	01/19/06	\$1,437.24	\$0.00
0371	05510000	KILN	01/19/06	\$2,221.20	\$0.00
0371	05510800	STAGE SURROUND PANELS	01/19/06	\$2,398.50	\$0.00
0371	05510900	STAGE SURROUND PANELS	01/19/06	\$2,398.50	\$0.00

0371	05511000	STAGE SURROUND PANELS	01/19/06	\$2,398.50	\$0.00
0371	05511100	STAGE SURROUND PANELS	01/19/06	\$2,398.50	\$0.00
0371	05512900	POWERHEART AED	06/30/05	\$1,394.00	\$0.00
0371	05578800	FIRE SAFE FILE CABINET	03/09/06	\$3,071.35	\$0.00
0371	05578900	FIRE SAFE FILE CABINET	03/09/06	\$3,071.35	\$0.00
0371	05579000	FIRE SAFE FILE CABINET	03/09/06	\$3,071.35	\$0.00
0371	05579100	FIRE SAFE FILE CABINET	03/09/06	\$3,071.35	\$0.00
0371	05631500	ROTATION SUN CHAIR	06/02/06	\$1,569.12	\$0.00
0371	05631600	ROTATION SUN CHAIR	06/02/06	\$1,569.12	\$0.00
0371	05647500	LOVESEAT	06/03/06	\$1,109.47	\$0.00
0371	05647600	LOVESEAT	06/03/06	\$1,109.47	\$0.00
0371	06082800	5 MAN OKLAHOMA CHUTE	08/15/09	\$1,663.55	\$0.00
0371	06125400	FIRE SAFE FILE CABINET	06/30/10	\$1,806.69	\$0.00
0371	07070800	WINDSCREEN	03/21/18	\$1,188.00	\$881.10
0371	07307300	POS REGISTER	04/17/19	\$1,104.00	\$867.42
0381	06012600	MARCHING TOMS	10/02/08	\$1,463.00	\$0.00
0381	06012900	BASS CLARINET	8/13/08	\$1,123.00	\$0.00
0381	06013000	BASS CLARINET	8/13/08	\$1,123.00	\$0.00
0381	06013100	ALTO CLARINETS	8/13/08	\$2,026.50	\$0.00
0381	06013200	BARITONE SAXOPHONE	08/13/08	\$2,412.50	\$0.00
0381	06013300	BASSOON FOX	08/28/08	\$3,432.00	\$0.00
0381	06013400	BASSOON FOX	08/28/08	\$3,432.00	\$0.00
0381	06014100	TUBA	01/29/09	\$2,670.00	\$0.00
0381	06011500	ACOUSTIC GUITAR	06/18/08	\$1,299.99	\$0.00
0381	06011600	ACOUSTIC GUITAR	06/18/08	\$1,199.99	\$0.00
0381	06012500	ROSS CHIMES	10/02/08	\$2,964.00	\$0.00
0381	04098300	TUBA	02/19/98	\$1,965.00	\$0.00
0381	06283000	SUPINE BOARD	07/25/12	\$2,992.50	\$0.00
0381	06090800	CARPET EXTRACTOR	09/11/09	\$3,432.61	\$0.00
0381	06237100	FLOOR SCRUBBER	06/01/11	\$1,199.00	\$0.00
0392	06240900	WALK-IN FREEZER COOLER	06/01/11	\$39,739.20	\$0.00
0392	06244400	VHF REPEATER	11/15/11	\$1,750.00	\$0.00
0392	06251600	PROJECTOR	10/14/11	\$1,687.50	\$0.00
0392	06278700	12 STRING GRAND	10/15/12	\$1,706.30	\$0.00
9005	05857900	TECH/SPEAK DEVICE	08/23/07	\$1,043.00	\$0.00
9005	05858000	TECH/SPEAK DEVICE	08/23/07	\$1,043.00	\$0.00
9005	04436000	DYNAMIC STANDER	02/17/00	\$1,525.00	\$0.00
9005	04612200	TUFFY SHED	01/08/01	\$2,864.40	\$0.00

9005	04794300	MULTI-MEDIA PROJECTOR	06/13/02	\$1,979.00	\$0.00
9005	02751100	MOBILE STANDER	02/27/91	\$1,216.94	\$0.00
9005	02887900	MOBILE STANDER	01/19/93	\$1,000.00	\$0.00
9005	03030500	WHEELCHAIR	06/29/94	\$1,032.22	\$0.00
9005	04324900	DYNAMIC STANDER	06/30/99	\$1,495.00	\$0.00
9005	06315000	HOSPITAL BED	11/14/12	\$1,100.00	\$0.00
9220	06283900	HP PLATINUM SOFWARE	06/28/12	\$14,239.47	\$0.00
9220	06292400	ACAD LVO STONEWARE SOFTWARE	06/28/12	\$143,662.60	\$0.00
9220	06272100	BRETFORD LAPTOP CART	10/27/11	\$1,003.00	\$150.45
9410	04206900	OFFICE MODULAR SYSTEM	04/15/99	\$3,297.19	\$0.00
9410	04231900	OFFICE MODULAR SYSTEM	12/10/98	\$27,194.08	\$0.00
9410	04563400	QUAD FURNITURE SYSTEM	12/20/00	\$10,791.39	\$0.00
9600	05503100	INTERFACE CABLE TO CONENCT LAPTOP	06/16/05	\$1,120.00	\$0.00
9600	05285100	IBM LAPTOP	07/15/04	\$1,457.69	\$0.00
9600	04793300	COMPUTER UNIT	05/23/02	\$1,041.00	\$0.00
9600	03095200	OIL PUMP	11/16/94	\$1,002.72	\$0.00
9910	05412400	CLASSROOM U-SHAPED WORK CENTER	06/09/05	\$1,650.00	\$0.00
			CURRENT VALUE TO	TAL TO REMOV	E: \$20,399.73

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

(For Donations, use Section B)

_										
				_						
	Fund		Function		Object		Cost Center		Project	Sub Projec
	Budget		Expenditures /		Current		Present		Remaining	
+	Amendments	-	Encumbrances To Date	=	Available Budget	-	Request	=	Balance Available	
\$		\$		\$		\$		\$		
_	Fund		Function	_	Object		Cost Center		Project	Sub Projec
	Budget		Expenditures /		Current		Present		Remaining	
+	Amendments	-	Encumbrances To Date	=	Available Budget	-	Request	=	Balance Available	
	- \$	+ Amendments - \$ Fund Budget + Amendments	Budget + Amendments \$ \$  Fund  Budget + Amendments -	Budget Expenditures / Encumbrances To Date  \$  Fund Fund Function  Budget Amendments - Expenditures / Encumbrances  To Date	Budget	Budget	Budget	Budget	Budget	Budget Amendments - Expenditures / Current Available - Request = Balance Available  \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

B. Item Currently Not Budget Funding Source	ted -**								
Account Name	General Fun	General Fund Loss on Disposal of Assets							
Account Number	1100e	7700 Function	8100 Object	9006 Cost Center	40100 Project	Sub Project			
Amount \$	(20,399.73)	randadii	05/001	OSSI OSINOI	1 10,000	oub i rojoci			
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:	Ø. O	
	Prior Vear Approved Budget	s(22

Prior Year Approved Budget: \$(22,956.14)Prior Year Actual Spent: \$(22,956.14)

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

### Agenda Item # 13. 24-2389

6/25/2024

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

Approve Ordinary Expenditures Between July 1 and the Date the Tentative Budget is Adopted

#### **Executive Summary**

The Director of Finance, on behalf of the Superintendent of Schools, hereby requests the Board approve ordinary expenditures between July 1 and the date the tentative budget is adopted.

In accordance with Section 1011.08, Florida Statutes, school boards are authorized to approve ordinary expenditures for the period of July 1 to the date the tentative budget becomes official.

Approval is requested to expend funds until the tentative budget is approved on July 30, 2024. These expenditures are required to continue the ongoing operations of the school system and should continue until such time as the school board approves the final budget on September 10, 2024, for the 2024-2025 fiscal year.

Expenditures will include salaries, utilities, materials, supplies, equipment, and other expenditures necessary to maintain a smooth, orderly, and uninterrupted operation of all schools and departments.

#### **My Contact**

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

#### 2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

#### **Financial Impact**

No Financial Impact

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

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

(For Donations, use Section B)

Account Name	_		No Financial Ir	npact			
Account Number	_	E.v. d	Function	Ohioat	- Cont Conton	Ducient	Orth Dunion
		Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
	\$		\$	\$	\$	\$	
Account Name	_						
Account Number	_	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
	\$		\$	\$	\$	\$	
Funding Source	dgeted -*	**					
	dgeted -'	** Fund	Function	Object	Cost Center	Project	Sub Project
Funding Source Account Name	- - -			Object	Cost Center	- Project	Sub Project
Funding Source Account Name Account Number	- - -	Fund		Object	Cost Center	Project	Sub Project
Funding Source Account Name Account Number Amount	- - -	Fund		Object	Cost Center	Project	Sub Projec
Funding Source Account Name Account Number Amount Funding Source	- - -	Fund		Object	Cost Center  Cost Center	Project Project	
Funding Source Account Name Account Number Amount Funding Source Account Name	\$ 	Fund	- Function				
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount	\$ 	Fund	- Function				
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount	\$ S	Fund	- Function				
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount  History Check one: Prior Year Budget:	\$ S	Fund	- Function				Sub Project

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

#### Agenda Item # 14. 24-2393

6/25/2024

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

Approval of out of state travel for Jill Renihan to attend the 2024 Campus Safety Conference in Atlanta, Georgia, scheduled for July 8-10, 2024.

#### **Executive Summary**

The Executive Director of Business Services and Operations, on behalf of the Superintendent of Schools, hereby requests the Board approve the out of state travel for Jill Renihan to attend the 2024 Campus Safety Conference in Atlanta, Georgia, scheduled for July 8-10, 2024, for an estimated cost of \$1,200.00

#### My Contact

Jill Renihan
Executive Director of Business Services and Operations
352-797-7000 ext. 402

#### 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.

#### RENIHAN, JILL D - Transactions

#### RENIHAN, JILL D - Transactions

Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	FMLA	Туре	Reason	Α	HTOTRN-IE
9	TEMP	07/08/2024	Attend Campus Safety Conference in I		8.0000				Hours	TEMP DUTY		441735

Expand All Collapse All

Time Off Information

Name: JILL D RENIHAN
Date: 07/08/2024 Mon
Status: Approved
Time Off Code: TEMPORARY DUTY

Reason: **TEMP DUTY**Reason Long Description: **TEMPORARY DUTY** 

Description: Attend Campus Safety Conference in Atlanta, GA

Type: Used
Days/Hours: 8h 00m
Start Time: 8:00 am

Approval History

 Status
 Name
 Date
 Time
 Notes

 Approved
 RAY J PINDER
 06/11/2024 Tue
 9:53 am

 Created
 JILL D RENIHAN
 05/28/2024 Tue
 6:43 pm

#### RENIHAN, JILL D - Transactions

#### RENIHAN, JILL D - Transactions

Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	FMLA	Туре	Reason	Α	HTOTRN-IE
9	TEMP	07/09/2024	Attend Campus Safety Conference in A		8.0000				Hours	TEMP DUTY		441736

Expand All Collapse All

Time Off Information

Name: JILL D RENIHAN
Date: 07/09/2024 Tue
Status: Approved
Time Off Code: TEMPORARY DUTY

Reason: TEMP DUTY
Reason Long Description: TEMPORARY DUTY

Description: Attend Campus Safety Conference in Atlanta, GA

Type: Used
Days/Hours: 8h 00m
Start Time: 8:00 am

Approval History

 Status
 Name
 Date
 Time
 Notes

 Approved
 RAY J PINDER
 06/11/2024 Tue
 9:53 am

 Created
 JILL D RENIHAN
 05/28/2024 Tue
 6:43 pm

#### RENIHAN, JILL D - Transactions

#### RENIHAN, JILL D - Transactions

SEMI IAM, SILE D - Hallsactions												
Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	FMLA	Туре	Reason	Α	HTOTRN-IE
9	TEMP	07/10/2024	Attend Campus Safety Conference in F		8.0000				Hours	TEMP DUTY		441737

Expand All Collapse All

Time Off Information

Name: JILL D RENIHAN
Date: 07/10/2024 Wed
Status: Approved
Time Off Code: TEMPORARY DUTY

Reason: TEMP DUTY
Reason Long Description: TEMPORARY DUTY

Description: Attend Campus Safety Conference in Atlanta, GA

Type: Used
Days/Hours: 8h 00m
Start Time: 8:00 am

Approval History

 Status
 Name
 Date
 Time
 Notes

 Approved
 RAY J PINDER
 06/11/2024 Tue
 9:53 am

 Created
 JILL D RENIHAN
 05/28/2024 Tue
 6:43 pm



# Campus Safety CONFERENCE 2024

JULY 8-10, 2024 | ATLANTA, GA.



\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\*

Reg ID: 200357 Jill Renihan Hernando County School District 919 N Broad Street Brooksville, FL 34601

Thank you for registering for Campus Safety Conference 2024 taking place on July 8-10, 2024, in Atlanta, GA. <u>Click here</u> to share with your network that you will be attending #CSC24.

For event details please visit www.CampusSafetyConference.com.

Click here to view or modify your registration.

# Registration Details

#### Jill Renihan

Registration Type: Conference Attendee, Finals Rate

Description	ltem Total
Registration (Qty: 1)	\$0.00
Workshop: Effective Reunification Plans for Safer K-12 Campuses (Qty: 1) JUL 8 2024 3:00PM	\$0.00
Tuesday Panel General Session (Qty: 1) JUL 9 2024 8:00AM	\$0.00
Director of the Year Award Ceremony & Breakfast (Qty: 1) JUL 10 2024 8:00AM	\$0.00
Wednesday Panel General Session (Qty: 1) JUL 10 2024 8:30AM	\$0.00

Workshop: Crucial News Media Engagement Strategies for Effective Crisis	
Response (Qty: 1)	\$0.00
JUL 10 2024 11:00AM	

Total Registration Fees:	\$0.00
Total Registration Paid:	\$0.00
Current Balance:	\$0.00

#### **Financial Summary**

Total of All Fees:	\$0.00
Total Amount Applied to All Fees:	\$0.00
Total Balance Due:	\$0.00

#### HOTEL AND TRAVEL INFORMATION

Click <u>HERE</u> to start planning your trip! The deadline to book your room is June 2024.

#### **REGISTRATION RESTRICTIONS**

- Conference Passes are for qualified attendees ONLY.
- Manufacturers and solution providers must purchase a sponsorship package, or a nonexhibiting solution provider pass in order to attend the conference. Unqualified registrations will be cancelled.
- Campus Safety Conference reserves the right to accept, reject, or prohibit registration for, or attendance, at its' events, at any time, for any reason.

#### **PAYMENT POLICIES**

- If you will be paying via credit card, please log back into your registration to pay.
- Payment must be made prior to the conference in order to attend. Payment can be sent to the following:
  - Emerald Expositions, LLC
     Attn: Campus Safety Conference 2024
     31910 Del Obispo, Suite 200
     San Juan Capistrano, CA 92675

- There will be a \$25 fee for all returned checks.
- Promo codes can only be applied to the Conference Pass. Promo codes can't be applied to previously registered attendees or combined with other discounts.

#### **ATTENDANCE POLICIES**

- Substitutions are not permitted.
- Cancellation and Refunds: Any and all ticket sales are final and non-refundable. This
  includes all tickets and passes of any kind, without exception. Promo codes are not valid
  for prior purchases.
- Badge Re-Print Fees: There will be a \$25.00 onsite re-print fee for misplaced badges. Credit Card Only.
- Minor Attendance Policy: All Campus Safety Conference attendees must be 18 years of age or older. Children under the age of 18 are not permitted in the exhibit hall and/or workshops at any time. Infants and toddlers are permitted on the exhibit floor during exhibit hours but must be carried or in strollers at all times. I acknowledge that I will supervise the minor and that I am completely responsible and liable for the minor. I understand minors are only allowed inside the show floor during show days/hours. I understand that it is a place of business and it is expected that the minor must be respectful and not disrupt business. If complaints are received, I am aware that the minor and myself will be asked to leave.

#### Help us measure and drive Diversity, Equity, and Inclusion!

We welcome you to participate in our mission to measure, drive and create areas of opportunity for Diversity, Equity and Inclusion. Please click <u>here</u> to answer a few questions regarding your self-identity.

#### **TERMS AND CONDITIONS**

- Attendee grants Emerald the right to use Attendee's name, image and likeness, including but not limited to any photographs or video taken of you at the show, for marketing purposes.
- ATTENTION: Exhibitors and Sponsors at Campus Safety Conference may utilize
  badge scanning in order to follow up with you after the show. Please be aware
  that by permitting an exhibitor/sponsor to scan your badge, your contact
  information including address, email, phone & fax will be shared with the
  exhibitor/sponsor, and Campus Safety Conference will no longer be in control of
  how your information is used. Questions or concerns?
  Email privacy@emeraldx.com.
- Emerald reserves the right to accept, reject or prohibit registration for or attendance at its events at any time for any reason.

- Attendee expressly assumes, and releases Emerald and any affiliates from, all risks, claims, damages, losses, costs and expenses, whether or not reasonably foreseeable, associated with, resulting from or arising in connection with Attendee's participation, presence or sampling of any products at the Event, including, without limitation, all risks of harm, damage, illness (including viruses or illness from any communicable disease or from any sampled products) or injury (including death) to or related to Attendee and his or her person or property.
- Attendee expressly agrees to fully comply with applicable CDC, state and local health
  official guidelines relating to all current health and safety measures and protocols
  (including those related to COVID, if any) required by Emerald and the venue for
  attendance at Campus Safety Conference. Emerald reserves the right to remove any
  attendee from the event for failure to adhere to any such health and safety measures or
  other protocols for attendance at the event.
- By agreeing to these Terms and Conditions, you confirm that you have reviewed and agree to the Emerald Privacy Policy. Campus Safety Conference 2024 is an affiliated brand of Emerald X LLC. Emerald and our affiliates would like to keep you informed about related events and services. Information on Emerald's privacy practices is provided in our privacy policy. We may also share your information with our sponsors, exhibitors and event partners, who may also send you information about their products and services. If you do not wish to receive such information, please visit our website for more information on your privacy choices.
- Any and all ticket sales are final and non-refundable. This includes all tickets and passes of any kind, without exception. Promo codes are not valid for prior purchases.

Maritz Privacy Policy | Maritz Terms of Use

# SO-FIN-00 Jan 2024 Online On

# HERNANDO COUNTY SCHOOL DISTRICT

# Voucher for Reimbursement of Traveling Expenses

To be completed in accordance with approved "Request for Leave" form.

Payee (Printed) Jill Renihan

Employee ID No. 10829
Cost Center 9019

SO-FIN-008 (Back) Jan 2024 Online Only	110				(6)	lf a								7/10/24	7/9/24	7/8/24	Date		SEE DI
3ack)	DE 77	Other (List)	Registration Parking	Tolls	Other Expen:	ditiona <u>l</u> pa								Atlanta, GA		District	Point of O From:	Travel	RECTION
	ACCOUNT TO BE CHARGED 730 3340 9019	List)	ation		Other Expenses (Receipts must be attached)  Air Fare	ges are neede										Atlanta,	Point of Origin to Destination To:	Travel Performed From	SEE DIRECTIONS ON BACK
	10 BE 0				must be at	ed, cut all								District c	C	GA c	tion	-	•
	ACCOUNT TO BE CHARGED 1100E 7730 3340 9019 40100	(S)	<b>ж ж</b>	\$	tached)	If additional pages are needed, cut all but last sheet on this line.								Campus Safety Conference	Campus Safety Conference	Campus Safety Conference	(Name of Conference)	Purpose or Reason	
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performed for the purpose PRINCIPAL/SUPERVISOR SIGNATURE: PROJECT DIRECTOR IF APPLICABLE:	PAYEE SIGNATURE: JII Renlian (Jun 11, 2024 12:20 EDT)  Pursuant to Section 112.061 (3)  knowledge the above travel was-	County School District's Safe Driver F official duties of the agency; any mea been deducted from this travel claim; conforms in every respect with the requirements.	actually incurred by me as necessary traveling expenses in the performance of my official duties; I have read, and agree to comply with all provisions of the Hernando	I hereby certify or affirm that above expenses were	SUB TOTALS	TOTAL MILES	AM/PM	AM/PM	AM/PM	Departure/Time of Return	Time of								
performed for the purpose(s) stated val/supervisor signature:	SIGNATURE: JIII Renthan (Jun 11, 2024 12:250 EDT) SIGNATURE: JIII Renthan (Jun 11, 2024 12:250 EDT) Pursuant to Section 112.061 (3) knowledge the above travel was-	ool District's s of the age ted from this every respec	rred by me a mance of my mply with a	rtify or affir	280.73	419								419			(1) Map Mileage	l l	
Pose sta	2011/1014 1112.061 (: e travel wa	Safe Driver ncy; any me travel clain of with the re	as necessar / official dut all provision	m that abo	0	0											(2) Vicinity (3 Mileage F		
	<u>\$(a)</u>	Plan; atten eals or lodging and that regulirements	y traveling e ies; I have r ns of the H	ve expens	0											\$	(3) Per Diem	Expenses	Cost
	, Florida Statutes, official business of	idance at a ing included this claim is of Section	ead, and ernando	es were	11/2									239.	239.	<sup>\$</sup> 239	(4) Hotel	Claimed (	Cost Center _
	DAT s, I hereby of the School	County School District's Safe Driver Plan; attendance at a conference or conventior official duties of the agency; any meals or lodging included in a conference or convened been deducted from this travel claim; and that this claim is true and correct in every conforms in every respect with the requirements of Section 112.061. Florida Statutes.	TII]	TOT BUS	18									6.00	6.00	<sup>*</sup> 6.	(5) Breakfast	Expenses Claimed (see reverse for allowances	0010
DATE PREPARED:	DATE PREPARED: by certify or affiri	or conventions conventions or conventions or convertions or convertions or conventions or conven	GRAI EMS (1) TH	AL FROM	33									1.	11.	* 11.	Meals Lunch	e for allowa	
'ARED:	D: 6/10/24 firm that to the b	n was direct <u>/ention regis</u> y material m	GRAND TOTAL [ITEMS (1) THROUGH (6)]	SUB TOTAL FROM OTHER (6)	57									19.	19.00	<sup>\$</sup> 19.	Dinner	inces)	
	DATE PREPARED: 6/10/24  Florida Statutes, I hereby certify or affirm that to the best of my ficial business of the School Board of Hernando County and was	County School District's Safe Driver Plan; attendance at a conference or convention was directly related to the official duties of the agency; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061. Florida Statutes.	1105.73	0	1105.73		0	0	0	0	0	0	0	275	275	<sup>*</sup> 275	(3) (4) & (5) Daily Totals		

9 min (2.0 mi)

#### Google Maps

Omni Atlanta Hotel at Centennial Park, 190 Drive 419 miles, 6 hr 10 min Marietta St NW, Atlanta, GA 30303 to 919 N Broad St, Brooksville, FL 34601

Omni Atlanta Hotel at Centennial Park 190 Marietta St NW, Atlanta, GA 30303

Get on I-75 S/I-85 S from Marietta St NW, Forsyth St SW, Mitchell St SW, Washington St SW and Pulliam St SW

1. Head northeast on Andrew Young International

		Blvd NW toward Marietta St NW
<b>~</b>	2.	390 ft Turn right onto Marietta St NW
↔	3.	0.3 mi Turn right onto Forsyth St SW
•	0.	0.3 mi
←	4.	Turn left onto Mitchell St SW
$\rightarrow$	5.	0.3 mi Turn right onto Washington St SW
<b>↑</b>	6.	0.4 mi Continue onto Pulliam St SW
1	0.	0.3 mi
*	7.	Use the left 2 lanes to take the ramp onto I-75 S/I-85 S
		0.3 mi
Follo from		75 S to FL-48 W in Sumter County. Take exit 314
		5 hr 36 min (398 mi)
*	8.	Merge onto I-75 S/I-85 S
4	^	2.3 mi
←	9.	Keep left to stay on I-75 S/I-85 S
↔	10.	0.8 mi Keep left to continue on I-75 S
7	11.	64.8 mi Use the right 2 lanes to turn slightly right onto I- 475 S (signs for Bypass to I-75 South Valdosta)
•		16.1 mi
X	12.	Merge onto I-75 S

13. Take exit 314 to merge onto FL-48 W toward

Entering Florida

Bushnell

314 mi

0.5 mi

# Follow County Rd 476 W and US-41 S/N Broad St to your destination in Brooksville

*	14.	Merge onto FL-48 W	24 min (19.1 mi)
4		Turn left onto Hayes Rd	~ 0.6 mi
<b>د</b>	16.	Turn right onto County Rd 476 W	0.8 mi
←	17.	Turn left onto US-41 S/N Broad St	12.0 mi
→		Turn right onto Oakwood Dr	5.5 mi
_			472 ft
7	19.	Turn left	367 ft
ς,	_	Turn right Pestination will be on the right	
			272 ft

919 N Broad St

Brooksville, FL 34601

#### Complete Section A or B; and C

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

Account Name										
	-									
Account Number		<del></del> .								
	Fund	t	Function		Object		Cost Center		Project	Sub Projec
Original	Budg		Expenditures /		Current		Present		Remaining	
Approved Budget	+ Amendn	ients -	Encumbrances To Date	; =	Available Budget	-	Request	=	Balance Available	
_	-			_	_	_		_		
	\$		\$	\$		\$		\$		
Account Name										
Account Number										
	Fund	<u></u>	Function		Object		Cost Center		Project	Sub Projec
Original	Budg	et	Expenditures /		Current		Present		Remaining	
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Budget			T. D. (.)							
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Funding Source Account Number  Amount  Funding Source Account Number	dgeted -**	d	\$	\$	Budget				Available	Sub Project

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



#### Hernando School District

#### School Board Regular Meeting

Agenda Item # 15. 24-2281

6/25/2024

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

Award RFP No. 24-953-32, Employee Health Benefit Program, to Blue Cross Blue Shield of Florida, for Employee Health Benefits and the Purchase of Services for \$19,138,632

#### **Executive Summary**

The Supervisor of Risk, Benefits and Wellness, on behalf of the Superintendent of Schools, hereby requests the Board award RFP No. 24-953-32 to Blue Cross Blue Shield of Florida for the Employee Health Benefit Program period beginning 01/01/2025 and ending 12/31/2025. Blue Cross Blue Shield of Florida is the Highest Ranked Proposer and the Insurance committee's recommendation. This proposal includes \$596,352.50 call back forgiveness, \$275.000 wellness and benefit technology contribution with a 5.3% annual premium increase to change from a Contingent Agreement to a Conventional Plan with medical renewal effective 01/01/2025.

#### **My Contact**

Awilda R. Fonte Supervisor of Risk, Benefits and Wellness (352) 797-7247 fonte\_a@hcsb.k12.fl.us

#### 2023-28 Strategic Focus Area

Other

#### Financial Impact

See attached budget sheet.

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

#### **PURCHASING AGENDA ITEM**

Hernando County School District

<b>School Board</b>	Approval Meeti	ng:	J	lune	25, 20	)24		
<b>RFP No.</b> 24-953	-32			<b>Bid Ti</b> t Progra		ploye	e Healt	h Benefits
Recommend approv	al of this agenda item ui	nder the	specific co	ategory	below:			
□ Lowest Bid(s) □ Revised Award □ Contract Termination □ Reversed Auction	⊠Request for Proposal(s) □Renewal of Contract n □Amendments to Contract □Piggyback Cooperative	ct	□Low Bio □Sole/Sir □Extensio □Respon	ngle Sou on of Co	rce ntract			□ Rejection/Cancellation □ Re-Award (Partial/Whole) □ Emergency
Bid Contract Perio	<b>d:</b> 01/01/2025 t	hrough :	12/31/20	)25		□ N/A	A – One T	ime Purchase
Contract Type:	☐ Estimated Dollar Amount	☐ Firm, Dollar A			☐ Firm, Unit Pric		•	Fixed Unit Prices, ates, Fees and/or ges
Renewal Options:	No. of Terms <u>Remaining</u> 3		☐ Length Each Tern			⊠ Leng Each Te 1	rm (year)	□ None
Rationale/Reason	:							
Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received: - 2 - 21	No Bids: - 2 -	l	ate Bids - 0 -	:	Rejected - 0 -	l Bids:	N/A – Bids Not Required:
Submitted By:	Christopher Reckner Director of Purchasin	g & Wai	rehousin		School	( <b>s):</b> Dis	strict Wic	de
Requested By:	Awilda Fonte Supervisor of Risk, Be	enefits &	wellnes		Depart	ment(s	s): Busin	ess Services Division

Recommended award: Blue Cross Blue Shield of Florida

T/C CODE: 2432

# BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. HEALTH OPTIONS, INC.

# ACCOUNTING AND RETENTION AGREEMENT (Proshare)

This is an Agreement (hereinafter "Agreement") between Blue Cross Blue Shield of Florida, Inc. d/b/a Florida Blue and Health Options, Inc., (hereinafter jointly referred to as "Florida Blue"), located at 4800 Deerwood Campus Parkway, Jacksonville, Florida 32246 and School District of Hernando County, (hereinafter "the Group") located at 919 N Broad St., Brooksville, FL 34601-2397.

WHEREAS, the Group requests Florida Blue to provide a health maintenance organization (hereinafter "HMO") and a Point-of-Service insurance program, (hereinafter jointly referred to as GHP "the Group Health Plan") to its employees and their covered dependents (hereinafter "Group Member(s)"); and

**WHEREAS,** Health Options, Inc., has agreed to provide the HMO part of the GHP, and Florida Blue has agreed to provide the insurance part of the GHP; and

WHEREAS, each of the parties to this Agreement seeks to set forth in writing the terms and conditions of their Agreement.

**NOW THEREFORE,** for good and valuable consideration, the parties agree to these terms and conditions:

#### I. TERM

The initial term of this Agreement shall begin on 01/01/2025, (the effective date) and shall end on 12/31/2026, (the termination date), unless otherwise terminated or renewed in accordance with the provisions of this Agreement.

During the term of this Agreement, the Group agrees to: a) maintain enrollment that does not decline to one hundred (100) or fewer contracts for two consecutive months or three nonconsecutive months during a single contract period, and b) meet or exceed the minimum participation guidelines set forth in the True Group Application. In the event the Group is unable to maintain adequate enrollment, this Agreement may be terminated and no settlement will be prepared and the Group will not be eligible for this funding arrangement in the future.

#### II. BENEFIT PLAN

Florida Blue will pay benefits to all eligible Group Members in accordance with the provisions of this Agreement and the GHP.

#### III. PREMIUM PAYMENTS

The Premium Rates, Prepayment Fees, and Supplemental Charges for the GHP are payable in advance to Florida Blue at the address set forth above. The premiums for the program are set forth in Exhibit A.

#### IV. SETTLEMENT ACCOUNTING

Within one hundred twenty (120) days after the end of the entire term of the Agreement, Florida Blue shall prepare and furnish to the Group a Settlement Accounting of their operations of the term. This Settlement Accounting shall include operations under all coverages of the Agreement and shall set forth the following:

- (a) Earned Premium
- (b)Incurred Claims less claims in excess of the pooling point
- (c) Capitation Charges, if applicable
- (d)Pooling Charges (not included in administrative charges)
- (e)Administrative Charges as set forth on Exhibit A

If Earned Premium is greater than the sum of Incurred Claims less claims in excess of the pooling point, Capitation Charges, Pooling Charges and Administrative Charges, 75% of this excess will be returned to the Group.

The accounting is an aggregation of the contract periods encompassed in the term of the Agreement. If the Group cancels prior to 04/30/2027, any such excess will not be available for return to the Group.

If Earned Premium is less than the sum of Incurred Claims less claims in excess of the pooling point, Capitation Charges, Pooling Charges and Administrative Charges, the deficit will be retained by Florida Blue.

#### V. TERMINATION

This Agreement may be terminated at any anniversary of the effective date by either party by giving the other party at least 45 days prior written notice of such termination.

#### VI. MODIFICATION OF RATES

Rates for the first twelve (12) months of this Agreement will remain in effect, as set forth in Exhibit A, provided there is no material change to the Benefit Contracts, the enrollment, or

any other risk factor, as determined by Florida Blue. Thereafter, all rates set forth in this Exhibit A of this Agreement or subsequent contract periods are subject to change by Florida Blue at any time following at least forty-five (45) days prior written notice to the Group.

The administrative charge shall remain the same for the duration of the Agreement. The rates and pooling charge for subsequent contract periods after the initial contract period of the term of the Agreement will be set forth and presented to the Group on a revised Exhibit A. All other provisions of this Agreement shall remain in effect without modification.

#### VII. LATE PAYMENT/CHARGE

In the event the Group fails to make any payment due under this Agreement, in full, prior to the applicable due date, such payment may be made to Florida Blue up to ten (10) days after such due date without a late payment charge. Payments received by Florida Blue eleven (11) to forty-five (45) days after such due date are subject to a late payment charge. The Group shall pay any late payment charge to Florida Blue immediately upon receipt of the notice of such charge.

In the event any charge under this Agreement is not paid, in full, by the Group to Florida Blue within forty-five (45) days after the applicable due date, this Agreement will automatically terminate as of the applicable due date. In the event this Agreement terminates retrospectively for any reason, the Group shall be liable, in addition to all other liabilities set forth in this Agreement, for any claim(s) paid by Florida Blue which were incurred after the termination date.

All payments due for charges during the Agreement period must be received by Florida Blue in order for the Group to share in any excess.

#### VIII. RENEWAL

This Agreement does not automatically renew or extend upon completion of the term of the Agreement. A revised Exhibit A for subsequent periods after the initial period showing renewal rates, administrative charge and pooling charge for such subsequent period will be provided to the Group after renewal for each subsequent period within the term of the Agreement. Any revised Exhibit A does not represent a renewal or extension of the original term of the Agreement.

#### IX. INCONSISTENCIES

If the provisions of this Agreement are, in any way, inconsistent with the provisions of the Benefit Contract(s), then the provisions of this Agreement shall prevail, and the other provisions shall be deemed modified but only to the extent necessary to implement the intent of the parties expressed herein.

#### X. SURVIVAL

The rights and obligations of the parties, as set forth herein, shall survive the termination of this Agreement to the extent necessary to effectuate the intent of the parties as expressed herein.

#### XI. WAIVER OF BREACH

The failure by either party, at any time, to enforce or to require the strict adherence to any provision of this Agreement shall not be deemed to be a waiver of such provision or any other provision of this Agreement.

#### XII. GOVERNING LAW

This Agreement, and the rights of the parties hereunder, shall be construed according to the laws of the State of Florida.

#### XIII. SEVERABILITY

In the event any provision of this Agreement is deemed to be invalid or unenforceable, all other provisions shall remain in full force and effect.

#### XIV. AMENDMENT

This Agreement may be amended at any time upon mutual, written agreement of both parties, except that Florida Blue may make changes necessary to comply with State and Federal laws upon sixty (60) days' notice to the Group.

#### XV. ENTIRE AGREEMENT

This Agreement, including its Exhibits, the application(s) for coverage, and the Benefit Contract(s) constitute the entire Agreement between the Group and Florida Blue. Any prior agreements, promises, or representations, either oral or written, relating to the subject matter of this Agreement, and not expressly set forth in this Agreement, are of no force or effect.

#### XVI. NOTICES

Any notice, required or permitted under this Agreement, shall be deemed given if hand delivered or if mailed by United States mail, or an overnight mail service (e.g., Federal Express), postage prepaid, to the applicable address as set forth above or to such other address as a party may designate, in writing, to the other party. Such notice shall be deemed effective as of the date so deposited or delivered.

#### XVII. SEPARATE CORPORATIONS

Florida Blue and Health Options, Inc., are separate corporations. Nothing in this Agreement shall be construed, for any purpose whatsoever, to make either liable for the actions of the other.

#### XVIII. PROVIDER NETWORKS

Florida Blue's Health Care Provider Networks are subject to change and may be modified at any time during the term of this Agreement without notice to or consent of the Group or any Group Member.

BLUE CROSS AND BLUE SHIELD OF SCHOOL DISTRICT OF HERNANDO FLORIDA, INC. D/B/A FLORIDA BLUE & COUNTY HEALTH OPTIONS, INC.

By:	David Hunter	Ву:	
Name:	David Hunter	Name:	
Title:	Vice President Underwriting	Title:	(typed)
Date:	6/12/24	Date:	

Approved as to form & content for HCSD: S^ça ÁT ÈÁU ||aça;
Ord |} ^^ ÉÓOÜBP
8:23 am, Jun 13, 2024

# EXHIBIT A TO THE ANNUAL ACCOUNTING AND RETENTION AGREEMENT WITH SCHOOL DISTRICT OF HERNANDO COUNTY GROUP NO. 49771

Premium rates effective: 01/01/2025 through 12/31/2025

BlueOptions Plan 05770: Single: \$922.50

E/S: \$1,765.92 E/C: \$1,612.72 Family: \$2,528.00

BlueCare Plan 60: Single: \$986.82

E/S: \$1,877.78 E/C: \$1,707.34 Family: \$2,681.68

BlueCare Plan 54: Single: \$848.10

E/S: \$1,613.82 E/C: \$1,466.96 Family: \$2,304.74

Administrative charges effective: 01/01/2025 through 12/31/2025

9.41% of earned premium

Pooling effective: 01/01/2025 through 12/31/2025

Pooling Level: \$510,000 per Individual

Pooling Charges: 2.47% of earned premium

#### Complete Section A or B; and C

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

	_									
Account Number										
Account Number	_	Fund	Function		Object		Cost Center		Project	Sub Project
Original		Budget	Expenditures /		Current		Present		Remaining	
Approved Budget	+	Amendments -	Encumbrances To Date	=	Available Budget	-	Request	=	Balance Available	
	•			•	_	œ		•	/ 17 Union	
	\$		\$	<u>\$</u>		\$		\$		
Account Name	_									
Account Number	_									
		Fund	Function		Object		Cost Center		Project	Sub Project
Original		Budget	Expenditures /		Current		Present		Remaining	
Approved	+	A mandmanta	Encumbrances	=	A.,	-	Request			
Budget	-	Amendments -	To Date		Available Budget		Request	=	Balance Available	
Buager	- ¢	Amendments .	To Date		Budget	¢	Request		Available	
	-		To Date		Budget	\$	Request			
. Item Currently Not Bu	udgeted -*	**	To Date \$ 2025		Budget	\$	Request		Available	
. Item Currently Not Bu	udgeted -*	 All Funds 2024-	To Date \$ 2025		Budget	\$	All		Available	
. Item Currently Not Bu Funding Source Account Name Account Number	udgeted -*	All Funds 2024- Health Insurance 1xx/41xx/42xx Fund	To Date \$ 2025 e - All Funds		Budget	\$			Available	Sub Project
Funding Source Account Name Account Number	udgeted -*	All Funds 2024- Health Insurance	To Date  \$ 2025 e - All Funds  5xxx-82xx		Budget  2300	\$	All		Available	Sub Project
. Item Currently Not Bu Funding Source Account Name Account Number	udgeted -*	All Funds 2024- Health Insurance 1xx/41xx/42xx Fund	To Date  \$ 2025 e - All Funds  5xxx-82xx		Budget  2300	\$	All		Available	Sub Project
Funding Source Account Name Account Number Amount	udgeted -*	All Funds 2024- Health Insurance 1xx/41xx/42xx Fund	To Date  \$ 2025 e - All Funds  5xxx-82xx		Budget  2300	\$	All		Available	Sub Project
Funding Source  Account Name  Account Number  Amount	udgeted -*	All Funds 2024- Health Insurance 1xx/41xx/42xx Fund	To Date  \$ 2025 e - All Funds  5xxx-82xx		2300 Object	\$	All		Available	Sub Project
Funding Source Account Number  Amount  Funding Source Account Number  Amount  Account Number	udgeted -* A	All Funds 2024- Health Insurance 1xx/41xx/42xx Fund	To Date  \$ 2025 e - All Funds  5xxx-82xx		Budget  2300	\$	All		Available	Sub Project

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



#### Hernando School District

#### School Board Regular Meeting

#### Agenda Item # 16. 24-2282

6/25/2024

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

Approve the renewal of the Risk Management Program Contract and Instructional Services Program Contract with Putnam County School Board on Behalf of the North East Florida Educational Consortium and Issuance of a PO in the Amount of \$4,365,600.78 for the Contract and Non-Consortium Member fee.

#### **Executive Summary**

The Supervisor of Risk, Benefits & Wellness, on behalf of the Superintendent of Schools, hereby requests the Board Approve the renewal of the Risk Management Program Contract and Instructional Services Program Contract Between the Hernando County School Board and the Putnam County School Board on Behalf of the North East Florida Educational Consortium for the Purpose of Providing Protection Against Losses through the Purchase of Various Property and Casualty Insurance Policies and Funding of Our Self-Insured Loss Funds. The Contract Also Provides Risk Management Services Including Safety Training, Claims Administration and Instructional Services.

The Cost of the Risk Management Program Last Fiscal Year was \$4,356,988.73 a difference of \$8,612.05.

#### **My Contact**

Awilda R. Fonte Supervisor of Risk, Benefits and Wellness (352) 797-7247 fonte a@hcsb.k12.fl.us

#### 2023-28 Strategic Focus Area

Other

#### Financial Impact

See attached budget sheet.

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

## North East Florida Educational Consortium 2024-2025 Membership

This signature page is incorporated into and subject to all terms and conditions of the master contractual agreement between the District School Board of Hernando County and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium.

Hernando County District Schools is participating in the following programs for 2024-2025:

Program:	Fee:
Main Contract #731-25-030	\$11,682.63
Instructional Services Program (ISP) - #25-030-A1	\$27,000.00
Risk Management - #25-030-A10	\$4,365,600.78

#### APPROVED AND RECOMMENDED FOR SIGNING

District School Board of Hernando County	District School Board of Putnam County
	Puis Summy
by John Stratton, Superintendent	by Richard M. Surrency, Sr. Ed.D., Superintendent
Dated:	Dated: 5-21-24
	Sandra Gilyard
by Linda K. Prescott, Chairperson	by Sandra Gilyard, Chairperson
Dated:	Dated: 5-21-24
North East Flori	ida Educational Consortium
	Whole Everytive Director
·	. Whek, Executive Director
Dated:	5-21-24

Approved as to form & content for HCSD: S^ç¾ ÁT ÄÛ\* ||¾;æ)
Oæd |} ^ ÊÓOÜBP
3:09 pm, Jun 06, 2024

#### CONTRACTUAL AGREEMENT

#### 731-25-030

# The District School Board of Hernando County AND

#### The District School Board of Putnam County on behalf of the North East Florida Educational Consortium

THIS CONTRACT between the District School Board of Hernando County, herein referred to as the BOARD, and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium, herein referred to as NEFEC, is for the purpose of providing services and/or products that may not be otherwise available to the Board or provided with greater efficiency at less cost. Such services and/or products are more specifically described in subsequent contract attachments which, upon approval, become a part of this contract.

**NOW THEREFORE**, in consideration of the mutual covenants and conditions hereinafter stated, the above described parties covenant and agree as follows:

- 1. The above stated recital is true and correct and is incorporated herein by reference as a Contract term.
- 2. This contract shall begin on July 1, 2024. All work shall be completed by June 30, 2025, unless otherwise indicated in specific attachments.
- 3. No payment will be invoiced or paid for any work performed after June 30, 2025, unless otherwise indicated in specific attachments.
- 4. NEFEC shall be in compliance with the following:
  - (a) Title 42 United States Code Section 2000d (Section 601, Title VI, Civil Rights Act of 1964, as amended). NEFEC shall be in compliance with Sections 1011.62 and 1012.98 as amended by Florida Statutes and State Board Rules where applicable.
  - (b) Title 29 United States Code Section 794 (Section 504, Rehabilitation Act of 1973, as amended).
  - (c) Title 20 United States Code Section 1681 (Section 901, Title IX, Pub. L. 92-318, prohibiting discrimination on the basis of sex) unless NEFEC has been declared exempt or deferred from these provisions.
    - Performance by the Board of any of its obligations under this contract shall

be subject to NEFEC's compliance with such provisions.

- 5. The performance by the Board of any of its obligations under this contract shall be subject to and contingent upon the availability of monies lawfully applicable for such purposes. If the Board deems, at any time during the term of the contract, that monies lawfully applicable to any attachment to this contract shall not be available for the remainder of the term, the Board shall immediately so notify NEFEC by phone, fax or e-mail to be followed in writing no less than five (5) days after the determination, whereupon the obligations of the parties herein shall end upon the giving of such notice, and such attachments of this contract shall be considered as canceled by mutual consent as provided in Paragraph 6.
- 6. Upon Contract cancellation, only the costs actually accrued to the date of cancellation will be due and payable and all work completed and paid for prior to the effective date of the cancellation of the contract will become the property of the Board and will be turned over promptly by NEFEC. Any services(s) and/or product(s) reflected in the attachments to this contract may, in addition to the reason provided in paragraph 5, above, be canceled only by:
  - (a) mutual consent of both parties, or
  - (b) either party upon giving ninety (90) days written notice to the other, unless otherwise indicated in specific attachments.
- 7. Should NEFEC be unable to deliver as required in this contract, NEFEC may propose a contract amendment. There is no obligation on the part of the Board to concur in such a proposal or to accept late delivery of any product except and unless the failure to deliver is due to an "act of God" or "force majeure". An "act of God" or "force majeure" is defined for purposes of this contract as strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, floods, washouts, explosions, earthquakes, fire, storms, weather (including wet grounds or inclement weather which prevents construction), acts of the public enemy, wars, insurrections and any other cause not reasonably within the control of NEFEC and which by the exercise of due diligence NEFEC is unable, wholly or in part, to prevent or overcome. Unless this contract is properly amended, in the event of non-delivery, all liability for payments for the product(s) by the Board shall expire on the day following the specified due date.

- 8. This contract may be changed or modified only by an amendment executed in the same manner as the original.
- 9. This is a flat fee contract. No amounts will be due, nor will there be any Board obligation, except for payments specified to be made, and then only if products are delivered on or before the date(s) specified or as may be amended pursuant to other provisions in this contract.
- 10. NEFEC shall provide to the Board written progress reports for each attachment to the contract as may be reasonably requested. Invoices shall be prepared for the amount due as specified in each attachment to the contract and delivered to the district administrator with appropriate reports and/or products. The district administrator will review each report and/or product and confirm to the finance officer over his/her signature on the invoice accompanying such progress and/or final reports that all obligations of NEFEC have been met pursuant to the contract and that payment should be made according to such invoices.

#### 11. The Board agrees as follows:

- (a) To cooperate in all matters requiring concurrences or approval.
- (b) To designate in writing to NEFEC a district administrator to act for the Board in all matters pertaining to this contract up to and including all reports, drafts, products and invoices.
- (c) To pay to NEFEC the amount indicated in each attachment for the product(s) and/or services(s) reflected therein. All payments are due in forty (40) days from the date on the invoice, in accordance to 215.422, Florida Statue. If payment is not made within ninety (90) days service(s) will be discontinued, unless brought to the NEFEC Board's attention for further action.
- 12. NEFEC agrees to provide the products(s) and/or services(s) as per each attachment to this contract.
- 13. Each Attachment to this Contract is incorporated by reference herein. Any additional Attachments, executed after the effective date of this Contract, shall be incorporated into this Contract. Said Attachments shall have a signature page and appropriate reference to this Contract.
- 14. If a conflict arises between the terms of any Attachment and this Contract, the terms of the Attachment shall control.
- 15. In cases whereby NEFEC receives federal grant dollars and disburses those funds to districts

through cash advances and cost reimbursements, the following rules and regulations apply: Subject to the receipt of these funds from the Florida Department of Education and/or the United States Department of Education, NEFEC agrees to compensate the Board, on a cost-reimbursable or cash advance basis. This decision is based upon the specific language in the federal project awarded to NEFEC.

- This contract is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Sections 287.058, 287.0582, and 215.422, Florida Statutes: 287.058
  - a. All bills for fees or other compensation for services must be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
    - b. All bills for any travel expenses must be submitted in accordance with Section 112.061, Florida Statutes.
    - c. This contract may be unilaterally canceled by either party hereto if the other party refuses to allow public access to all documents, papers, letters, or other material subject to the provision of chapter 119, Florida Statutes, and made or received by such party in conjunction with this contract.
  - (2) An authorized representative of the agency head and NEFEC, prior to the rendering of any contractual service, shall sign the written contract.
  - <u>287.0582</u> The State of Florida's performance obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.
  - 215.422 Agencies have five (5) working days to inspect and approve goods and services, unless the bid specifications, purchase order or contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within forty (40) days, measured from the date the invoice is received or the goods or services are received, inspected and approved, whichever is later, a separate interest penalty set by the Comptroller pursuant to Section 55.03, Florida Statutes will be due and payable in addition to the invoice amount. Payments to health care providers for hospitals, medical or other health care services shall be made not more than thirty-five (35) days from the date eligibility for payment is determined. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not

- start until a properly completed invoice is provided to the agency.
- 17. The parties recognize and agree NEFEC is a public entity and is therefore subject to the limitations of liability under the provisions of Sovereign Immunity. All provisions in this contract and any of its attachments or amendments shall be subject to the State of Florida law pertaining to Sovereign Immunity notwithstanding anything to the contrary contained in such documents.

#### 18. LIMITATION OF LIABILITY, WARRANTY, APPLICABLE LAW:

NEFEC shall not be liable to the Board or any third party for any incidental, indirect, exemplary, special or consequential damages, under any circumstances, including, but not limited to, lost revenue or savings, loss of goodwill, or the loss of use of any data, even if NEFEC had been advised of, knew, or should have known, of the possibility thereof. Under no circumstances shall NEFEC's aggregate cumulative liability hereunder, whether in contract, tort, or otherwise, exceed the total amount of fees actually paid by the Board under this annual agreement. The Board acknowledges that the fees paid reflect the allocation of risk set forth in this agreement and that NEFEC would not enter into this agreement without these limitations on its liability.

All software and services are provided "as is" without any warranty whatsoever, including but not limited to any functionality. The Board recognizes that the "as is" clause of this agreement is an important part of the basis of this agreement, without which NEFEC would not have agreed to enter this agreement. Consortium disclaims all warranties, express, implied, or statutory, regarding the software and services, including any warranties of merchantability, fitness for a particular purpose, title, and non-infringement. No representation or other affirmation of fact regarding software and services shall be deemed a warranty for any purpose or give rise to any liability whatsoever. The Board acknowledges that they have relied on no warranties or statements other than as may be set forth herein. It is understood that this agreement includes a release of all known and unknown claims. To the extent permitted by law, NEFEC warrants that any works provided under the agreement do not violate the copyright rights of any third parties and assumes liability for any claims relating to copyright infringement.

This Agreement and any dispute arising hereunder shall be construed in accordance with the laws of the State of Florida without regard to principles of conflict of laws. For the purpose of this Agreement, the Board consents to the personal jurisdiction and venue of the state courts located in

Palatka, Putnam County, Florida. If any provision of this Agreement is prohibited by law or held to be unenforceable, the remaining provisions hereof shall not be affected, and this Agreement shall continue in full force and effect as if such unenforceable provision had never constituted a part hereof, and the unenforceable provision shall be automatically amended to so as to best accomplish the objectives of such unenforceable provision within the limits of applicable law. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument. Any waiver of a provision of this Agreement must be in writing and signed by the party to be charged. A valid waiver hereunder shall not be interpreted to be a waiver of that obligation in the future or any other obligation under this Agreement. Subject to the terms of valid attachments, this Agreement constitutes the entire agreement between the parties related to the subject matter hereof, supersedes any prior or contemporaneous agreement between the parties relating to the software and services and shall not be changed except by written agreement signed by an officer of NEFEC.

#### 19. LEGAL RELATIONSHIPS

NEFEC is a regional consortium service organization formed in 1976 with all of the duties and responsibilities as outlined in F.S. 1001.451. The Putnam County School Board is the legal entity designated to act as the parent state agency for NEFEC with the power to enter into contracts for the use and benefit of all Consortium members and participating school boards.

The Board has elected to contract with NEFEC as its agent for the procurement of various services and /or products more specifically described in subsequent contract attachments, which, upon approval become a part of this contract. If any contract entered into by the Putnam County School Board on behalf of NEFEC for the use and benefit of a participating School Board needs to be enforced the parties agree that each member School Board will hire its own counsel and bear its own costs and fees in enforcing the terms of the contract unless a different agreement is reached between the parties.

ATTACHMENT #25-030-A1 TO CONTRACT # 731-25-030 BETWEEN THE HERNANDO COUNTY DISTRICT SCHOOL BOARD, HEREIN REFERRED TO AS THE BOARD, AND THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE INSTRUCTIONAL SERVICES PROGRAMS JULY 1, 2024, TO JUNE 30, 2025:

#### I. OBLIGATIONS OF NEFEC:

The NEFEC Instructional Services Program agrees to provide the Hernando County District School Board with the following services:

- A. To coordinate the NEFEC Organization of Educational Leaders (NOEL) meetings. The meetings will provide district level instructional staff with opportunities for networking, sharing effective practices, and Florida Department of Education updates.
- B. To coordinate role-alike networking meetings as needed which may include title directors, district data representatives, and mental health contacts.
- C. To provide regional technical assistance in the implementation of legislative mandates and Florida Department of Education initiatives such as accountability requirements, district reading requirements, safety and mental health mandates, required instruction reporting, and B.E.S.T. Standards.
- D. To provide facilitation and coordination of the development of plans required by Florida Statute and/or the Florida Department of Education. This includes the professional learning catalogue, endorsement plans, and leadership development plans.
- E. To facilitate college and career networking, including coordination of two regional counselor forums and support for the Comprehensive Local Needs Assessment.
- F. Regional technical assistance in textbook adoption and the purchase of digital content.
- G. Participation in NEFEC's Regional Principal Leadership Academy, Aspiring Leaders Program, and other leadership offerings at the member district rate.

#### II. OBLIGATIONS OF THE BOARD:

The Hernando County District School Board agrees:

- A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
- B. To designate staff members of the Hernando County District School Board to serve on advisory councils and the NEFEC Organization of Educational Leaders (NOELs).
- C. To designate \_\_\_\_\_\_ to act on behalf of the Board in all matters in connection with this Contract Attachment and approve all reports, drafts, and invoices.
- D. To pay to NEFEC \$27,000 for the above services. Payments will be due on a semester basis. One-half of the total amounts will be invoiced following the signing of this Contract; the remaining amount will be invoiced in January 2025.

ATTACHMENT #25-030-A10 TO CONTRACT 731-25-030 BETWEEN THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE RISK MANAGEMENT SERVICES.

This contract period shall be from July 1, 2024, to June 30, 2025, unless otherwise amended/extended by mutual agreement.

#### I. OBLIGATIONS OF NEFEC:

NEFEC agrees to provide Risk Management Services as follows:

- A. To employ a Risk Management Services team to administer the Risk Management Program in accordance with the policies and procedures adopted by the NEFEC Board of Directors.
- B. To provide general administration of Risk Management activities, consultative services, staff assistance, inspections, and investigations as appropriate, reporting, and data analysis.
- C. To provide protection against losses incurred by the Board as per the Consortium program of insurance.
- D. To provide claims services by contract through an Administrative Services Organization to include the investigation and resolution of claims, both casualty, and property, loss prevention services, collecting and analyzing experience data, and distributing periodic reports of claims activities. The Administrative Service Organization shall be fully authorized in the State of Florida to serve self-insurers for workers' compensation under the provisions of Rule 5.06, Florida Administrative Code.
- E. To provide an evaluation of results achieved through an annual analysis report to the Board. This report will be prepared by the Director, Risk Management Services.
- F. To work cooperatively with a Risk Management Advisory Committee composed of one representative, appointed by the superintendent, from each participating district.
- G. To advise the Risk Management Advisory Committee members of the risks that are in the province of the Risk Management Program.
- H. To provide the administration, staff, and personnel of participating school districts with a convenient reference on questions regarding loss prevention, loss control, claims, insurance, and all other risk-related topics.

- I. To provide each participating district with a Risk Management Program Manual, a Claims Processing Manual, and a Loss Control/Safety Manual.
- J. To assist participating school districts with the annual establishment of property values, payroll, personnel accounts, physical facilities, exposures, and other pertinent data required to be adequately protected under the Risk Management Program.

#### II. OBLIGATIONS OF THE BOARD:

The Board agrees to the following:

- A. To be a member of and participate in the North East Florida Educational Consortium Risk Management Program.
- B. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
- C. To designate a specific staff member of the Hernando County District School Board and a designated replacement to act on behalf of the Board in all matters relating to this contract attachment and to approve all reports and payments.
- D. To pay a prorated share of the Risk Management Program cost in accordance with the assessment schedule for 2024-25, which is attached to, and becomes a part of the contract attachment when approved.
- E. To pay to NEFEC contingent upon the amount indicated in each attachment for the product(s) and/or service(s) reflected therein. All invoices are due thirty (30) days from the date of the invoice. After thirty-one (31) days a penalty will commence and be computed at the current SBA daily interest rate plus 2%. Interest will be assessed for ninety (90) days, at which time services will be discontinued unless brought to the NEFEC Board's attention for further action.
- F. Membership in the Risk Management Program shall be on an annual option renewal. In the event of withdrawal from the Risk Management Program, the Board shall provide a one hundred and twenty (120) day written notice of intent to withdraw and shall subsequently withdraw on the anniversary date of the program. If written notice to withdraw is not provided to the Risk Management Program one hundred and twenty (120) days prior to the anniversary date, then Board shall renew their participation in the Risk Management Program on the anniversary date. Any district withdrawing from the Risk Management Program shall forfeit all rights to interest earnings and all other assets.
  - (1) If a district withdraws from the Risk Management Program, the length of time required for consideration for readmission would be a minimum of two (2) full program years. If a district should leave the program prior to the end of a program year, they will remain out of the Program for two (2) full program years plus the balance of the current program year.

- (2) If a district withdraws from the Risk Management Program, there shall not be a refund from the earned interest or the loss fund from the effective date of the withdrawal from the Risk Management Program. Any district that withdraws from the Risk Management Program shall continue to be responsible for any assessments for unfunded claim fund losses that may occur and shall be assessed their appropriate percentage of the unfunded claim fund losses.
- G. To agree that all decisions, policies, and procedures adopted by the NEFEC Board of Directors shall be binding. All insurance coverage or policy limits, on any line of coverage, adopted by the NEFEC Board of Directors shall be binding. The district bears sole responsibility for its portion of any insurance claim deductibles.
- H. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement. This contractual attachment has been modified from the master contractual language for the purpose of the Risk Management Program.
- I. The implementation date for coverage under the Risk Management Program was July 1, 1982, with anniversary dates of July 1 of each year thereafter.

# **ASSESSMENT SCHEDULE**

Policy Year 24-25

					!	
District	Total Due	35% 7/15/24	20% 8/15/24	20% 9/15/24	15% 10/15/24	10% 5/1/25
Baker	\$1,022,995.09	\$358,048.28	\$204,599.02	\$204,599.02	\$153,449.26	\$102,299.51
Bradford	\$684,154.94	\$239,454.23	\$136,830.99	\$136,830.99	\$102,623.24	\$68,415.49
Columbia	\$2,005,338.22	\$701,868.38	\$401,067.64	\$401,067.64	\$300,800.73	\$200,533.82
Dixie	\$540,827.28	\$189,289.55	\$108,165.46	\$108,165.46	\$81,124.09	\$54,082.73
Flagler	\$2,511,100.04	\$878,885.01	\$502,220.01	\$502,220.01	\$376,665.01	\$251,110.00
FLVS	\$296,946.24	\$103,931.19	\$59,389.25	\$59,389.25	\$44,541.94	\$29,694.62
Gilchrist	\$746,320.17	\$261,212.06	\$149,264.03	\$149,264.03	\$111,948.03	\$74,632.02
Hamilton	\$413,744.70	\$144,810.65	\$82,748.94	\$82,748.94	\$62,061.71	\$41,374.47
Hernando	\$4,365,600.78	\$1,527,960.27	\$873,120.16	\$873,120.16	\$654,840.12	\$436,560.08
Levy	\$1,186,527.43	\$415,284.60	\$237,305.49	\$237,305.49	\$177,979.11	\$118,652.74
Nassau	\$2,499,021.98	\$874,657.69	\$499,804.40	\$499,804.40	\$374,853.30	\$249,902.20
Putnam	\$2,471,564.72	\$865,047.65	\$494,312.94	\$494,312.94	\$370,734.71	\$247,156.47
Union	\$558,987.17	\$195,645.51	\$111,797.43	\$111,797.43	\$83,848.08	\$55,898.72
<b>GRAND TOTAL</b>	\$19,303,128.78	\$6,756,095.07	\$3,860,625.76	\$3,860,625.76	\$2,895,469.32	\$1,930,312.88

#### **HERNANDO COUNTY SCHOOL DISTRICT**

	2023-2024 Breakdown of Premium	2024-2025 Breakdown of Premium	\$ Increase/ (Decrease)
Property	\$2,065,724.00	\$1,951,025.29	(\$114,698.71)
Terrorism	\$8,293.18	\$8,030.13	(\$263.04)
Workers' Compensation	\$45,073.83	\$49,183.61	\$4,109.78
Blanket Crime	\$3,363.30	\$3,365.37	\$2.07
Fiscal Agent Crime (Loss Fund)	\$1,335.72	\$1,196.01	(\$139.70)
Equipment Breakdown	\$12,238.53	\$12,733.99	\$495.46
Directors/Educators Liability	\$132,945.43	\$123,637.43	(\$9,308.00)
Cyber	\$77,201.02	\$78,253.01	\$1,051.99
Group Catastrophic Student Accident	\$0.00	\$0.00	\$0.00
RMP Budget	\$30,384.62	\$30,384.62	\$0.00
Claims Administration/TPA Service Fee	\$129,359.32	\$129,192.50	(\$166.82)
Vector Training Solutions	\$7,295.19	\$0.00	(\$7,295.19)
Brokerage Service Fee	\$56,696.99	\$58,951.66	\$2,254.66
WC State Ass'mt	\$12,725.16	\$14,353.33	\$1,628.17
Liability Package	\$120,606.46	\$123,150.66	\$2,544.20
Loss Fund	\$1,615,062.70	\$1,782,143.17	\$167,080.47
Total Required Funding Assessment	\$4,318,305.44	\$4,365,600.78	\$47,295.34

2024-2025 District Risk Management Program Returns					
Earned Interest for Year 42		\$78,242.36			
	Total Return	\$78,242.36			

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

(For Donations, use Section B)

A. Item Currently Budgete	d -					
Account Name						
Account Number	Found.	- Formation	Object	Out Out	Durlant	Out Duis d
	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
Onimin al						oub i roject
Original Approved Budget	Budget + Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
\$	\$	\$	\$	\$	\$	-
Account Name Account Number	1100/3xxx Fund		3200/3700 Object	9315/9410 Cost Center	40900/40100 Project	Sub Project
Amount	\$4,365,600.78		,		·	·
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$					
C. History						
Check one:	) )					
	Prior Year Approved Budget:	\$	_			
	Prior Year Actual Spent:	\$	_			

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



#### Hernando School District

#### School Board Regular Meeting

#### **Agenda Item #** 17. 24-2327

6/25/2024

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

Approve the cancellation of Bid Contract #22-595-43: Mulch-Playground: Purchase & Installation with iMulchFl.

#### **Executive Summary**

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board approve the cancellation of Bid Contract #22-595-43: Mulch-Playground: Purchase & Installation with iMulchFl.

#### **My Contact**

William L Hall Fire Official/Plans Examiner hall\_b@hcsb.k12.fl.us 352-797-7050

#### 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

#### Financial Impact

See attached budget sheet.

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

#### **PURCHASING AGENDA ITEM**

Hernando County School District

School Board	Approval Meet	ing:		June	25, 2	2024		
<b>Bid No.</b> 22-595-	43 CANCEL			<b>Bid Ti</b> Instal			laygro	und: Purchase &
Recommend approv	al of this agenda item ι	ınder the	specific	category	belov	v:		
☐ Lowest Bid(s) ☐ Revised Award ☐ Bid Termination ☐ Reversed Auction	☐ Request for Proposal(☐ Renewal of Contract☐ Revisions/Amendmer☐ Piggyback Cooperation	nts to Bid	□Sole S		eting S <sub>l</sub>	oecificatio	n	☑ Cancellation of Contrac ☐ Re-Award (Partial/Whole) ☐ Emergency
Bid Contract Perio	d: N/A				□ N,	/A – One	Time P	urchase
Contract Type:	☐ Estimated Dollar Amount	□ Firm, Dollar A			☐ Firi Unit P	n, Fixed rices		, Fixed Unit Prices, Rates, Fees and/or ages
Renewal Options:	No. of Terms <u>Remaining</u>		☐ Leng Each Te	th of rm (mon	: <u>h)</u>	☐ Leng	gth of erm (year)	⊠ None
Rationale/Reason	: Cancellation of Cont	ract. Noti	ice sent	to vendo	or, rece	eived Ma	y 17, 202	4.
Bidders Electronically Downloaded From Publi Purchase Website:	Bids Received: c	No Bids:		Late Bids	<b>::</b>	Rejecte	d Bids:	N/A – Bids Not Required:
Submitted By:	Christopher Reckner Director of Purchasi		rehousi	– ng		Schoo	ol(s): Dis	strict Wide
Requested By:	Bill Hall Fire Official/Plans Ex	kaminer		_		Depai	rtment(s	s): Support Operations

Recommended award, description of items and prices: (See attached)

**T/C CODE: 2243** 

This tabulation established a contract with qualified firm(s) to provide and install playground mulch on an as needed basis, at 18 schools throughout the district.\* The work to be done under this contract includes, but is not limited to; providing all labor, materials, supervision, equipment, incidentals, and related items necessary to complete the work in accordance with the specifications contained herein.

The playgrounds must remain in compliance to the U.S. Consumer Product Safety Commission's "Public Playground Safety Handbook" This guide can be found online at <a href="http://www.cpsc.gov/PageFiles/122149/325.pdf">http://www.cpsc.gov/PageFiles/122149/325.pdf</a>.

\* The District reserve the right to add additional sites, if needed, throughout the initial term of this contract and any subsequent renewals.

#### **iMulchFl**

#### **Playground Mulch**

Item No.	Description	Unit of Measure UOM	Price per UOM
1	Engineered Wood Fiber Mulch	Cubic Yard	\$40.50

#### Pricing includes delivery and installation.

#### **Additional Information:**

1.	Is mulch delivered and installed by Blowers?	Yes	☐ No
2.	Do you have any minimum delivery requirement(s)	Yes	⊠ No
3.	Does the <i>Engineered Wood Fiber Mulch</i> hold the optional certification(s) as mentioned in the Special Conditions & Specifications of this contract?	⊠ Yes	□ No
4.	Does IPEMA ASTM F2075-04 Meets tramp metal test and sieve analysis?	⊠ Yes	☐ No

#### **Contact Information:**

Name: Steven Richards Phone: (407) 490-9799

Email: srimulchfl@gmail.com

(22-595-43 (05-24-22)

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

Account Name	_	NO FINA	NCIAL IMP	ACT			
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	
	\$		\$	\$	\$	\$ 000	-
Account Name	_						
Account Number	_	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	Current = Available Budget	Present - Request	Remaining = Balance Available	
	\$		\$	\$	\$	\$	
Funding Source							
		Fund	Function	Object	Cost Center	- Project	Sub Project
Funding Source Account Name	- - -			- Object	Cost Center	Project	Sub Project
Funding Source Account Name Account Number	- - -	Fund		Object	Cost Center	Project	Sub Project
Funding Source Account Name Account Number Amount Funding Source Account Name	- - -	Fund		Object	Cost Center	Project	Sub Project
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number	<u>\$</u>	Fund	- Function	Object	Cost Center  Cost Center	Project	Sub Project
Funding Source Account Name Account Number Amount Funding Source Account Name	<u>\$</u>	Fund	- Function				
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount	<u>\$</u>	Fund	- Function				
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount	\$	Fund	- Function				

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



#### Hernando School District

#### School Board Regular Meeting

#### Agenda Item # 18. 24-2329

6/25/2024

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

Award Bid #23052-00, Roof Replacement & Designated Repairs for Nature Coast Technical High School, to Advanced Roofing, Inc., and approve the contract and the purchase of construction goods and services for \$1,916,739.00.

#### **Executive Summary**

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board award Bid #23052-00, Roof Replacement & Designated Repairs for Nature Coast Technical High School, to Advanced Roofing, Inc., and approve the contract and the purchase of construction goods and services for \$1,916,739.00.

#### My Contact

Brian Ragan Director of Facilities & Construction ragan\_b@hcsb.k12.fl.us 352-797-7050

#### 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

#### **Financial Impact**

See attached budget sheet.

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.

### ADVERTISEMENT FOR BIDS

PROJECT NAME: ROOF REPLACEMENT AND DESIGNATED REAPIRS FOR NATURE COAST TECHNICAL HIGH SCHOOL, PHASE 1

PROJECT NO.: 23052.00

**HERNANDO COUNTY SCHOOL BOARD** 

8016 Mobley Road Brooksville, FL 34601

**ESTIMATED COST:** \$2,019,930.00

PROJECT DESCRIPTION: ROOF REPLACEMENT AND DESIGNATED REPAIRS

**BID DATE:** Sealed Bids are due from PRE-QUALIFIED **Roofing Contractors** on **May 9<sup>th</sup>, 2024 by 2:00 P.M.** to the Facilities & Construction Department, Hernando County School Board, 8016 Mobley Rd., Brooksville, FL 34601, where they will be publicly opened and read aloud. Late bids will be considered non-responsive. All sealed bids shall state the name of the project, project number, Owner's name and address. When required by the Bid Documents, bids shall contain a bid bond or other bid security in the amount of 5% of the base bid.

Drawings and Specifications may be viewed and/or downloaded as Adobe.pdf files through the internet, free of charge, by contacting A/R/C Associates, Inc. via e-mail <a href="mailto:jewel@arc-arc.com">jewel@arc-arc.com</a> to register as a plan-holder and to obtain the internet link to access project information. All plan-holders must be registered with A/R/C Associates, Inc., so that they can be notified by email of any future announcements or addenda which may affect bidding for this project.

In addition, bidders are encouraged to register on the Public Purchase web page at <a href="https://www.publicpurchase.com">www.publicpurchase.com</a> to receive information related to this bid.

Only full sets will be issued and can be obtained commencing on the initial date of advertisement, by faxing or emailing your request to **Jewel Smith** at:

A/R/C Associates, Inc. jewel@arc-arc.com 407-896-7875

No partial sets will be issued; no sets will be issued to sub-bidders by the Architect.

Prospective bidders or their representative are required to attend a **MANDATORY PRE-BID MEETING** at the job site on **April 22<sup>nd</sup>**, **2024 at 10:00 A.M.** Existing conditions may be observed afterward. The Design Professional will conduct the meeting and the Owner will review the eligibility of prospective bidders. Prospective bidders who have not contracted with the School Board within two years prior to the scheduled bid opening date are encouraged to bring a completed Contractor's Qualification Statement (AIA Form A305) to this meeting.

The Hernando County School Board reserves the right to waive any minor irregularities and technicalities. Bidders are hereby notified that failure to file a bid protest within the time and manner prescribed by the Florida Statutes shall constitute a waiver of any right to protest the award.

Published in the Tampa Bay Times 4/7/24, 4/14/24, 4/21/24



### Hernando County School Board Bid Proposal Form

	dred Ninety Eight Thousand Nine Hundred Eighty Three Dollars (State amount in words)	\$ 998,983.00 ☑ Add	☐ Deduct
		\$ 998,983.00	
	e No. 01: Add Phase 2 of the roof replacement and designant in the plans, details, and specifications provided.	ated repairs to the s	cope of work
required. India	ract Documents, Section 01 23 00 – Alternates, for a complete descr cate by checkmark whether the amount of the alternate is to be adde for each of the following:		
ALTERNATE	s		
This proposal	covers all expenses, including applicable license fees and all taxes	levied in connection w	ith the Work.
The Base Bid	amount above includes an allowance for Owner's contingency in th	e amount of: <b>\$100,0</b>	00
One Million N	ine Hundred Sixteen Thousand Seven Hundred Thirty Nine Dollars (State amount in words)	<u>\$ 1,916,739.00</u>	
BASE BID			
sum(s) as ind	icated herein below:		
required for th	by: A/R/C Associates, Inc. does hereby propose to furnish all labor the proper execution and completion of the work described and called		
	Date: 05/09/2024		
	A/R/C Project Number: 23052.00		
	Roof Replacement and Designated Repairs Nature Coast Technical High School, Pha 4057 California Street, Brooksville, FL 34609	se 1	
	ned Bidder, having carefully examined the premises and conditions a form of Agreement and Conditions of the Contract, and other Contra		Instructions to
;	Attn: Facilities Operations Department 8016 Mobley Road Brooksville, Florida 34601		
	Hernando County School Board		
	954-258-3091 (Phone Number of Contact Person)		
	(E-mail Address of Contact Person)	•	
	MihirP@advancedroofing.com		
	Tampa, FL 33634 (City, State, Zip)		
	(Mailing Address)		
	(Name of Bidder's Company) 4909 W Knollwood St		
FROM:	Advanced Roofing, Inc.		
DATE:	5/8/2024 (Date of Proposal)		

Bid Proposal Form.

			<u> </u>
UNIT PRICES Refer to Contract Documents for that, if awarded the Contract for changes to the Work and for december 1.	or the Work, this unit pric	ing shall be the basis for o	cing. The undersigned bidder agrees determining the cost of any proposed
matching depth, profile, SDI guidelines, althoug of replacement to be of	and gage of existing of he exact deck used will letermined in the field placement of 4,000 S	leck. Proposal shall be need to be field verified I by the Owner and Ar <b>guare Feet</b> of metal de	brated existing <b>Metal Roof Deck</b> based on steel deck installed per d. The exact locations and extent rehitect. The base proposal shall eck. If any of this quantity is not unit price.
Insulating Concrete a manufacturer recomme determined in the field	(Est. per square foot to reand replace with new inded patching material by the Owner and Auare Feet of damaged	lightweight insulating  ai). The exact locations  rchitect. The base pro  l lightweight insulating o	(Total Amount) eteriorated existing Lightweight concrete in kind (or appropriate and extent of replacement to be posal shall include removal and concrete. If any of this quantity is
\$14.00 (Unit Cost)	100 s	square feet \$ <u>1,</u> . <i>Qty.)</i>	400.00 (Total Amount)
extends to drains that determined in the field l	t cannot be refurbish by the Owner and Arch pipe fittings, connection	led. The exact locati nitect. The base propos on items, support and ir	nary Roof Drains. This unit price ons drain replacement shall be all shall include replacement of <u>16</u> isulation. If any of this quantity is the unit price.
\$	<b>16 ro</b> (Est.	oof drains \$ 35, Qty.)	200.00 (Total Amount)
ADDENDUM	1 NO1		
LIST OF SUBCONTRACTOR	S CHECK IF	SUBCONTRAC	
TRADE  Roofing	SELF-PERFORMED	NAME/ADDR	ESS LICENSE No.

00 40 00

Page 2 of 4

CCC024413

### **COMPLETION TIME**

The undersigned Bidder agrees to substantially complete the Work within 210 calendar days, Sundays and Holidays included, and to complete any portions of the Work designated for earlier completion within the times established in the contract documents.

Bidder further agrees that the Work shall be fully completed and ready for final acceptance in accordance with the contract documents within 30 calendar days, Sundays and Holidays included, such time to commence on the date of substantial completion or receipt of the punch list, whichever date occurs last.

For each calendar day past the date of Final Completion, liquidated damages will be due to the owner. This amount shall be \$300.00 per day. Any justified delays during construction shall be documented with each pay application. If unjustified delays are submitted, they will not be considered against the overall project schedule.

### MISCELLANEOUS PROVISIONS

The undersigned Bidder hereby acknowledges the provisions of Florida Statute 287.133 pertaining to public entity crimes, which states as follows:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287,017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

This proposal shall remain in force and effect for a period of **sixty (60)** calendar days from the time of opening of this Proposal. The Bidder will not revoke, cancel or withdraw this Proposal within the said sixty (60) calendar days.

In witness whereof, the Bidder, a Advanced (	Roofing, Inc. Sole Proprietor, Col	poration, Limited Liabil	ity Partnership, etc.)
Licensed and incorporated in the State of Flor	rida, h	as hereunto set his or	her signature and affixed his
or her seal this 9th	day of	May	, 20_24_
FOR Advanced Roofing, Inc. (Legal Name of Business)		<del></del>	
BY: Robert P. Kornahrens, Presiden (Typed/Printed Name and Title of Office)	t icer or Authorized A	gent)	
(SEAL) (Sign	MN// ature)	Ĺ	
WITNESSED BY: Maria Golovko (Typed/Printed Nar	ne of Witness)		
Josepho (Signature)			

### **Document A310<sup>TM</sup> – 2010**

Conforms with The American Institute of Architects AIA Document 310

### **Bid Bond**

CONTRACTOR:

(Name, legal status and address)
Advanced Roofing, Inc.

1950 NW 22nd Street Fort Lauderdale, FL 33311

OWNER:

(Name, legal status and address)
Hernando County School District
919 North Broad Street
Brooksville, FL 34601

SURETY:

(Name, legal status and principal place of business)
Atlantic Specialty Insurance Company
605 Highway 169 North, Suite 800
Plymouth, MN 55441-6533
Mailing Address for Notices

605 Highway 169 North, Suite 800 Plymouth, MN 55441-6533

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$ Five Percent Of The Total Amount Bid (5%)

**PROJECT:** 

(Name, location or address, and Project number, if any)

A/R/C Project No. 23052.00: Roof Replacement and Designated Repairs for Nature Coast Technical High School, Phase 1; 4057 California Street, Brooksville, FL 34609

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and scaled this 9th

day of May, 2024

1/	Advanced Roofing, Inc.	
(Winess)	(Principal)	(Seal)
0 11	(Title) Robert P. Komahrens, President Atlantic Specialty Insurance Company	<del>_</del>
(Wilmess) Ryan Gray	(Surety)	(Seal)
	(The Jaclyh Thomas, Attorney-in-Fact	



### **Power of Attorney**

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: Andrea E. Gorbert, Edward Reilly, Jaclyn Thomas, Kevin T. Walsh, Jr., Krystal L. Stravato, Marisol Mojica, Mariya Leonidov, Thomas MacDonald, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: unlimited and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

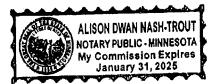
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

SEAL 1986 O

By
Sarah A, Kolar, Vice President and General Counsel

STATE OF MINNESOTA HENNEPIN COUNTY

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 9th day of May 2024

This Power of Attorney expires January 31, 2025 ORPORATE SEAL PROPERTY OF THE PROPERTY OF THE

Kara L.B. Barrow, Secretary

### State of Florida Department of State

I certify from the records of this office that ADVANCED ROOFING, INC. is a corporation organized under the laws of the State of Florida, filed on October 8, 1983.

The document number of this corporation is G65116.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 9, 2024, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Ninth day of January, 2024



Secretary of State

Tracking Number: 8321108239CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

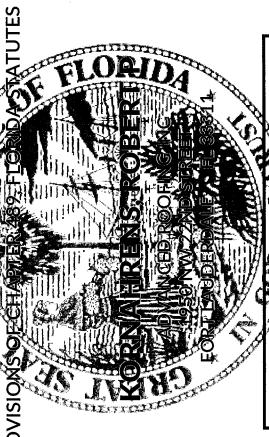


### STATE OF FLORIDA

# **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

## CONSTRUCTION INDUSTRY LICENSING BOARD

ERTHEIED UNDER THE THE ROOFING CONTINE **PROVISIONS OF** 



LICENSE NOMBER CCCC024413

**EXPIRATION DATE: AUGUST 31, 2024** 

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

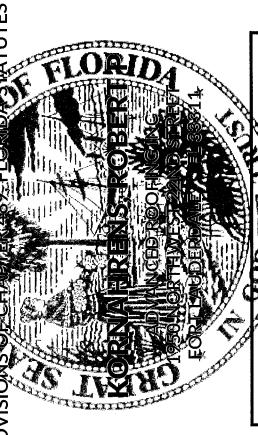


### STATE OF FLORIDA

# **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

## CONSTRUCTION INDUSTRY LICENSING BOARD

ERTHED UNDER THE THE GENERAL CONTER **PROVISIOMS OF** 



LICENSE NUMBERICGC 1507377

EXPIRATION DATE: AUGUST 31, 2024

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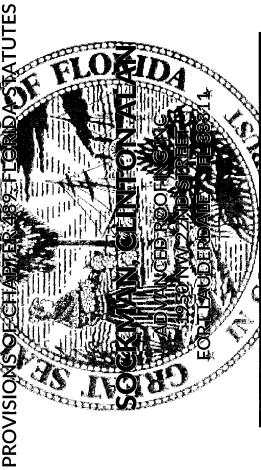


### STATE OF FLORIDA

# **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

## CONSTRUCTION IN DUSTRY LICENSING BOARD

THE SOLAR CONTRACTOR HEREINERS CERTIFIED UNDER THE PROVISION CORTEMBER 1889 ET CRIMINA STATILITES



LICENSE-NUMBER: CVC58792

**EXPIRATION DATE: AUGUST 31, 2024** 

Always verify licenses online at MyFloridaLicense.com



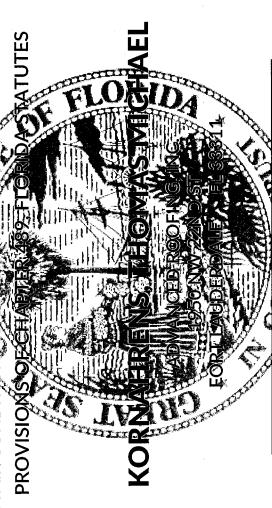
Do not alter this document in any form.



## **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION** STATE OF FLORIDA

## CONSTRUCTION INDUSTRY LICENSING BOARD

HEREINIS CERTIFIED UNDER THE THE CLASS A AIR CONDITION NO



LICENSE NUMBERICACIST8806

**EXPIRATION DATE: AUGUST 31, 2024** 

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Ron DeSantis, Governor

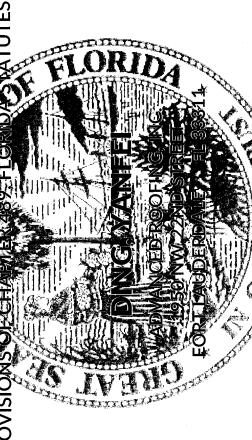
Melanie S. Griffin, Secretary

### STATE OF FLORIDA

# **DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

## ELECTRICAL CONTRACTORS LICENSING BOARD

SERRAFIED UNDER THE THE ELECTRICAL CONTRAC PROVISIONS OF C



### LICENSE NUMBERFECT 3011809

**EXPIRATION DATE: AUGUST 31, 2024** 

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.







Robert P. Foote, President Frank H. Furman, Inc. 1314 E. Atlantic Blvd. Pompano Beach, FL. 33060 Main: 954.943.5050 Toll Free 800.344.4838 Mobile: 954.609.0820

Rob@furmaninsurance.com

January 1, 2024

### RE: ADVANCED ROOFING INC. (ARI) - Risk Management/Insurance Protection

We are the risk advisor for Advanced Roofing, Inc. The purpose of our correspondence is to share with you some of the highlights of the Advanced Roofing risk management programs. We will be sharing with you some details of the protection Advanced Roofing, Inc. provides to their clients to protect your assets. ARI has achieved an <u>A+ superior risk management rating</u> due to their strict risk and job safety quality controls.

- ➤ RECOGNITION BY INSURER AXA XL is the Insurance Provider for ARI for several key components of their Insurance Portfolio. AXA XL is the insurance provider of choice for several of the Top 25 Roofing Professionals throughout the country. AXA XL recognizes Advanced Roofing as a "best in class" contractor for ARI's performance record relative to safety, controlling losses and quality controls.
- ARI CLIENTS' ASSET PROTECTION ARI has a \$12M (Auto)/\$14M (GL) aggregate limit of insurance protection per accident/incident in the event of a bodily injury or property damage claim that may occur on a jobsite or while ARI operates an automobile on the jobsite.
- ARI's exceptional workers' compensation experience modification rating of .69 allows them to secure reduced insurance rates which, in turn, translates into savings for you, their clients. This .69 rating is 31 points better than the average roofing contractor, and places ARI in the top 2 percentile of Roofing Professionals, nationwide, from a performance rating perspective.

Advanced Roofing, Inc. has a full-time safety director, an assistant safety director (CHST designation from BCSP), three safety professionals who are assigned to the different regions of the state, 8 active CERTA trainers, two safety professionals who are CPR/First Aid/AED Trainers, and a risk manager that aggressively manages their internal, as well as managing their clients' risk during their construction projects. Advanced Roofing, Inc. believes deeply in educating and training their roofing mechanics to deliver the quality and workmanship your roofing asset deserves. The ARI training program separates them from many other roofing professionals. This past year alone, Advanced Roofing, Inc. has conducted the following training programs:

- > Employees have received the OSHA 10-hour training to promote safety competency.
- > Foremen and Construction Managers have received the OSHA 30-Hour training.
- > Employees have been trained in Certified Roofing Torch Applicators (CERTA).
- > Foremen and Managers have completed Respirable Crystalline Silica OSHA training.
- > Foremen, leadmen, and supervisors have received Mobile Elevated Working Platforms training.
- > Foremen and leadmen received Crane Rigging and Signaling OSHA certification.
- > Foremen and Construction Managers received certification in first aid and CPR.
- > 557 safety inspections with an 86% success rate.
- > All approved drivers have attended the National Safety Council Defensive Driving Course.
- > ARI Safety Department conducts new hire safety training at 7 a.m. Mondays and Thursdays every week.
- ➤ GENERAL LIABILITY PROTECTION \$2M Per Occurrence/\$4M General Aggregate/\$4M Products and Completed Operations Aggregate. Advanced Roofing has the following protection included in their general liability portfolio of protection:
- Habitational/Residential Including Multi-Family
- o Torch Coverage
- "Hot" Applied Roof System Coverage
- Unlimited Building Height Protection
- Water Damage Coverage
- AUTOMOBILE PROTECTION ARI has an occurrence limit on the commercial automobile protection of \$12M in the event there is a covered bodily injury or property damage on your job site stemming from Advanced Roofing's operations. (Carrier A + Superior rated A.M. Best Co.)
- > COMMERCIAL UMBRELLA Advanced Roofing has a \$10M limit of liability. (Starr Indemnity & Liability Company is A.M. Best rated A Excellent). Their umbrella provides protection above their underlying general liability and auto protection.
- > INSTALLATION FLOATER BUILDERS' RISK ARI has secured \$5.5M in protection for certain stored materials that are to be installed on your job site, with a \$15M aggregate. This protection reduces the economic loss to you, the owner of the project, during the course of construction.
- MOLD/POLLUTION LIABILITY PROTECTION ARI has secured \$2M limits per claim/\$2M Aggregate of liability to protect you, the owner, in the event that there is a covered cause of loss stemming from mold, algae, fungi, etc. as a result of the roofing operations of ARI. This highly specialized coverage illustrates to you, the owner, that ARI is serious about protecting your assets during the course of the construction project.
- > THEFT ARI's Crime Policy includes Theft of Client Property While on the Client Property in the amount of \$500,000 and includes money, securities, or other tangible property.
- **EMPLOYMENT PRACTICES LIABILITY –** ARI's **\$1M** Employment Practices Liability Policy includes **Third Party Coverage**, affording coverage should ARI customers claim wrongful conduct.

**CYBER LIABILITY** – ARI has Cyber Theft for any ARI customer whose company or personal information is stolen or damaged through a hack on ARI's system, with limits of **\$1M**.

When you are investing in a roofing system, we encourage you to explore deeper than what is the cost of the roof. Advanced Roofing's commitment to quality and the experience they deliver places them at the top of the roofing profession.

ARI is recognized for their industry accomplishments as well as for reinvesting back to the community and environment. Experience Does Matter! Whether it be service, maintenance, new construction, re-roofing, repairs, or retro-fit, ARI has a solid portfolio of insurance protection in order to responsibly protect your project's building assets

Sincerely,

Robert P. Foote, President CPCU, ARM, AIM, CRIS, AFSB

RF:mr





Robert P. Foote, President Frank H. Furman, Inc. 1314 E. Atlantic Blvd. Pompano Beach, FL. 33060 Main: 954.943.5050 Toll Free 800.344.4838 Mobile: 954.609.0820 Rob@furmaninsurance.com

December 12, 2023

Advanced Roofing Inc. 1950 NW 22 Street Ft. Lauderdale, FL 33311

RISK MANAGEMENT

**EMPLOYEE BENEFITS** 

### To Whom It May Concern:

As the insurance advisors for Advanced Roofing, Inc., we submit this letter of confirmation of three years' Workers' Compensation Experience Modification Rates:

NCCI RATING
.69
.58
.63

If additional information required, please contact Mel Rhinehardt, Account Manager at 954-943-5050 ext. 207, or email at <a href="mel@furmaninsurance.com">mel@furmaninsurance.com</a>

Sincerely,

Robert P. Foote, CPCU, ARM, AIM, CRIS, AFSB

President

rob@furmaninsurance.com



Atlantic Specialty Insurance Company 605 Highway 169 N, Suite 800

Plymouth, MN 55441

January 2, 2024

RE: Advanced Roofing, Inc.

Letter of Bondability

To Whom It May Concern:

Advanced Roofing, Inc. is a highly regarded and valued client of American Global and Atlantic Specialty Insurance Company and is capable of providing Performance and Payment Bonds in the amount of \$40 million for any single contract and \$150 million in the aggregate. Atlantic Specialty Insurance Company is rated by AM Best as A+ (Superior), Class XV and is licensed to do business in all 50 States.

Naturally, we would expect that the execution of any final bonds would be subject to our normal underwriting review of the final contract terms and conditions by our client and ourselves. If we can provide any further assurances or assistance, please do not hesitate to call upon us.

This letter does not constitute an assumption of liability, and we assume no liability to you or to any third parties by the issuance of this letter.

Sincerely,

William Grefe Griffin Attorney In Fact



### **Power of Attorney**

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: Ricardo Davila Lamar, William Grefe Griffin, Vivian Santiago, Torre Taylor, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: unlimited and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

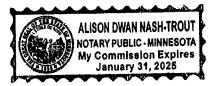
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

ORPORAL TO SEAL 1986 O

Ву

Sarah A. Kolar, Vice President and General Counsel

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



N . D 11

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 2nd day of January , 2024.

This Power of Attorney expires January 31, 2025

STATE OF MINNESOTA

HENNEPIN COUNTY



Kara L.B. Barrow, Secretary



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COVEDACES		CEDTIFICATE MIIMPEDITED 24 Fet.	all with a Cr DEVISION NUM	IRED.
Fort Lauderdale	FL	33311	INSURER F:	
			INSURERE: Federal Insurance Company	20281
1950 NW 22nd Street			INSURERD: Continental Casualty Co	20443
Advanced Roofing Inc			INSURER C: Bridgefield Employers Ins Co	10701
INSURED			INSURERB: Starr Indemnity & Liaiblity	Company 38318
Pompano Beach	FL	33061	INSURER A: Greenwich Insurance Company	22322
P. O. Box 1927			INSURER(S) AFFORDING COVERAGE	NAIC #
1314 East Atlantic Blvd	١.		E-MAIL ADDRESS: shannong@furmaninsurance.com	
Frank H. Furman, Inc.		•	(A/C, No, Ext): (954) 943-5050	FAX (A/C, No); (954) 942-6310
PRODUCER		-	CONTACT NAME:	
ocitiiloute iloidei ili ilod oi ot		uoreomen(o).		

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

		EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR		TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	8
	х	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$ 2,000,000
A		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	X	Contractual & XCU incl			CGS740979405	1/1/2024	1/1/2025	MED EXP (Any one person)	\$ 10,000
	Х	Broad Form Prop Dmg						PERSONAL & ADV INJURY	\$ 2,000,000
	GEN	I'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 4,000,000
		POLICY X PRO- JECT X LOC						PRODUCTS - COMP/OP AGG	\$ 4,000,000
		OTHER:						Employee Benefits	\$ 1,000,000
	AUT	OMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
A	Х	ANY AUTO						BODILY INJURY (Per person)	\$
<b>^</b>		ALL OWNED SCHEDULED AUTOS			CAH740979505	1/1/2024	1/1/2025		\$
	х	HIRED AUTOS X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								PIP-Basic	\$ 10,000
		UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$ 10,000,000
В	$\mathbf{x}_{\perp}$	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$ 10,000,000
		DED X RETENTION \$ 0			1000588143241	1/1/2024	1/1/2025		\$
		RKERS COMPENSATION EMPLOYERS' LIABILITY				!		X PER OTH- STATUTE ER	
	ANY	PROPRIETOR/PARTNER/EXECUTIVE	N/A					E.L. EACH ACCIDENT	\$ 1,000,000
С	(Mar	idatory in NH)	N/A		830-56020	1/1/2024	1/1/2025	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
	If yes	s, describe under CRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Ins	stallation Floater incl W/H			4016260407	1/1/2024	1/1/2025	Per Jobsite/Aggregate	\$5.5MM/\$15MM
E	Cr	ime/EE Theft of Client Prop			82494026	1/1/2024	1/1/2025	Per Loss/Deductible	\$500,000/\$15,000
DESC	ASSEMBATION OF OREDITIONS / LOCATIONS / VEHICLES / ACORD 401 Additional Remarks Schedule, may be attached if more space is required)								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION		
FOR BIDDING PURPOSES	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
	AUTHORIZED REPRESENTATIVE		
	Tina Mangum/MR Jin Mangum		

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### ADVANCED ROOFING OFFICE LOCATIONS







ESTABLISHED 1983

### Fort Lauderdale

Michael Kornahrens • Branch Manager

Office: 954-522-6868 / Toll-free: 800-638-6869

Cell: 954-553-8577

Email: MichaelK@advancedroofing.com

Address: 1950 NW 22 Street, Fort Lauderdale FL 33311

Christopher Walsh • Service Manager

Office: 954-522-6868 x1099 / Toll-free: 800-638-6869

Cell: 954-649-8165

Email: ChristopherW@advancedroofing.com Service Email: ServiceSFL@advancedroofing.com



### Miami

Julian Olarte - Branch Manager

Office: 305-456-2544 / Toll-free: 800-638-6869 x1102

Cell: 786-477-3873

Email: JulianO@advancedroofing.com

Address: 1733 NW 21st Terrace, Miami FL 33142 Service Email: ServiceSFL@advancedroofing.com

### Jupiter • Palm Beach

Tim Truelove - Branch Manager

Office: 561-743-6952 / Toll-free: 800-638-6869 x1131

Cell: 561-386-3425

Email: TimT@advancedroofing.com

Address: 1601 Park Lane South, Suite 100, Jupiter FL 33458

Service Email: ServiceSFL@advancedroofing.com

### Sanford • Orlando

Jason Carruth - Branch Manager

Office: 407-322-1555 / Toll-free: 866-365-6071

Cell: 407-509-4190

Email: JasonC@advancedroofing.com

Address: 200 Northstar Court, Sanford FL 32771

Paco Guzman - Service Manager

Office: 407-322-1555 / Toll-free: 866-365-6071

Cell: 954-319-1130

Email: FranciscoG@advancedroofing.com

### Tampa • Saint Petersburg

Bill Lester - Branch Manager

Office: 813-885-5811 / Toll-free: 800-354-9896

Cell: 813-734-2136

Email: BillL@advancedroofing.com

Address: 4909 West Knollwood Street, Tampa FL 33634

Jeff Maurer - Service Manager

Office: 813-885-5811 / Toll-free: 800-354-9896

Cell: 727-919-4648

Email: JeffM@advancedroofing.com

Service Email: ServiceTampa@advancedroofing.com

### Fort Myers • Naples

Joseph Cleiand • Branch Manager

Office: 239-208-8809 / Toll-free: 800-354-9896

Cell: 954-861-7979

Email: JosephC@advancedroofing.com

Address: 14231 Jetport Road, Unit 15, Fort Myers FL 33913 Service Email: ServiceTampa@advancedroofing.com



Christopher Alls • Service Manager

Office: 904-826-3860 / Toll-free: 866-365-6071

Cell: 904-307-0145

Email: ChristopherA@advancedroofing.com

Address: 11031 North Main Street, Jacksonville FL 32218

Service Email: ServiceCFL@advancedroofing.com

### North Florida • Panhandle

Jason Carruth • Regional Manager

Office: 407-322-1555 / Toll-free: 866-365-6071

Cell: 407-509-4190

Email: JasonC@advancedroofing.com

Address: 200 Northstar Court, Sanford FL 32771 Service Email: ServiceCFL@advancedroofing.com

### South Florida Regional Contact

Kevin Kornahrens • Executive Vice President

Office: 954-522-6868 x 1177

Cell: 321-482-0546

Email: KevinK@advancedroofing.com

Address: 1950 NW 22nd St, Ft. Lauderdale, FL 333111

### Air Conditioning | HVAC

Paul Murphy - Service Manager

Office: 954-332-1418 x 1620

Cell: 321-482-0546

Email: Paulm@advancedairsystem.com

Address: 2100 NW 21st Avenue, Fort Lauderdale FL 33311

Service Email: Service@advancedairsystem.com

### Solar I Electric

Clint Sockman - Executive Vice President

Office: 954-522-6868 x1060 Cell: 954-232-8772

Email: Clints@agt.com Address: 1950 NW 22 Street, Fort Lauderdale FL 33311

### HERNANDO COUNTY SCHOOL DISTRICT BID TABULATION

PROJECT NAME: PROJECT NUMBER:

Roof Replacement and Designated Repair of:

OJECT NUMBER: 23052.00

BID OPENING DATE / TIME: May 9, 2024 2:00pm



PREQUALIFIED CONTRACTOR	Bid Bond Included	ADDENDA ACKNOWLEDGED	Base Bid	UNIT PRICE - A	UNIT PRICE - B	UNIT PRICE - C	Altemate Phase -2	
CCM Roofing	Υ	Υ	1,499,000.00	5	15	350	869,000.00	NON- CONFORMING
Service Works	Y	Υ	\$1,879,000.00	\$10.00	\$10.00	\$3,000.00	\$940,000.00	NON- CONFORMING
Advanced Roofing	Υ	Υ	\$1,916,739.00	\$12.00	\$14.00	\$2,200.00	\$998,983.00	Intent to Award
Next Dimmension	Υ	Υ	\$1,963,240.00	\$6.00	\$13.00	\$875.00	\$1,027,000.00	
Rycars Construction	Υ	Υ	\$1,997,275.00	\$8.00	\$15.00	\$1,250.00	\$1,180,290.00	
Atlas Apex Roof	Υ	Υ	\$2,130,000.00	\$5.50	\$6.00	\$750.00	\$1,304,000.00	

Opened & read aloud by:	Desmond Maner
Recorded & witnessed by:	Edith Gutierrez

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

Architecture Roof Consulting Construction Technology AR 0007684



601 North Fern Creek Avenue Suite 100 Orlando, Florida 32803 (407) 896-7875

May 16, 2024

Desmond Maner, Project Manager Hernando County Public Schools 8008 Mobley Road Brooksville, Florida 34601 maner d@hcsb.k12.fl.us

Re: Bid Award Recommendation Letter for the Roof Replacement and Designated Repairs for Nature Coast Technical High School, Phase 1
A/R/C Project No. 23052.00

Dear Desmond,

Sealed bids from six participating contractors for this project on May 9<sup>th</sup> and were reviewed to ensure that they had the required supporting documents provided. The three low bidders were interviewed shortly after the bid opening, with the following results:

- 1. CMM Roofing, Inc. \$1,499,000.00 **NON-CONFORMING** 
  - a. The Pre-Qualification forms that were filled out were not correct. CMM Roofing, Inc. lists their company as being in business for 10+ years, but were incorporated in 2020. They have only been in business for 4 years as their current entity.
  - b. On the Bid Form, the contractor presented certain work to be self-performed, but upon inquiry did not have the ability to self-perform and were planning to subcontract to an unselected contractor.
  - c. The bid was 21% lower than the next lowest bid. The other five bids were within 2% of each other. This in our opinion indicates an error that will likely affect the quality of the project.
- 2. Service Works Commercial Roofing, LLC \$1,879,000.00 NON-CONFORMING
  - a. An error was found in the bid amount, with certain items not contained within their pricing.
  - b. On the Bid Form, the contractor presented the roofing work to be self-performed, but upon inquiry did not have the current manpower to self-perform and were considering sub-contracting all of the roofing work to an unselected contractor.
  - c. After bid review, the contractor asked to withdraw their bid.
- 3. Advanced Roofing, Inc. \$1,916,739.00 CONFORMING
  - a. The lump sum bid was found to be accurate, and without error or omission.
  - b. We confirmed that the contractor is fully qualified and capable.



We recommend the bid be awarded to Advanced Roofing, Inc. as the contractor is fully conforming with the Construction Documents, and have completed successful project for Hernando County Public Schools in the past. If within the school district budget, we also recommend awarding Alternate No. 01 to include Phase 2 for the roof replacement scope of work.

Please, contact us with any other comments or questions you may have.

Sincerely,

A/R/C Associates, Incorporated

Tyler Hall, Project Manager

Joseph J. Williams, President Architect, AIA, Roof Consultant, RRC

Attachment: Bid Tabulation Form



### **PUBLIC BID OPENING – BID TABULATION**

**BID TITLE: NCTHS – Roof Replacement and Designated Repairs Of:** 

**BID NUMBER:23052-00** 

DATE & TIME: May 9, 2:00pm

	BID	ALL ADD		UNIT CO ALLOW. (INCLUDED II	ANCES		
BIDDER'S NAME	BOND (Y/N)	END A (Y/N)	BASE BID	UNIT COST No. A	UNIT COST No. B	UNIT COST No. C	Alternate phase 2
Advanced Roofing	Y	Y	\$1,916,7,39.00	\$12	\$14	\$ 2,200	# 998, 983.
Atlas Apex Roof	Y	Y	\$2,130,000.	\$ /1.—	\$6.	\$ 750.	\$1,304,000.
CCM Roofing	Y	Y	\$1,499,000.00	\$5.50	\$15.	\$ 350.	\$869,000.
Central Roof of FI			\$	\$	\$	\$	,
Next Dimension	Y	Y	\$1,963,240.00	\$6.	\$13.	\$875.	\$1,027,000.
Rycars Construction	Υ	Y_	\$1,997,275,00	\$8.	\$15.	\$1,250.	\$1,180,290.
Ryman Roofing			\$	\$	\$	\$	• ,
S Culp Enterprises			\$	\$	\$	\$	
Service Works	Y	Y	\$1,879,000.00	\$10.	\$10.	\$ 3,000.	\$ 940,000.
			\$	\$	\$	\$ '	,
			\$	\$	\$	\$	
			\$	\$	\$	\$	
Opened and read aloud by:			m D	<u> </u>		No. of bids soli	cited: 9
(Printed Name) (Signature)  No. of bids received: 6  Witnessed and tabulated by: Edith Gutierrez (Alettinature)							
Witnessed and tabulated by: <u>{</u>	(Printed N	ame)	(Signature)	2 mar	<del></del>	No. of late bids	: <u>Ø</u>
						No. of declined	bids: Ø



### **PUBLIC BID Meeting-SIGN-IN SHEET**

Job TITLE: NCTHS- Roof Replacement and Designated Repairs Of: Project NUMBER: 23052-00 DATE & TIME: May 9, 2024 2:00pm

ATTE	NDEE	REPRESENTING					
PRINTED NAME	SIGNATURE	COMPANY NAME	TELEPHONE				
Desmond Maner	Q.	HCSB	352-797-7050 #233				
John Williams	Skelle	HesB					
SERVICE WORKS		SERVICE WORKS	813 7342595				
Sean Burdick		Next Dimension	630 523 3611				
Edith Grutier	er Westerster	HCSB	352-797-7050				
- Jun Lipson	Toll I	ACSB	15				

miké P.



### **PUBLIC BID Meeting-SIGN-IN SHEET**

Job TITLE: NCTHS- Roof Replacement and Designated Repairs Of: Project NUMBER: 23052-00 DATE & TIME: May 9, 2024 2:00pm

ATT	ATTENDEE		REPRESENTING
PRINTED NAME	SIGNATURE	COMPANY NAME	TELEPHONE
Desmond Maner		HCSB	352-797-7050 #233
	·		
			,



### Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

**AGREEMENT** made as of the Twenty-fifth day of June in the year Two Thousand Twenty-four (In words, indicate day, month and year.)

### BETWEEN the Owner:

(Name, legal status, address and other information)

School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601

and the Contractor:

(Name, legal status, address and other information)

Advanced Roofing, Inc. 4909 W Knollwood Street Tampa, FL 33634

for the following Project: (Name, location and detailed description)

Roof Replacement and Designated Repairs for Nature Coast Technical High School-Phase

Nature Coast Technical High School 4057 California Street Brooksville, FL 34604

The Architect:

(Name, legal status, address and other information)

A/R/C Associates, Inc. 601 North Fern Creek Avenue Suite 100 Orlando, FL 32803

The Owner and Contractor agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

### TABLE OF ARTICLES

- THE CONTRACT DOCUMENTS
- THE WORK OF THIS CONTRACT
- DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- CONTRACT SUM
- **PAYMENTS**
- **DISPUTE RESOLUTION**
- 7 **TERMINATION OR SUSPENSION**
- **MISCELLANEOUS PROVISIONS**
- **ENUMERATION OF CONTRACT DOCUMENTS**

### **EXHIBIT A INSURANCE AND BONDS**

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- [ ] The date of this Agreement.
- [ X ] A date set forth in a notice to proceed issued by the Owner.
- [ ] Established as follows: (Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

### § 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

Init.

**User Notes:** 

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(1194482223)

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[X ] Not later than Two-hundred ten (210) calendar days from the date of commencement of the Work.

[ ] By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work Substantial Completion Date N/A N/A

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

### ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Million Nine Hundred Sixteen Thousand Seven Hundred Thirty-nine Dollars and Zero Cents (\$ 1,916,739.00), subject to additions and deductions as provided in the Contract Documents.

### § 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

ltem	Price
None	N/A

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
Alternate Number One	\$998,983.00	Board approval prior to October 23 2024

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item	Price	
Owner's Contingency	\$100,000,00	

### § 4.4 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)	
Unit Price A	4,000 SF in contract sum	\$12.00	
Unit Price B	100 SF in contract sum	\$14.00	
Unit Price C	16 EA in contract sum	\$2,200.00	

### § 4.5 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

Three-hundred dollars (\$300.00) per calendar day

### § 4.6 Other:

**User Notes:** 

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

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### ARTICLE 5 PAYMENTS

### § 5.1 Progress Payments

- § 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.
- § 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

The twenty-fifth (25th) day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the twenty-fifth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the last day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than forty-five (45) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

- § 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.
- § 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.
- § 5.1.6 In accordance with AIA Document A201<sup>™</sup>–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:
- § 5.1.6.1 The amount of each progress payment shall first include:
  - .1 That portion of the Contract Sum properly allocable to completed Work;
  - .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
  - .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.
- § 5.1.6.2 The amount of each progress payment shall then be reduced by:
  - .1 The aggregate of any amounts previously paid by the Owner;
  - .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
  - .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
  - .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
  - .5 Retainage withheld pursuant to Section 5.1.7.

### § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Five percent (5%)

**User Notes:** 

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§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

Retainage shall not be reduced prior to Substantial Completion.

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage upon Substantial Completion.)

- § 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.
- § 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

- § 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when
  - .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
  - .2 a final Certificate for Payment has been issued by the Architect.
- § 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

Within 10 days following Final Acceptance at a regularly scheduled School Board meeting.

### § 5.3 Interest

**User Notes:** 

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located. (Insert rate of interest agreed upon, if any.)

2.0 % Two percent

### ARTICLE 6 DISPUTE RESOLUTION

### § 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker. (If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

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### § 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows: (Check the appropriate box.)

[ ]	Arbitration pursuant to Section 15.4 of AIA Document A201–2017
[ <b>X</b> ]	Litigation in a court of competent jurisdiction

Other (Specify)

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

### ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows: (Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

The Owner shall pay reasonable and documented costs only for that portion of Work completed at the time of termination, as determined by the Architect/Engineer of Record. Such costs shall be based on a subsequent Schedule of Values approved by the Architect/Engineer of Record.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

### ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

### § 8.2 The Owner's representative:

(Name, address, email address, and other information)

Brian Ragan 8016 Mobley Road Brooksville, FL 34601 ragan b@hcsb.k12.fl.us

### § 8.3 The Contractor's representative:

(Name, address, email address, and other information)

Bill Lester

**User Notes:** 

Init.

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(110//82223)

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4909 West Knollwood Street Tampa, FL 33634 BillL@advancedroofing.com

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

### § 8.5 Insurance and Bonds

- § 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101<sup>TM</sup>–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.
- § 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™—2017 Exhibit A, and elsewhere in the Contract Documents.
- § 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203<sup>TM</sup>–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

### § 8.7 Other provisions:

### ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

- § 9.1 This Agreement is comprised of the following documents:
  - .1 AIA Document A101<sup>TM</sup>—2017, Standard Form of Agreement Between Owner and Contractor
  - .2 AIA Document A101<sup>TM</sup>\_2017, Exhibit A, Insurance and Bonds
  - .3 AIA Document A201<sup>TM</sup>\_2017, General Conditions of the Contract for Construction
  - .4 AIA Document E203<sup>TM</sup>—2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this Agreement.)

### .5 Drawings

Number	Title	Dat	te
A00	Cover Sheet	Ap	ril 30 <sup>th</sup> 2024
A01	Overall Site Plan	"	**
A02	Wind Pressure/Code	**	Ħ
A03	Bldg 1 Roof Plan	**	11
A04	Bldg 2 Roof Plan	*1	11
A05	Bldg 2&3 Roof Plan	*11	11
A06	Bldg 4 Roof Plan	11	11
A07	Bldg 5 Partial Roof Plan	**	11
A08	Bldg 5 Partial Roof Plan	**	ff
A09	Bldg 6&7 Roof Plan	#1	Ħ
B01	General Notes	**	H
B02	Roof Details	**	It
B03	Roof Details	11	11

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B04	Roof Details	71	Ħ
B05	Roof Details	#1	11
B06	Roof Details	11	11
B07	Roof Details	11	11
B08	Roof Details	"	**
B09	Roof Details	11	11

.6 Specifications

Section	Title	Date	Pages
Project Manual	Roof Replacement and	April 19,2024	222
	Designated Repairs for		
	NCTHS Phase 1		

.7 Addenda, if any:

Number	Date	Pages
One	April 30th, 2024	3 pages 19 Plan Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

[ ] AIA Document E204<sup>TM</sup>–2017, Sustainable Projects Exhibit, dated as indicated below: (Insert the date of the E204-2017 incorporated into this Agreement.)

The Sustainability Plan:

Title	Date	Pages

[ X ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
AIA A201-2017	General Conditions of the	2017	39
	Contract for Construction		

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201<sup>TM</sup>–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

EXHIBIT A - AIA Insurance and Bonds

EXHIBIT B - Not Applicable

EXHIBIT C - HCSB Contractor's Insurance and Bond Requirements

EXHIBIT D - HCSB Standard Addendum to Agreements

EXHIBIT E - HCSB Conflict of Interest Form

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(1194482223)

	Bill Lester, Branch Manager
OWNER (Signature)	CONTRACTOR (Signature)
	RUK

(Printed name and title)

This Agreement entered into as of the day and year first written above.

(Printed name and title)

**User Notes:** 

# Additions and Deletions Report for

AIA® Document A101® - 2017

N/A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 07:40:13 ET on 05/28/2024.

# PAGE 1 AGREEMENT made as of the Twenty-fifth day of June in the year Two Thousand Twenty-four School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601 Advanced Roofing, Inc. 4909 W Knollwood Street Tampa, FL 33634 Roof Replacement and Designated Repairs for Nature Coast Technical High School-Phase 1 Nature Coast Technical High School 4057 California Street Brooksville, FL 34604 A/R/C Associates, Inc. 601 North Fern Creek Avenue Suite 100 Orlando, FL 32803 PAGE 2 A date set forth in a notice to proceed issued by the Owner. PAGE 3 [X]Not later than Two-hundred ten (210) calendar days from the date of commencement of the Work.

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User Notes:

N/A

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Million Nine Hundred Sixteen Thousand Seven Hundred Thirty-nine Dollars and Zero Cents (\$ 1.916,739.00), subject to additions and deductions as provided in the Contract Documents.

None

N/A

Alternate Number One

\$998,983.00

Board approval prior to

October 23,2024

Owner's Contingency

\$100,000.00

Unit Price A Unit Price B Unit Price C 4,000 SF in contract sum 100 SF in contract sum 16 EA in contract sum

\$12.00 \$14.00 \$2,200.00

Three-hundred dollars (\$300.00) per calendar day

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...

The twenty-fifth (25th) day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the twenty-fifth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the last day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than forty-five (45) days after the Architect receives the Application for Payment.

Five percent (5%)

PAGE 5

Retainage shall not be reduced prior to Substantial Completion.

Within 10 days following Final Acceptance at a regularly scheduled School Board meeting.

2.0 % Two percent

PAGE 6

Litigation in a court of competent jurisdiction

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The Owner shall pay reasonable and documented costs only for that portion of Work completed at the time of termination, as determined by the Architect/Engineer of Record. Such costs shall be based on a subsequent Schedule of Values approved by the Architect/Engineer of Record.

Brian Ragan 8016 Mobley Road Brooksville, FL 34601 ragan b@hcsb.k12.fl.us

Bill Lester 4909 West Knollwood Street Tampa. FL 33634 BillL@advancedroofing.com PAGE 7

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<u>A01</u>	Overall Site Plan	
_A02	Wind Pressure/Code	11 11
_A03	Bldg 1 Roof Plan	***
_A04	Bldg 2 Roof Plan	11 11
A05	Bldg 2&3 Roof Plan	11 11
A06	Bldg 4 Roof Plan	11 11
_A07	Bldg 5 Partial Roof Plan	** **
A08	Bldg 5 Partial Roof Plan	11 11
A09	Bldg 6&7 Roof Plan	** **
B01	General Notes	11 11
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Project Manual

Roof Replacement and Designated Repairs for NCTHS Phase 1

April 19,2024

<u>One</u>

April 30th, 2024

3 pages 19 Plan Pages

2017

[ <u>X</u> ]

Supplementary and other Conditions of the Contract:

AIA A201-2017

General Conditions of the Contract for Construction

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EXHIBIT A - AIA Insurance and Bonds

EXHIBIT B - Not Applicable

EXHIBIT C - HCSB Contractor's Insurance and Bond Requirements

EXHIBIT D - HCSB Standard Addendum to Agreements

**EXHIBIT E - HCSB Conflict of Interest Form** 

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## Certification of Document's Authenticity

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I, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 07:40:13 ET on 05/28/2024 under Order No. 3104238935 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101<sup>TM</sup> – 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

BLANCH MANDER

5-28-24

(Dated)



## Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the Twenty-fifth day of June in the year Two Thousand Twenty-four (In words, indicate day, month and year.)

## for the following **PROJECT**:

(Name and location or address)

Roof Replacement and Designated Repairs for Nature Coast Technical High School-Phase

Nature Coast Technical High School

#### THE OWNER:

(Name, legal status and address)

School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601

#### THE CONTRACTOR:

(Name, legal status and address)

Advanced Roofing, Inc. 4909 W Knollwood Street Tampa, FL 33634

#### TABLE OF ARTICLES

A.1 GENERAL

A.2 OWNER'S INSURANCE

A.3 CONTRACTOR'S INSURANCE AND BONDS

A.4 SPECIAL TERMS AND CONDITIONS

### ARTICLE A.1 GENERAL

The Owner and Contractor shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201<sup>TM</sup>\_2017, General Conditions of the Contract for Construction.

#### ARTICLE A.2 OWNER'S INSURANCE

#### § A.2.1 General

**User Notes:** 

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article A.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by Section A.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

#### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Document A201®–2017, General Conditions of the Contract for Construction. Article 11 of A201®–2017 contains additional insurance provisions.

#### § A.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

## § A.2.3 Required Property Insurance

- § A.2.3.1 Unless this obligation is placed on the Contractor pursuant to Section A.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section A.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.
- § A.2.3.1.1 Causes of Loss. The insurance required by this Section A.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

(Indicate below the cause of loss and any applicable sub-limit.)

Causes of Loss

**Sub-Limit** 

§ A.2.3.1.2 Specific Required Coverages. The insurance required by this Section A.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Contractor's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows: (Indicate below type of coverage and any applicable sub-limit for specific required coverages.)

Coverage

**Sub-Limit** 

- § A.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section A.2.3.1 or, if necessary, replace the insurance policy required under Section A.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.
- § A.2.3.1.4 Deductibles and Self-Insured Retentions. If the insurance required by this Section A.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.
- § A.2.3.2 Occupancy or Use Prior to Substantial Completion. The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section A.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Contractor shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

## § A.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure

against direct physical loss or damage from the causes of loss identified in Section A.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

## § A.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below. (Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

§ A.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss. - 1 § A.2.4.2 Ordinance or Law Insurance, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project. § A.2.4.3 Expediting Cost Insurance, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property. [ ] § A.2.4.4 Extra Expense Insurance, to provide reimbursement of the reasonable and necessary excess costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred. § A.2.4.5 Civil Authority Insurance, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance. § A.2.4.6 Ingress/Egress Insurance, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage. [ ] § A.2.4.7 Soft Costs Insurance, to reimburse the Owner for costs due to the delay of completion of the Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction,

repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

## § A.2.5 Other Optional Insurance.

The Owner shall purchase and maintain the insurance selected below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to *the description(s) of selected insurance.)* 

§ A.2.5.1 Cyber Security Insurance for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information. (Indicate applicable limits of coverage or other conditions in the fill point below.)

#### [X] § A.2.5.2 Other Insurance

(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage Limits Per Exhibit C Per Exhibit C

#### **ARTICLE A.3** CONTRACTOR'S INSURANCE AND BONDS

## § A.3.1 General

- § A.3.1.1 Certificates of Insurance. The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy or policies.
- § A.3.1.2 Deductibles and Self-Insured Retentions. The Contractor shall disclose to the Owner any deductible or selfinsured retentions applicable to any insurance required to be provided by the Contractor.
- § A.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Contractor shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

## § A.3.2 Contractor's Required Insurance Coverage

§ A.3.2.1 The Contractor shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below: (If the Contractor is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

Contractor shall maintain insurance as required by Exhibit C HCSB Contractor's Insurance & Bond Requirements

## § A.3.2.2 Commercial General Liability

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than One-million dollars (\$ 1,000,000 ) each occurrence, Two-million dollars

general aggregate, and Two-million dollars (\$2,000,000) aggregate for products-completed operations hazard, providing coverage for claims including

- damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 3.18 of the General Conditions.
- **§ A.3.2.2.2** The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:
  - 1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
  - .2 Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
  - .3 Claims for bodily injury other than to employees of the insured.
  - .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
  - .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
  - .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
  - .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
  - .8 Claims related to roofing, if the Work involves roofing.
  - .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
  - .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
  - .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.
- **§ A.3.2.3** Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than One-million dollars (\$ 1,000,000 ) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.
- § A.3.2.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.
- § A.3.2.5 Workers' Compensation at statutory limits.
- § A.3.2.6 Employers' Liability with policy limits not less than (\$ ) each accident, (\$ ) each employee, and (\$ ) policy limit.
- § A.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks
- § A.3.2.8 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.

**User Notes:** 

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- § A.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.
- **§ A.3.2.10** Coverage under Sections A.3.2.8 and A.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.
- § A.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.
- § A.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.

## § A.3.3 Contractor's Other Insurance Coverage

§ A.3.3.1 Insurance selected and described in this Section A.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:

(If the Contractor is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

Contractor shall maintain insurance as required by Exhibit C HCSB Contractor's Insurance & Bond Requirements

**§ A.3.3.2** The Contractor shall purchase and maintain the following types and limits of insurance in accordance with Section A.3.3.1.

(Select the types of insurance the Contractor is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

- § A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:

  (Where the Contractor's obligation to provide property insurance differs from the Owner's obligations as described under Section A.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)
- [ ] § A.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate, for Work within fifty (50) feet of railroad property.
- § A.3.3.2.3 Asbestos Abatement Liability Insurance, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.
- [ ] **§ A.3.3.2.4** Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.

[ ]	§ A.3.3.2.5 Property insurance on an "all-risks" completed value form, covering property owned by the
	Contractor and used on the Project, including scaffolding and other equipment.

## § A.3.3.2.6 Other Insurance

(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage

Limits

## § A.3.4 Performance Bond and Payment Bond

The Contractor shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows: (Specify type and penal sum of bonds.)

Type

Payment Bond

Performance Bond

Penal Sum (\$0.00)

100% of Contract Sum 100% of Contract Sum

Payment and Performance Bonds shall be AIA Document A312<sup>TM</sup>, Payment Bond and Performance Bond, or contain

## ARTICLE A.4 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

provisions identical to AIA Document A312<sup>TM</sup>, current as of the date of this Agreement.

Contractor shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit A and Exhibit C, the most stringent requirement shall apply

# Additions and Deletions Report for

AIA® Document A101® – 2017 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

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## PAGE 1

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Contractor, dated the Twenty-fifth day of June in the year Two Thousand Twenty-four Roof Replacement and Designated Repairs for Nature Coast Technical High School-Phase 1

Nature Coast Technical High School

School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601

Advanced Roofing, Inc. 4909 W Knollwood Street Tampa, FL 33634 PAGE 4

> [ X ] § A.2.5.2 Other Insurance

Per Exhibit C Per Exhibit C

Contractor shall maintain insurance as required by Exhibit C HCSB Contractor's Insurance & Bond Requirements

§ A.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than One-million dollars (\$ 1,000,000 ) each occurrence, Two-million dollars (\$ 2,000,000 general aggregate, and Two-million dollars (\$2,000,000) aggregate for products-completed operations hazard, providing coverage for claims including PAGE 5

§ A.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than One-million dollars (\$ 1,000,000 ) per accident, for bodily injury, death of any person,

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and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

#### PAGE 6

[ X ]

Contractor shall maintain insurance as required by Exhibit C HCSB Contractor's Insurance & Bond Requirements

•••

§ A.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section A.2.3, which, if selected in this section A.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section A.2.3.1.3 and Section A.2.3.3. The Contractor shall comply with all obligations of the Owner under Section A.2.3 except to the extent provided below. The Contractor shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Contractor shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:

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Payment Bond Performance Bond 100% of Contract Sum 100% of Contract Sum

..

Contractor shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit A and Exhibit C, the most stringent requirement shall apply



## General Conditions of the Contract for Construction

## for the following PROJECT:

(Name and location or address)

Roof Replacement and Designated Repairs for Nature Coast Technical High School-Phase

Nature Coast Technical High School

## THE OWNER:

(Name, legal status and address)

School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601

#### THE ARCHITECT:

(Name, legal status and address)

A/R/C Associates, Inc. 601 North Fern Creek Avenue Suite 100 Orlando, FL 32803

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This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

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#### ARTICLE 1 GENERAL PROVISIONS

#### § 1.1 Basic Definitions

#### § 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

#### § 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### § 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### § 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

## § 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

## § 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### § 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### § 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

## § 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

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- § 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.
- § 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.
- § 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

## § 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

#### § 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

## § 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

- § 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.
- § 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

## § 1.6 Notice

- § 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.
- § 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

#### § 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203<sup>TM</sup>—2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

#### § 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203<sup>TM</sup>\_2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document

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G202TM-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 OWNER

#### § 2.1 General

- § 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.
- § 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

#### § 2.2 Evidence of the Owner's Financial Arrangements

- § 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.
- § 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.
- § 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.
- § 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

## § 2.3 Information and Services Required of the Owner

- § 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.
- § 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

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- § 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.
- § 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.
- § 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.
- § 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

#### § 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

#### § 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have. correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

#### ARTICLE 3 CONTRACTOR

#### § 3.1 General

- § 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.
- § 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.
- § 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

#### § 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

- § 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.
- § 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.
- § 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

## § 3.3 Supervision and Construction Procedures

- § 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.
- § 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.
- § 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

### § 3.4 Labor and Materials

- § 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- § 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

#### § 3.5 Warranty

- § 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.
- § 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

#### § 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

### § 3.7 Permits, Fees, Notices and Compliance with Laws

- § 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.
- § 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.
- § 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

#### § 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

### § 3.8 Allowances

- § 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.
- § 3.8.2 Unless otherwise provided in the Contract Documents,
  - .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
  - .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
  - whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.
- § 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

#### § 3.9 Superintendent

- § 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.
- § 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.
- § 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

## § 3.10 Contractor's Construction and Submittal Schedules

- § 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.
- § 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.
- § 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

## § 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and

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delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

## § 3.12 Shop Drawings, Product Data and Samples

- § 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.
- § 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.
- § 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.
- § 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.
- § 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.
- § 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
- § 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.
- § 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.
- § 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.
- § 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.
- § 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will

specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

#### § 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

### § 3.14 Cutting and Patching

- § 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.
- § 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

## § 3.15 Cleaning Up

- § 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.
- § 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

## § 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

#### § 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

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#### § 3.18 Indemnification

- § 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.
- § 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

## ARTICLE 4 ARCHITECT

#### § 4.1 General

- § 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.
- § 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

#### § 4.2 Administration of the Contract

- § 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.
- § 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.
- § 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

#### § 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

- § 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.
- § 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.
- § 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- § 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.
- § 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.
- § 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.
- § 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
- § 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.
- § 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.
- § 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

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#### ARTICLE 5 SUBCONTRACTORS

#### § 5.1 Definitions

- § 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.
- § 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

## § 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

- § 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.
- § 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.
- § 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.
- § 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

#### § 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

#### § 5.4 Contingent Assignment of Subcontracts

- § 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that
  - assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
  - .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

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When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

- § 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.
- § 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

## ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

- § 6.1 Owner's Right to Perform Construction and to Award Separate Contracts
- § 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.
- § 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.
- § 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.
- § 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

## § 6.2 Mutual Responsibility

- § 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.
- § 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.
- § 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.
- § 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

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§ 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

#### § 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

#### ARTICLE 7 CHANGES IN THE WORK

#### § 7.1 General

- § 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.
- § 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.
- § 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

#### § 7.2 Change Orders

- § 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:
  - .1 The change in the Work;
  - .2 The amount of the adjustment, if any, in the Contract Sum; and
  - .3 The extent of the adjustment, if any, in the Contract Time.

#### § 7.3 Construction Change Directives

- § 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.
- § 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.
- § 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:
  - Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
  - .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
  - .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
  - .4 As provided in Section 7.3.4.
- § 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

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- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others:
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.
- § 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.
- § 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.
- § 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.
- § 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.
- § 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.
- § 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

#### § 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

#### ARTICLE 8 TIME

#### § 8.1 Definitions

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- § 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.
- § 8.1.2 The date of commencement of the Work is the date established in the Agreement.
- § 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

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§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

#### § 8.2 Progress and Completion

- § 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.
- § 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.
- § 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

#### § 8.3 Delays and Extensions of Time

- § 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.
- § 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.
- § 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

#### ARTICLE 9 PAYMENTS AND COMPLETION

#### § 9.1 Contract Sum

- § 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.
- § 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

#### § 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

#### § 9.3 Applications for Payment

- § 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.
- § 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

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- § 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.
- § 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.
- § 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

#### § 9.4 Certificates for Payment

- § 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.
- § 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### § 9.5 Decisions to Withhold Certification

- § 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of
  - .1 defective Work not remedied;
  - .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
  - .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;

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- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.
- § 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.
- § 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.
- § 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

#### § 9.6 Progress Payments

- § 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.
- § 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.
- § 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.
- § 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.
- § 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.
- § 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.
- § 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.
- § 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

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#### § 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

#### § 9.8 Substantial Completion

- § 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.
- § 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.
- § 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.
- § 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.
- § 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

#### § 9.9 Partial Occupancy or Use

- § 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.
- § 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

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§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

#### § 9.10 Final Completion and Final Payment

- § 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.
- § 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.
- § 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.
- § 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from
  - .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
  - .2 failure of the Work to comply with the requirements of the Contract Documents;
  - .3 terms of special warranties required by the Contract Documents; or
  - .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.
- § 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

#### ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

#### § 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

#### § 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

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- employees on the Work and other persons who may be affected thereby; .1
- the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, .2 under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, .3 structures, and utilities not designated for removal, relocation, or replacement in the course of construction.
- § 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.
- § 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.
- § 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
- § 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyonc directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.
- § 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.
- § 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

#### § 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

#### § 10.3 Hazardous Materials and Substances

- § 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.
- § 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will

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promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

- § 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.
- § 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.
- § 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.
- § 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

#### § 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

#### ARTICLE 11 **INSURANCE AND BONDS**

#### § 11.1 Contractor's Insurance and Bonds

- § 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.
- § 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.
- § 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.
- § 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act

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or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

#### § 11.2 Owner's Insurance

- § 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.
- § 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.
- § 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

#### § 11.3 Waivers of Subrogation

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- § 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.
- § 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.
- § 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

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The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

#### §11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

#### ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

#### § 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

#### § 12.2 Correction of Work

#### § 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

#### § 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

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- § 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.
- § 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.
- § 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.
- § 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.
- § 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

#### § 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

#### **ARTICLE 13** MISCELLANEOUS PROVISIONS

#### § 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

#### § 13.2 Successors and Assigns

- § 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.
- § 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

#### § 13.3 Rights and Remedies

- § 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.
- § 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

#### § 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and

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approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

- § 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.
- § 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.
- § 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.
- § 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.
- § 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

#### § 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

#### ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

#### § 14.1 Termination by the Contractor

- § 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:
  - .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
  - .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
  - .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
  - .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.
- § 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.
- § 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

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§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

#### § 14.2 Termination by the Owner for Cause

- § 14.2.1 The Owner may terminate the Contract if the Contractor
  - .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
  - .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
  - .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
  - .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.
- § 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:
  - .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
  - .2 Accept assignment of subcontracts pursuant to Section 5.4; and
  - .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.
- § 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.
- § 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

#### § 14.3 Suspension by the Owner for Convenience

- § 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.
- § 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent
  - .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
  - .2 that an equitable adjustment is made or denied under another provision of the Contract.

#### § 14.4 Termination by the Owner for Convenience

- § 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.
- § 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall
  - 1 cease operations as directed by the Owner in the notice;
  - .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work;
  - .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

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§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

#### ARTICLE 15 CLAIMS AND DISPUTES

#### § 15.1 Claims

#### § 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

#### § 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

#### § 15.1.3 Notice of Claims

- § 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.
- § 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

#### § 15.1.4 Continuing Contract Performance

- § 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.
- § 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

#### § 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

#### § 15.1.6 Claims for Additional Time

- § 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.
- § 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

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#### § 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

#### § 15.2 Initial Decision

- § 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.
- § 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.
- § 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.
- § 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.
- § 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.
- § 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.
- § 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

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- § 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.
- § 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

- § 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.
- § 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.
- § 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.
- § 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

#### § 15.4 Arbitration

- § 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.
- § 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.
- § 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- § 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

#### § 15.4.4 Consolidation or Joinder

- § 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).
- § 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.
- § 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

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### Additions and Deletions Report for

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#### PAGE 1

Roof Replacement and Designated Repairs for Nature Coast Technical High School-Phase 1 Nature Coast Technical High School

School District of Hernando County, Florida 8016 Mobley Road Brooksville, FL 34601

A/R/C Associates, Inc. 601 North Fern Creek Avenue Suite 100 Orlando, FL 32803

### **Certification of Document's Authenticity**

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I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 07:41:31 ET on 05/28/2024 under Order No. 3104238935 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A201<sup>TM</sup> – 2017, General Conditions of the Contract for Construction, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

Barrell MANAGER

5-28-24

(Dated)

## STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. 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 212.08(6), Fla. Stat.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.
- 12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

- 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.
  - 14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.
  - 15. <u>E-Verify</u>. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
  - Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

- 17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
  - a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
  - b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
  - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
  - d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon

completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this

provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

- 18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

Printed Name: BIII LESTER

Title: BRANCH MANGORN

Date: 5-28-24

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

#### **CONFLICT OF INTEREST**

Bidder must execute either Section I or Section II hereunder, relative to Florida State Statute 112. Failure to execute either section may result in rejection of your bid/proposal. All Proposers must disclose, with their bid/proposal, the name of any officer, director, or agent who is also an employee of the Hernando County School District. Further, all Proposers must disclose the name of any HCSB employee(s) who own directly, or indirectly, an interest in the Proposer or any of its branches or subsidiaries.

#### **SECTION I**

	SECTION	
I hereby certify that no official or employee of Hern		ervices describe
in these specifications, has a material financial inter	rest in this company.	
ROLK	Advanced Roofing Inc.	
Signature of Officer/Agent authorized	Company Name	_
B.11 1 RSTEN	4909 W Knollwood St	
Print Name	Business Address	_
	Tampa, FL 33634	
	City, State, Zip Code	_
I hereby certify that the following named Hernando financial interest(s) in this company. (Please use sept	o County School Board official(s) and/or employee(s)  arate sheet if needed)  Nancy S	ved as to form having material McClain Alfonso  I Counsel, HCSB
Name	Title or Position	-
Name	Title or Position	_
Signature of Officer/Agent authorized	Company Name	
Print Name	Business Address	_

City, State, Zip Code

Revised: 08/25/15

#### **CONFLICT OF INTEREST**

Bidder must execute either Section I or Section II hereunder, relative to Florida State Statute 112. Failure to execute either section may result in rejection of your bid/proposal. All Proposers must disclose, with their bid/proposal, the name of any officer, director, or agent who is also an employee of the Hernando County School District. Further, all Proposers must disclose the name of any HCSB employee(s) who own directly, or indirectly, an interest in the Proposer or any of its branches or subsidiaries.

#### **SECTION I**

	SECTION	
	ando County School Board, requiring the goods or service	ces describe
in these specifications, has a material financial inter	rest in this company.	
BOLK	Advanced Roofing Inc.	
Signature of Officer/Agent authorized	Company Name	
B.11 1 RSTEN	1950 NW 22nd St,	
Print Name	Business Address	
	Fort Lauderdale, FL 33311	
	City, State, Zip Code	
	SECTION II	
	Approved	as to form
	County School Board official(s) and/or employee(s) hav	_
financial interest(s) in this company. (Please use sepa	arate sheet if needed)  Nancy McCl	lain Alfonso
	General Cou	unsel, HCSB
Name	Title or Position	
Name	Title or Position	
Signature of Officer/Agent authorized	Company Name	
Print Name		
	Business Address	
	Business Address	

City, State, Zip Code

Revised: 08/25/15

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

(For Donations, use Section B)

Account Name			Cuast I cullillal	High School Roo	Rebiacement	Project
	3983E	7400	6800	0351	M2090	,
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Original Approved Budget 1,916,739.00	Budget + Amendments - 0.00	Expenditures / - Encumbrances To Date  0.00	Current Available Budget  1,916,739.00	Present Request = 1,916,739.00	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	
\$	\$	\$	\$	\$	\$	
Account Name Account Number Amount	Fund \$	Function	Object	Cost Center	Project	Sub Project
Funding Source						
Account Name						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
			Object	Cost Center	Project	Sub Project
Account Number  Amount  C. History  Check one:  Prior Year Budget:	<u>\$</u>		Object	Cost Center	Project	Sub Project
Account Number  Amount  C. History  Check one:  Prior Year Budget:  New for Current Year:	<u>\$</u>	_	Object	Cost Center	Project	Sub Project

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



### Hernando School District

### School Board Regular Meeting

Agenda Item # 19. 24-2332

6/25/2024

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

Approve the Closeout/Final Acceptance to the contract with Ryman Construction of Florida, Inc. for Multi-Site Capacity Improvements and Fire Alarm Replacement at Brooksville Elementary, Suncoast Elementary and Westside Elementary Schools, and authorize Final Payment in the amount of \$129,190.85.

#### **Executive Summary**

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board Approve the Closeout/Final Acceptance to the contract with Ryman Construction of Florida, Inc. for Multi-Site Capacity Improvements and Fire Alarm Replacement at Brooksville Elementary, Suncoast Elementary and Westside Elementary Schools, and authorize Final Payment in the amount of \$129,190.85.

The original contract sum was \$3,974,843.07 of which \$3,905,661.86 has been paid to date. Change order 01 increases the contract amount by \$60,009.64 leaving a balance of \$129,190.85. This change order was due to unforeseen field conditions. The final payment due to the contractor, therefore, is \$129,190.85.

#### My Contact

Brian Ragan Director of Facilities & Construction ragan\_b@hcsb.k12.fl.us 385-797-7050

#### 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

#### **Financial Impact**

See attached budget sheet.

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

Design Professional: Return completed form to:

# **CERTIFICATE**

Hernando County School District Facilities Operations Department	OF FINAL INS		
Facility Name: Brooksville Eleme			School Other Facility  Project No:
SECTION A. OWNER ACCEPTANCE			
Upon the recommendation and Certification F.S., the above referenced project is Alexander (type or print):  Signature of Designee:	CCEPTED by the Owner.		in accordance with Chapter 1013, : 06/07/2024
SECTION B: (ARCHITECT / ENGINEER)	2000	Section of the Sectio	
I have inspected the project and, in my been completed in accordance with the Signature/Seal:  Firm Name:  Address:  Street		Date	by the Construction Contract has the Florida Building Code.  SSOCIATES JINEARS INC.  E PL Zip 33411
New Facility Addition	COMPLETED FACILITY S		EN FILED WITH THE DISTRICT:
3. OCCUPANCY DATE: 04/12/23 4. COMPLETION DATE: 04/10/24			
(e	enter the date that all contra	actual work, including clos	se out requirements are complete)
SECTION C: BUILDING OFFICIAL	OTHER (specify Certifi	ication:	):
I have inspected the project and, in m	y considered opinion, the v	vork is in compliance with	applicable statutes, rules and codes.
Name (type/print) Otto J Letzelter, Otto J Letzelter Digitally Signature:    X   Building Official	r signed by Otto J Letzelter 124,06.07 10.59:03 -04'00'	License # BU1294 Date: 06.07.2024	Expiration Date 11,2025

Design Professional:
Return completed form to:

# **CERTIFICATE**

Hernando County School District Facilities Operations Department	OF FINAL INSPECTION	
Facility Name: Suncoat Elementa	ry School	School Other Facility
Project Description: Capacity Improven	nents	Project No: NA
SECTION A: OWNER ACCEPTANCE		
Upon the recommendation and Certificat F.S., the above referenced project is AC Name (type or print): Richard Signature of Designee: Richard	1 Dakley	Plow, in accordance with Chapter 1013, Date: $06/07/2024$
SECTION B: (ARCHITECT / ENGINEER)		
Signature/Seal:  Firm Name:  Address:  Street	STATE OF THE CITY WAS A	Date: 6/6/14 SSDCIATES AVAILECTS/ NC: State PL Zip 33411
New Facility L Addition	COMPLETED FACILITY SPACE CHART HAS	
3. OCCUPANCY DATE: 04/12/2023		
4. COMPLETION DATE: 04/10/2024 (en	iter the date that all contractual work, including	close out requirements are complete)
SECTION C: BUILDING OFFICIAL [		): 
I have inspected the project and, in my	considered opinion, the work is in compliance	with applicable statutes, rules and codes.
Name (type/print) Otto J Letzelter, P Otto J Signature: Letzelter Building Official	E, BCA  Digitally signed by Otto J Letzelter Date: 2024.06.07 11:02:00	Expiration Date 11.2025

Design Professional:

Return completed form to: Hernando County School Distric Facilities Operations Departmen		
Facility Name: Westside Eler	mentary School	School Other Facility
Project Description: Capacity Impr	ovements	Project No:
SECTION A: OWNER ACCEPTANCE		, 020,00
Upon the recommendation and Cer F.S., the above referenced project in	tification of the Design Professional in Section B bel s ACCEPTED by the Owner.	ow, in accordance with Chapter 1013,
Name (type or print): h cha	rd Oak ley	Date: 06/97/2024
Signature of Designee:	See 5	Jate: 09/9//2024
SECTION B: (ARCHITECT / ENGINE		
I have inspected the project and, in been completed in accordance with	The considered professional opinion, the work requipage approved Contract Comments, Florida Statutes, and	nd the Florida Building Code.
Signature/Seal:		Date: 6/6/24 DCiCHCS Prohitects
Firm Name:	OF WINTERS INC.	
Address: Street	City COMPL	State PC Zip 3 Hell
TYPE OF PROJECT:     New Facility	2. COMPLETED FACILITY SPACE CHART HAS  ☑ Yes ☐ No ☐ N/A If "No", exp	
3. OCCUPANCY DATE: 04/12/2	3	
4. COMPLETION DATE: 04/10/2	4 (enter the date that all contractual work, including	close out requirements are complete)
SECTION C: BUILDING OFFICIA	AL OTHER (specify Certification:	):
I have inspected the project and, i	n my considered opinion, the work is in compliance	with applicable statutes, rules and codes.
Name (type/print) Otto J Letzelt	igitally signed by Otto J	Expiration Date 11.2025
Signature:	400° Date: 06.07.2024	

Design Professional:
Return completed form to:

# CERTIFICATE

Hernando County School District Facilities Operations Department	OF FINAL INSPECTION	
Facility Name: Westside Element	ary School	School Other Facility
Project Description: Fire Alarm Replace	cement	Project No:
SECTION A: OWNER ACCEPTANCE		
F.S., the above referenced project is AC	tion of the Design Professional in Section B be CCEPTED by the Owner.	elow, in accordance with Chapter 1013,
Name (type or print): Lichard Signature of Designee: Lichard	of Oakley	Date: 06/07/2024
SECTION B: (ARCHITECT / ENGINEER)	/ 	
I have inspected the project and, in my been completed in accordance with land	ensi@reoprocessional opinion, the work required or the contract of the comments, Florida Statutes, a	uired by the Construction Contract has and the Florida Building Code.
Signature/Seal:	AR101138	Date: 6/6/74 KSOCIATES Architects/
Firm Name:	STATE STATE STATE	ksociates Architects/
Address: Street	FLORIDA CITY TOMPA	State FC Zip 33411
☐ New Facility ☐ Addition	COMPLETED FACILITY SPACE CHART HAS	
3. OCCUPANCY DATE:		
4. COMPLETION DATE: (er	nter the date that all contractual work, including	g close out requirements are complete)
SECTION C: BUILDING OFFICIAL	OTHER (specify Certification:	):
I have inspected the project and, in my	considered opinion, the work is in compliance	with applicable statutes, rules and codes.
Name (type/print) Otto J Letzeliteriys		Expiration Date 11.2025
Signature: Letzelter Date: 2024/ 11:00:22-04  X Building Official	Date: 06.07.2024	

Design Professional:
Return completed form to:
Hernando County School District
Facilities Operations Department

# CERTIFICATE OF FINAL INSPECTION

Upon the recommendation and Certification of the Design Professional in Section B below, in accordance with Chapter 1013, F.S., the above referenced project is ACCEPTED by the Owner.  Name (type or print): Richard Dakland
Upon the recommendation and Certification of the Design Professional in Section B below, in accordance with Chapter 1013, F.S., the above referenced project is ACCEPTED by the Owner.
F.S., the above referenced project is ACCEPTED by the Owner.  Name (type or print): Richard Dakland
Name (type or print): Richard Oakley Signature of Designee: Kickerd Oakley Date: 06/07/2024
Signature of Designee: Richard Cakly Date: 06/07/2024
SECTION B: (ARCHITECT / ENGINEER)
I have inspected the project and, in my considered processional opinion, the work required by the Construction Contract has been completed in accordance with populoyed and the Florida Statutes, and the Florida Building Code.
Signature/Seal: Date: 6/6/7
Firm Name: What and State of State of FLORIDA Street Street Street Street Street State OF State R Zip 33Lell
1. TYPE OF PROJECT:  ☐ New Facility ☐ Addition ☐ Remodeling ☑ Renovation ☐ Other  2. COMPLETED FACILITY SPACE CHART HAS BEEN FILED WITH THE DISTRICT: ☐ No ☑ N/A If "No", explain:
3. OCCUPANCY DATE: 02/15/2024
4. COMPLETION DATE: 04/10/2024  (enter the date that all contractual work, including close out requirements are complete)
SECTION C: BUILDING OFFICIAL OTHER (specify Certification: ):
I have inspected the project and, in my considered opinion, the work is in compliance with applicable statutes, rules and codes.
Name (type/print) Otto J Letzelter, PE, BCA License # BU1294 Expiration Date 11.2025
Signature:  Otto J  Diglaby report by Cost J Literature Letzelter  Date: 06.07.2024  Date: 06.07.2024



Date:



## CERTIFICATE OF COMPLETION

For each completed project, submit one copy for the project permit file and one copy to the cost center Administrator.

4/10/2024

Location: B	ROOKSVILLE ELEWENTARY	
HIGH	BMPEL-001-22-BES	
Project : _C	CAPACITIY IMPROVEMENTS	
BUILDING CODE	E ADMINISTRATOR	
In accordance Administrator a	with Section 106.2, Florida Building Code, and and Safety Inspector as stated below, the projection	d upon recommendation of the Building Code ect is complete.
Signature: _	[>] Building Official [ ] Designee	
License # / E	Expiration Date: BUI 254 /1/20	228
FIRE / SAFETY I	INSPECTOR CERTIFICATION	
systems are w	ted the project and, to the best of my knowledg vorking satisfactorily; the facility is in compliand fety of its occupants.	ge and ability, I have determined that the safety se with statutes, rules and codes affecting the
Fire / Safety	/ Inspector:	
. 1 1 1	1	11122101
Will	Name (Type or Print)	<i>\433/9</i> License #
	Name (type of Fine)	
Signatùre:	Willia Liball	Date: 4/10/24
<u> </u>		,

Hernando County School Board



## CERTIFICATE OF COMPLETION

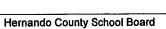
For each completed project, submit one copy for the project permit file and one copy to the cost center Administrator.

4/10/2024

Location: BROOKSVILLE ELEMENTARY

Date:

HIGH	BMPEL-002-22-BES	The state of the s
Project :	FIRE ALARM REPLACEMENT	
-		
* * <del>  * **</del>		
BUILDING CO	ODE ADMINISTRATOR	
In accorda Administra	nnce with Section 106,2, Florida Building Code, and ator and Safety Inspector as stated below, the projec	upon recommendation of the Building Code t is complete.
Signature	e: 0000	Date: 04/10/2024
	1∕2] Building Official [ ] Designee	
License #	#/ Expiration Date: BUI 2004 1/203	28
FIRE / SAFE]	TY INSPECTOR CERTIFICATION	
systems a	pected the project and, to the best of my knowledge ire working satisfactorily; the facility is in compliance it safety of its occupants.	and ability, I have determined that the safety with statutes, rules and codes affecting the
Fire / Saf	fety Inspector:	
Willi	iam L Hall	143319
\$ 5 mm	Name (Type or Print)	License #
Signatur	re: Wille I Hall	Date: 4/10/24
	<u></u>	





## **CERTIFICATE OF COMPLETION**

For each completed project, submit one copy for the project permit file and one copy to the cost center Administrator.

4/10/2024

Date:

Location:	SUNCOAST ELL	IVICIVIANI			<del></del>	<del>_</del>
HIGH	BMPEL-0	02-22-SES				
Project :	CAPACITIY IMP	ROVEMENTS				
					<del> </del>	
BUILDING CO	DE ADMINISTRATO	<u>R</u>				
In accordan Administrate	nce with Section 106.2, I or and Safety Inspector	Florida Building Code as stated below, the	e, and upon recomn project is complete	nendation	of the Buildir	g Code
Signature	: [ ] Building O	ficial [ ] Design	nee	Date: _	04/10/	2024
License # /	/ Expiration Date:	BU, 294	1/2025			
FIRE / SAFET	Y INSPECTOR CER	<u> </u>				
systems are	ected the project and, to e working satisfactorily; safety of its occupants.	the best of my know the facility is in comp	rledge and ability, I liance with statutes	have dete , rules an	ermined that t d codes affec	he safety ting the
Fire / Safe	ety Inspector:					
W.	Ilian L HAll			143		
	Name (Type or	Print)			License	#
Signature	: Willia	I Hal	Dat	te: 4/	10/24	_
		· · · · · · · · · · · · · · · · · · ·				



# **CERTIFICATE OF COMPLETION**

For each completed project, submit one copy for the project permit file and one copy to the cost center Administrator.

Date:	4/10/2024
Location:	WESTSIDE ELEMENTARY
HIGH	BMPEL-003-22-WES
Project :	CAPACITIY IMPROVEMENTS
BUILDING CO	DE ADMINISTRATOR
In accordan Administrate	oce with Section 106.2, Florida Building Code, and upon recommendation of the Building Code or and Safety Inspector as stated below, the project is complete.
Signature	: Date: \( \frac{\psi}{\psi} \)   Designee
License #	Expiration Date: BU, 294 11 2825
FIRE / SAFET	Y INSPECTOR CERTIFICATION
systems are	ected the project and, to the best of my knowledge and ability, I have determined that the safety working satisfactorily; the facility is in compliance with statutes, rules and codes affecting the safety of its occupants.
Fire / Safe	ty Inspector:
Willia	Name (Type or Print)  143319  License #
Signature	: William I Hall Date: 4/10/24



For each completed project, submit one copy for the project permit file and one copy to the cost center Administrator.

4/10/2024

Date:

Location: WESTSIDE ELEMENTARY
HIGH BMPEL-002-22-WES
Project : FIRE ALARM REPLACEMENT
BUILDING CODE ADMINISTRATOR
In accordance with Section 106.2, Florida Building Code, and upon recommendation of the Building Code Administrator and Safety Inspector as stated below, the project is complete.
Signature: Date: Date:
License # / Expiration Date: BU1294 [1] Zozy
FIRE / SAFETY INSPECTOR CERTIFICATION
I have inspected the project and, to the best of my knowledge and ability, I have determined that the safety systems are working satisfactorily; the facility is in compliance with statutes, rules and codes affecting the health and safety of its occupants.
Fire / Safety Inspector:
Name (Type or Print)  143319  License #
Signature: William L Hall Date: 4/10/24

### Facilities & Construction Department

Brian Ragan, Director 8016 Mobley Road Brooksville, FL 34601

Phone: 352-797-7050 Fax: 352-797-7150



Superintendent: John Stratton
Board Chairperson: Linda Prescott
Vice Chairperson: Susan Duval
Board Members: Gus Guadagnino
Mark Johnson
Shannon Rodriguez

Learn it. Love it. Live it.

### **NOTICE OF FINAL ACCEPTANCE**

PROJECT NO.: NA

PROJECT NAME: CAPACITY IMPROVEMENTS AT MULTIPLE SITES

CONTRACTOR: RYMAN CONSTRUCTION OF FLORIDA, INC.

36413 SR 54

ZEPHYRHILLS, FL 33541

ACCEPTANCE DATE: 25<sup>TH</sup> JUNE, 2024.

NOTICE IS HEREBY GIVEN TO THE CONTRACTOR THAT THE HERNANDO COUNTY SCHOOL BOARD, ACTING BY AND THROUGH THE DULY AUTHORIZED REPRESENTATIVE IDENTIFIED BELOW, ACCEPTS AS COMPLETE THE PROJECT REFERENCED ABOVE.

### **Duly Authorized Representative**

Name: Richard Oakley

Agency: Hernando County School District

**Facilities and Construction Department** 

Phone: (352) 797-7050

E-mail: oakley\_r@hcsb.k12.fl.us

Upon approval by the Hernando County School Board, a copy of this form shall be delivered to the Contractor.

### **Facilities & Construction Department**

Brian Ragan, Director 8016 Mobley Road Brooksville, FL 34601 Phone: 352-797-7050

Fax: 352-797-7150



Superintendent: John Stratton
Board Chairperson: Linda K. Prescott
Vice Chairperson: Susan Duval
Board Members: Gus Guadagnino
Mark Johnson
Shannon Rodriguez

Learn it. Love it. Live it.

### NOTICE OF FINAL SETTLEMENT

PROJECT NO.: NA

PROJECT NAME: CAPACITY IMPROVEMENTS AT MULTIPLE SITES

CONTRACTOR: RYMAN CONSTRUCTION OF FLORIDA, INC.

36413 SR 54

ZEPHYRHILLS, FL 33541

**SETTLEMENT DATE:** 

NOTICE IS HEREBY GIVEN THAT AT 6:00PM ON THE DATE INDICATED ABOVE, AT 919 NORTH BROAD ST., BROOKSVILLE, FLORIDA, FINAL SETTLEMENT WILL BE MADE, PENDING ANY OUTSTANDING CLOSEOUT PROCEDURES, BY THE HERNANDO COUNTY SCHOOL BOARD WITH THE ABOVE-NAMED CONTRACTOR FOR AND ON ACCOUNT OF THE CONTRACT FOR THE CONSTRUCTION OF THE PROJECT REFERENCED ABOVE.

- Any person, co-partnership, association or corporation who has an unpaid claim against the said project, for or on account of the furnishing of labor, materials, team hire, sustenance, provisions, provender, rental machinery, tools or equipment and other supplies used or consumed by the Contractor or any of his subcontractors in or about the performance of said work, may at any time up to and including said time of such final settlement, file a verified statement of the amount due and unpaid account of such claim.
- 2. All such claims shall be filed with the duly authorized representative identified below.
- 3. Failure on the part of a creditor to file a verified statement prior to final settlement shall relieve the Hernando County School Board from any and all liability for any such claim pertaining to the project referenced above.

### **Duly Authorized Representative**

Name: Richard Oakley

Agency: Hernando County School District

**Facilities and Construction Department** 

Phone: (352) 797-7050

E-mail: oakley\_r@hcsb.k12.fl.us



### PARTIAL WAIVER AND RELEASE OF LIEN FOR PROGRESS PAYMENT

The undersigned lienor, in consideration of the sum of Sixty Nine Thousand One Hundred Eighty-One Dollars And Twenty-One Cents (\$69,181.21). the receipt of payment is acknowledged, hereby waives, and releases its lien and right to claim a lien for labor, services or materials furnished through May 23<sup>rd</sup>, 2024, to Hernando County School District on the jobs located on the following described property:

HCSD Capacity Improvements at Multiple Sites Brooksville E.S./Suncoast E.S./Westside E.S.

This waiver and release do not cover any retention or labor, services, or materials furnished after the date specified above, or if exceptions listed on this document.

DATED May 23rd, 2024

Lienor's Name:

Ryman Construction of Florida, Inc.

36413 State Road 54 Zephyrhills, FL 33541

Kevin L. Ryman, President

STATE OF FLORIDA COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of May, 2024, by

Vern Runar who is personally known to me as identification and who did/did not take an oath.

take an oath.

Notary Public

Seal





### FINAL WAIVER AND RELEASE OF LIEN FOR PROGRESS PAYMENT

The undersigned lienor, in consideration of the sum of Sixty Thousand Nine Dollars and Sixty-Four (\$60,009.64). the receipt of payment is acknowledged, hereby waives, and releases its lien and right to claim a lien for labor, services or materials furnished through May 23<sup>rd</sup>, 2024, to Hernando County School District on the jobs located on the following described property:

HCSD Capacity Improvements at Multiple Sites Brooksville E.S./Suncoast E.S./Westside E.S.

This waiver and release do not cover any retention or labor, services, or materials furnished after the date specified above, or if exceptions listed on this document.

DATED May 23rd, 2024

Lienor's Name:

Ryman Construction of Florida, Inc.

36413 State Road 54 Zephyrhills, FL 33541

Kevin L. Ryman, President

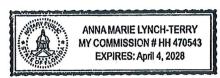
STATE OF FLORIDA COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 23rd day of May, 2024, by

Weyin L. Kyman who is personally known to me as identification and who did/did not take an oath.

**Notary Public** 

Seal





### Change Order

PROJECT: (Name and address)

HCSD Multi-Site Capacity Improvements & Fire Alarm Replacement. Brooksville, Suncoast, & Westside Elementary Schools

CONTRACT INFORMATION:

Contract For: General Construction

Date: January 24, 2022

Date: April. 16, 2024

OWNER: (Name and address)
Hernando County School District

8016 Mobley Rd. Brooksville, FL 34609 ARCHITECT: (Name and address)
Long & Associates Architects/Engineers

4525 S. Manhattan Ave. Tampa, FL 33602 CONTRACTOR: (Name

CONTRACTOR: (Name and address) Ryman Construction of Florida, Inc. 36413 State Rd. 54 Zephyrhills, FL 33541

CHANGE ORDER INFORMATION:

Change Order Number: 001

#### 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.)

Contract sum is hereby increased by the quantities of attached Construction Change Directive #001 (\$45,525.00) and Construction Change Directive #002 (\$14,484.64) as shown below.

The original Contract Sum was \$ 3,974,843.07

The net change by previously authorized Change Orders \$ 0.00

The Contract Sum prior to this Change Order was \$ 3,974,843.07

The Contract Sum will be increased by this Change Order in the amount of \$ 60,009.64

The new Contract Sum including this Change Order will be \$ 4,034,852.71

The Contract Time will be increased by three hundred and seventy-two (372) days. The new date of Substantial Completion will be February 15, 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.

Long & Associates Architects/Engineers	Ryman Construction of Florida, Inc.	Hernando County School District
ARCHITECT (Figm name)	CONTRACTOR (Firm yame)	OWNER (Firm name)
1. 11/1	From Bittely	Richard Cak lees
SIGNATURE	SIGNATURE	SIGNATURE
Travis Steed, Vice President of Architecture	Steve Billiter/GM	Richard Oakley PM
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
6-10-24	6/10/2024	6/10/2024
DATE	DATE	DATE

# **№ A I A** Document G714° – 2017

### Construction Change Directive

PROJECT: (name and address) **HCSD Multi-Site Capacity** Improvements & Fire Alarm Replacement. Brooksville, Suncoast, & Westside Elementary Schools.

CONTRACT INFORMATION: Contract For: General Construction CCD INFORMATION: Directive Number: 002

Date: 01/24/2022

Date: 04/16/2024

OWNER: (name and address) Hernando County School District 8016 Mobley Rd. Brooksville, FL 34609

ARCHITECT: (name and address) Long & Associates Architects/Engineers 4525 S. Manhattan Ave. Tampa, FL 33602

CONTRACTOR: (name and address) Ryman Construction of Florida, Inc. 36413 State Rd. 54 Zephyrhills, FL 33541

The Contractor is hereby directed to make the following change(s) in this Contract: (Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Add additional walkway canopy at Brooksville ES and provide credits for Fire Alarm and data items at Brooksville ES and Westside ES as identified below.

#### PROPOSED ADJUSTMENTS

1.	The	proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
	$\bowtie$	Lump Sum increase of \$14,484.64
		Unit Price of \$ per
		Cost, as defined below, plus the following fee: (Insert a definition of, or method for determining, cost)

As follows: See attached chart.

The Contract Time is proposed to Remain Unchanged. The proposed adjustment, if any, is (0 days). 2.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Long & Associates Architects/Engineers, Inc. ARCHITECT (Firm name)

Hernando County School District

Ryman Construction of Florida, Inc.

SIGNATURE

Architecture

Travis Steed, Vice President of

CONTRACTOR (Firm name)

OWNER (Firm name)

PRINTED NAME AND TITLE

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April. 16, 2024

DATE

April. 20/2024

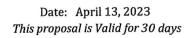
DATE

April. 20/2024



### Change Order Worksheet

Project:	HCSD Multi-Site Capacity Improvements & Fire Alarm Replacement				Date:	1/24/2024	
Owner:	Hernando Coun	ty School District					
Address:	8016 S Mobley I	Rd. Brooksville, FL 34601					
Change Order:	1	Contract Date	3/8/2022	Contract Days	Added	:	0
<u>ltem</u>		Descrip	tion	Qty.	<u>Unit</u>	<u>Price</u>	<u>Total</u>
1	Additional Cano			1	LS	\$33,518.00	\$33,518.00
2	Credit from BES			1	LS	-\$9,355.00	-\$9,355.00
3		ezer strobes, monitor module & h	good suppresion tie in) BES/WES	1	LS	-\$1,026.70	-\$1,026.70
5	Credit - SAC (Da	Company of the Compan	, , , , , , , , , , , , , , , , , , , ,	3	LS	-\$1,617.00	-\$4,851.00
12		bit (remaining balance)		1	LS	-\$3,436.66	-\$3,436.66
12	Contingency De	bit (remaining balance)		-		Total	\$14,848.64
	OH/Profit			0	LS	\$0.00	\$0.00
						Subtotal	\$14,848.64
	P				HR	\$125.00	\$0.00
	Estimator				HR	\$125.00	\$0.00
	P.M.					100	
	A.P.M.				HR	\$115.00	\$0.00
	Superintendent	:			HR	\$95.00	\$0.00
						Total	\$14,848.64
	Original Contra	ct Sum:					\$3,974,843.07
	Net Change By	Previous Change Orders:					\$45,525.00
	Increase by	this change order:					\$14,848.64
	Net Contract Su	ım					\$4,035,216.71
	¥	*Before work can begin,	. Change Order(s) MUST be paid for a	t the time of approval	per you	ır contract.	
	Effective Date 8	& Signatures					
	We, the unders this change ord		d agree to each of the provisions of t	his change order and h	ereby a	cknowledge rece	ipt of a copy of
	Owner:	Do	ite: Coi	ntractor:		n	ate:
	Owner:	,	ite. Co				





To: Ryman Construction of Florida, Inc.

### **HCSD Multi-Site - Brooksville ES**

### Change Order #3

_				
C.	~		90	
O	C	JL	JU	

- ➤ Add: Modification of Canopy D. See Page 2. Finish: 204-R1 Clear Anodized. The area increased in 250sqFt
  - ✓ 1ea. (4'7" x 17'0") Aluminum Canopy above door (originally priced as 3'6" x 5'0")
  - ✓ 1ea. (7'0" x 28'6") Aluminum Walkway Canopy (New Canopy)
- ➤ **Add:** Modification of Canopy C. See page 3. Finish: 204-R1 Clear Anodized. The area increased in 94sqFt in total.
  - ✓ 1ea. (7'0" x 18'9") Aluminum Walkway Canopy (New Canopy) Area: 131sqFt

Add per Changes at Canopy D \$ 21,869.00 Add per Changes at Canopy C \$ 11,649.00 CO#3 Total \$ 33,518.00

### **NOTE: This Change Order cancels CO#1**

Booked Project Total \$ 114,850.00 Add per CO#3 \$ 33,518.00 New Project Total \$ 148,368.00

Included: Foundation Design, Engineering, Freight, Installation, Taxes

**Excluded:** Footing Installation, Demolition, Lighting, Raceways, Conduit Covers, Permits, Bonds

By:

C) Pla

Odalis Delgado

Printed Name & Date

odelgado@perfectionarch.com 407-671-6225 x1020

**Contractor Signature** 



Date: April 13, 2023

This proposal is Valid for 30 days

To: Ryman Construction of Florida, Inc.

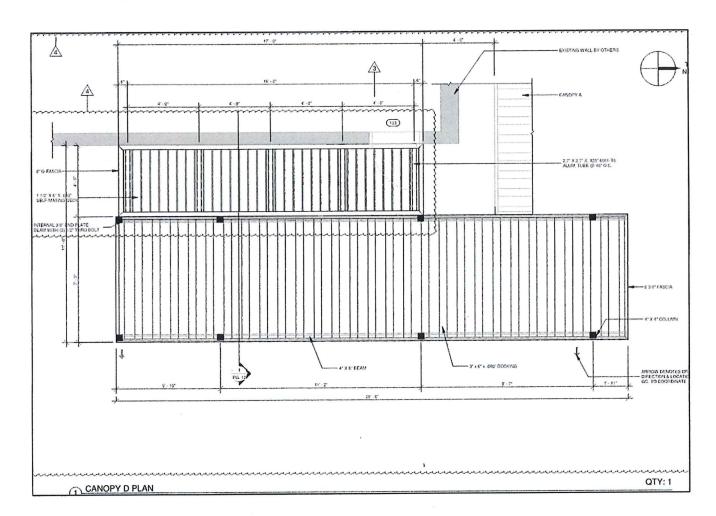
### **HCSD Multi-Site - Brooksville ES**

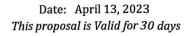
### Change Order #3

 $The\ above\ prices,\ and\ conditions\ are\ satisfactory\ and\ are\ hereby\ accepted.\ You\ are\ authorized\ to\ proceed\ work.$ 

### Scope:

- ➤ Add: Modification of Canopy D. Finish: 204-R1 Clear Anodized.
  - ✓ 1ea. (4'7" x 17'0") Aluminum Canopy above door (originally priced as 3'6" x 5'0").
  - ✓ 1ea. (7'0" x 28'6") Aluminum Walkway Canopy.





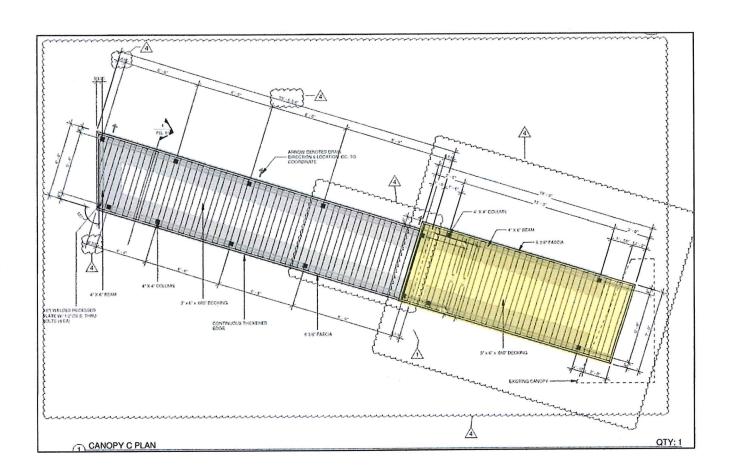


To: Ryman Construction of Florida, Inc.

### **HCSD Multi-Site - Brooksville ES**

### Change Order #3

- > Add: Modification of Canopy C. Finish: 204-R1 Clear Anodized. The area increased in 94sqFt
  - ✓ 1ea. (6'4" x 29'6 3/4") Aluminum Walkway Canopy (Included in original scope)
  - ✓ 1ea. (7'0" x 18'9") Aluminum Walkway Canopy (New Canopy)



### **Contingency Authorization**

### **Change Order**

Project:	Brooksville ES			Date:	10/31/2022
Contingency #	Contingency Type: Owner				
1 2 3 4 5	PR 3 and RFI 13 Concrete PR 3 Below Grade Water Proofing RFI 13 Canopy Change RFI 13 Credit for Canopy Removal RFI 13 Handrail	Qty.  1 1 1 1 1	Unit LS LS LS LS	Price \$13,460.00 \$400.00 \$10,730.00 -\$1,375.00 \$3,285.00	Total \$13,460.00 \$400.00 \$10,730.00 -\$1,375.00 \$3,285.00
	OH/Profit	1	LS	Total \$2,650.00 Subtotal	\$26,500.00 \$2,650.00 \$29,150.00
	Estimator P.M. A.P.M. Superintendent	2 1 2 24	HR HR HR	\$125.00 \$125.00 \$115.00 \$95.00	\$250.00 \$125.00 \$230.00 \$2,280.00
	[\$10,730 - \$1,375 = \$9,355]			OCA Total	\$32,035.00

Security Alarm Corporation Spring Hill Branch 17776 Toledo Blade Boulevard Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804 accounting@securityalarmcorp.com ecurity larm orporation Since 1979

Credit Memo No. Sale Date Due Date **283163** 7/28/2023 8/7/2023

Please call our office to discuss how to pay your invoice by ACH or Credit Card, also you can now receive your invoice by email for your convenience.

Ryman Construction of Florida, Inc. 36413 State Road 54 Zephyrhills, FL 33541

<b>Description</b> Credit	Qty -1	<b>Price</b> \$335.70	<b>Net</b> (\$335.70)	<b>Tax</b> \$0.00	<b>Total</b> (\$335.70)
Credit for not installing the two strobes in the freezer Credit	-1	\$691.00	(\$691.00)	\$0.00	(\$691.00)
Credit for not ruinning wire to the OS&Y valve and inst	alling the	module :			
		TOTALS	(\$1,026.70)	\$0.00	(\$1,026.70)

Ryman Construction/Hernando County Schools

	Return Stu	b Below	
Please return this portion of your i		Thank you!	
Customer: Ryman Construction of F	lorida, Inc.	Credit Memo No.	283163
Acct. Bal. \$5,692.42 Amoun	t Remitted	Bill Payer ID CSID	35691
Payment Check Check Method	Number	Date Remitted	
Charge* Card Number			Billing Zipcode
Name On Card			Exp Date
Signature		Diameter Manager Vision	Card ID

\*Please Note: If paying by charge card, we can only accept payment by: American Express, Discover, Mastercard, Visa

Please remit to : Spring Hill Branch, 17776 Toledo Blade Blvd., Port Charlotte, FL 33948

CM No.

283163

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Please call our office to discuss how to pay your invoice by ACH or Credit Card, also you can now receive your invoice by email for your convenience.

Ryman Construction of Florida, Inc. 36413 State Road 54 Zephyrhills, FL 33541



Credit Memo No.
Sale Date
Due Date

**288500** 10/24/2023 11/3/2023

Description	Qty	Price	Net	Tax	Total
Wall-Mounted Floor Supported Cabinet	-3	\$1,617.00	(\$4,851.00)	\$0.00	(\$4,851.00)
		TOTALS	(\$4,851.00)	\$0.00	(\$4,851.00)

Return Stub Below				
Please return this portion of your invoice with your payment. Thank you!  Customer: Ryman Construction of Florida, Inc.				
Credit Memo No.	288500			
Acct. Bal. \$61,064.60 Amount Remitted Bill Payer ID	35691			
Payment Check Check Number Date Remitted Method				
Charge* Card Number	Billing Zipcode			
Name On Card	Exp Date			
Signature	Card ID			

\*Please Note: If paying by charge card, we can only accept payment by: American Express, Discover, Mastercard, Visa

Please remit to: SAC - Spring Hill Branch, 17776 Toledo Blade Blvd., Port Charlotte, FL 33948

CM No.

288500



### Construction Change Directive

PROJECT: (name and address,	)
HCSD Multi-Site Capacity	
Improvements & Fire Alarm	
Replacement.	
Brooksville, Suncoast, & Wes	tsid
Elementary Schools.	

CONTRACT INFORMATION: Contract For: General Construction CCD INFORMATION: Directive Number: 001

Date: 12/22/2023

OWNER: (name and address) **Hemando County School District** 8016 Mobley Rd. Brooksville, FL 34609

ARCHITECT: (name and address) Long & Associates Architects/Engineers 4525 S. Manhattan Ave.

Tampa, FL 33602

CONTRACTOR: (name and address) Ryman Construction of Florida, Inc.

36413 State Rd. 54 Zephyrhills, FL 33541

The Contractor is hereby directed to make the following change(s) in this Contract: (Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Date: 01/24/2022

Provide and install additional Fire Alarm Devices requested by the owner as shown on Brooksville Elementary School PR#6 and Westside Elementary School PR#3.

#### PROPOSED ADJUSTMENTS

1.	The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:  Lump Sum increase of \$45,525.00		
		Unit Price of S per	
		Cost, as defined below, plus the following fee: (Insert a definition of, or method for determining	, cost)
	⊠	As follows: Brooksville ES PR 006-Additional F.A. Devices Westside ES PR 003-Additional F.A. Devices	S20,800.00 Lump Sum S24,725.00 Lump Sum
2.	The	Contract Time is proposed to Remain Unchanged.	The proposed adjustment, if any, is (0 days).

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Long & Associates Architects/Engineers, Inc. ARCHITECT (Firm name)

Hernando County School District

Ryman Construction of Florida, Inc.

OWNER (Firm name)

CONTRACTOR (Firm name)

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L. Slad	Lichard Oak CUI	Ston Bittel
SIGNATURE	SIGNATURE	SIGNATURE
Travis Steed, Vice President of Architecture	Richard Obkley Host	3 py Steve Billiter/GM
PRINTED NAME AND TITLE	PRINTED NAME AND THILE	PRINTED NAME AND TITLE
12-22-23	01.05.24	1/8/2023
DATE	DATE (	DATE



Owner:

### Change Order Worksheet

Project:	HCSD Multi-Site Capacity Improvements & Fire Alarm Replacement				<b>Date:</b> 11/30/202		
Owner:	Hernando County School District						
Address:	8016 S Mobley F	Rd. Brooksville, FL 34601					
Change Order:	1	Contract Date	3/8/2022	Contract D	ays Added:		0
<u>ltem</u>		<u>Descriptio</u>	<u>on</u>	Qty.	<u>Unit</u>	<u>Price</u>	<u>Total</u>
1	Additional Cano	ру		1	LS	\$33,518.00	\$33,518.00
2	Credit from BES	_OCA_3		1	LS	-\$9,355.00	-\$9,355.00
3		it freezer strobes & wiring to OS&Y		1	LS	-\$1,026.70	-\$1,026.70
3		ezer strobes, monitor module & hoo	od suppresion tie in) BES/WES	1	LS	-\$1,026.70	-\$1,026.70
4		ctrical (see attached breakdown)		1	LS	-\$2,568.91	-\$2,568.91
5	Credit - SAC (Da			3	LS	-\$1,617.00	-\$4,851.00
7		Repair (for conduit to OS&Y valve)		1	LS	-\$2,500.00	-\$2,500.00
8	_	Repairs (wall penetration)		1	LS	-\$500.00	-\$500.00
9		F.A. Devices (L&M) BES PR 006		1	LS	\$20,800.00	\$20,800.00
10		F.A. Devices (L&M) WES PR 003		1	LS	\$24,725.00	\$24,725.00
11		replacement radio		1	LS	-\$1,500.00	-\$1,500.00
12	Contingency Del	oit (remaining balance)		1	LS	-\$3,436.66 <b>Total</b>	-\$3,436.66 \$52,278.03
	OH/Profit			0	LS	\$0.00	\$0.00
						Subtotal	\$52,278.03
	Estimator				HR	\$125.00	\$0.00
	P.M.				HR	\$125.00	\$0.00
	A.P.M.				HR	\$115.00	\$0.00
	Superintendent				HR	\$95.00	\$0.00
						Total	\$52,278.03
	Original Contrac	et Sum:					\$3,974,843.07
	Net Change By I	Previous Change Orders:					\$0.00
	Increase by t	his change order:					\$52,278.03
	Not Control Co						64 027 424 40
	Net Contract Su	m					\$4,027,121.10
		*Before work can begin, C	hange Order(s) MUST be paid for at t	he time of appro	val per your	contract.	
	Effective Date 8	s Signatures					
	We, the undersi	• .	gree to each of the provisions of this	change order an	d hereby acl	knowledge recei	pt of a copy of

Date:

Date:

Security Alarm Corporation Spring Hill Branch 17776 Toledo Blade Boulevard Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804 accounting@securityalarmcorp.com

**Description** 

Please call our office to discuss how to pay your invoice by ACH or Credit Card, also you can now receive your invoice by email for your convenience.

Ryman Construction of Florida, Inc. 36413 State Road 54 Zephyrhills, FL 33541



Tax

Exp Date
Card ID

CM No.

**Credit Memo No.**Sale Date
Due Date

**283163** 7/28/2023 8/7/2023

Total

Credit	-1	\$335.70	(\$335.70)	\$0.00	(\$335.70)
Credit for not installing the two strobes in the freezer					
Credit	-1	\$691.00	(\$691.00)	\$0.00	(\$691.00)
Credit for Monitor module and hood suppression systems	em tie-in				
		TOTALS	(\$1,026.70)	\$0.00	(\$1,026.70)
		Prior Pay	ments On This	nvoice	(\$1,026.70)
		Total Due	For This Invoice	e	\$0.00
Ryman Construction/Hernando County Schools					
Re	eturn Stub	Below			
Please return this portion of your invoice with your pa	ayment. 🛚	Thank you!			
Customer: Ryman Construction of Florida, Inc.					
Gustomor : Tryman Gondadon or Florida, mor		Credit Mei	mo No.		28316
		Bill Payer	ID		3569
Due This Inv. \$0.00 Amount Remitted		CSID	_		0000
Payment Check Check Number	ППП	Date Remi	itted		
Method		Date Keini	ittea		
Charge* Card Number					

Qty

Price

Net

Please remit to: SAC - Spring Hill Branch, 17776 Toledo Blade Blvd., Port Charlotte, FL 33948

\*Please Note: If paying by charge card, we can only accept payment by: American Express, Discover, Mastercard, Visa

Name On Card

Signature

283163

Security Alarm Corporation Spring Hill Branch 17776 Toledo Blade Boulevard Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804 accounting@securityalarmcorp.com ecurity larm orporation

Credit Memo No. Sale Date Due Date **283163** 7/28/2023 8/7/2023

Please call our office to discuss how to pay your invoice by ACH or Credit Card, also you can now receive your invoice by email for your convenience.

Ryman Construction of Florida, Inc. 36413 State Road 54 Zephyrhills, FL 33541

Description	Qty	Price	Net	Tax	Total
Credit	-1	\$335.70	(\$335.70)	\$0.00	(\$335.70)
Credit for not installing the two strobes in the freezer					
Credit	-1	\$691.00	(\$691.00)	\$0.00	(\$691.00)
Credit for not ruinning wire to the OS&Y valve and ins	talling the	<mark>e module</mark>			
		TOTALS	(\$1,026.70)	\$0.00	(\$1,026.70)
			•	-	
Ryman Construction/Hernando County Schools					

-----Return Stub Below------Please return this portion of your invoice with your payment. Thank you! Customer: Ryman Construction of Florida, Inc. Credit Memo No. Bill Payer ID 35691 Acct. Bal. \$5,692.42 Amount Remitted CSID **Payment** Check **Check Number Date Remitted** Method Charge\* **Card Number Billing Zipcode** Name On Card **Exp Date** Card ID Signature

\*Please Note: If paying by charge card, we can only accept payment by: American Express, Discover, Mastercard, Visa

Please remit to : Spring Hill Branch, 17776 Toledo Blade Blvd., Port Charlotte, FL 33948

CM No. 283163



Proposal

Client Information

Westside Elementary School 5400 Applegate Dr. Spring Hill, FL 34606

Proposal Number 37944

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051

Fire Alarm Additions

Job Category: Change Order 5D - Labor to Install Fire Alarm Components for

Special Instructions:

Security Alarm Corporation (SAC) will install the required Fire Alarm Components and associated equipment for the Fire Alarm Additions at Westside Elementary School per the Engineer's revised plans and Fire Marshal's review.

Proposal 37944 635



Please print name here

Security Alarm Corp. 17776 Toledo Blade Blvd, Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804

•	37944 Expires 11/17/2023
Date 10/18/2023	
	Chip
Sub Total	\$9,500.00
Sales Tax	\$0.00
Total This Proposal	\$9,500.00
astructure. All work is to be co costs will be executed only up is beyond our control. Owner	on signed, written orders
re hereby accepted. You are a arge of 1-1/2% per month (189 f overdue invoices are placed	% annually), allowable by
f	Sales Tax Total This Proposal  ts  astructure. All work is to be cocosts will be executed only up as beyond our control. Owner Insurance.  re hereby accepted. You are aarge of 1-1/2% per month (186)

Proposal 37944 636

Please sign name here

Date Approved



Proposal

### Client Information

Westside Elementary School 5400 Applegate Dr. Spring Hill, FL 34606

Proposal Number 37943

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051

Job Category: Change Order 5C - Fire Alarm Material for Fire Alarm Additions

Special Instructions:

Security Alarm Corporation (SAC) will provide the following Fire Alarm Material and associated equipment for the Fire Alarm Additions at Westside Elementary School per the Engineer's revised plans and Fire Marshal's review.

Proposal 37943 637



.Proposal

#### Client Information

Westside Elementary School 5400 Applegate Dr. Spring Hill, FL 34606 Proposal Number 37943

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

Ωty	Description
12	Analog Addressable Adjustable Fixed Heat Sensor & ROR (H)
12	Sensor Base 6" (H)
2	Addressable Manual Pull Station, Dual Action w/ Key Lock (H) -
2	Red Pull Station Back Box - Sigcom
2	Fire Alarm Pull Station Cover
2	Extender for Surface Mount Station
1	Fire Alarm Wire
1	Strobe Wall White Multi Candela (GES3)
1	Dual Relay Module Low-H, 2A 30VDC / 0.5A 120VAC

Sub Total	\$3,615.01
Sales Tax	\$234.99
Total This Proposal	\$3,850.00

First Draw: 30% upon execution of this Proposal Second Draw: 30% upon delivery of material

Third Draw: 30% upon completion of installation of material Final Draw: 10% upon completion of fire alarm final inspection

All material is guaranteed to be as specified. SAC not responsible for any existing wiring, parts, or infrastructure. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from above specifications involving extra costs will be executed only upon signed, written orders, and will become an extra charge. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and any other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above. All invoices are subject to a late charge of 1-1/2% per month (18% annually), allowable by law, effective 30 days from invoice date. I agree to pay all costs and reasonable attorney's fees if overdue invoices are placed in the hands of an attorney for collection.

Proposal Accepted by:	Title:	
. , , , , , , , , , , , , , , , , , , ,		
Signature:	Date:	

Proposal 37943 638



Client Information  Westside Elementary School 5400 Applegate Dr.	F	Proposal Number	Propos
Spring Hill, FL 34606		Date 10/18/2023 Salesperson Stover	Expires 11/17/2 ~Chip

Proposal 37943 639



Proposal

Client Information

Westside Elementary School 5400 Applegate Dr. Spring Hill, FL 34606

Proposal Number 37942

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051

Job Category: Change Order 5B - Labor to Install Conduit for Fire Alarm

Special Instructions:

Additions

Security Alarm Corporation (SAC) will install the required Electrical Conduit and associated materials for the Fire Alarm Additions at Westside Elementary School per the Engineer's revised plans and Fire Marshal's review.

640 Proposal 37942



Proposal Accepted by: \_\_\_\_\_\_ Title: \_\_\_

Please print name here

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Alarm Corp. 17776 Toledo Blade Blvd, Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804

	Proposa
Client Information	•
Westside Elementary School 5400 Applegate Dr. Spring Hill, FL 34606	Proposal Number 37942 Date 10/18/2023 Expires 11/17/2023 Salesperson Stover~Chip
Qty Description	)
Labor to Install Electrical Conduit for Fire Alarm Additions	
	Sub Total \$8,510.00
	Sales Tax \$0.00 Total This Proposal \$8,510.00
First Draw: 30% upon execution of this Proposal Second Draw: 60% upon completion of installation of con Final Draw: 10% upon completion of fire alarm final inspec	
All material is guaranteed to be as specified. SAC not responsible for any exis manner according to standard practices. Any deviation from above specific and will become an extra charge. All agreements are contingent upon strik and any other necessary insurance. Our workers are fully covered by Work	
	are satisfactory and are hereby accepted. You are authorized to perform the e subject to a late charge of 1-1/2% per month (18% annually), allowable by hable attorney's fees if overdue invoices are placed in the hands of an

Proposal 37942 **641** 

Please sign name here

Date Approved



Proposal

### Client Information

Westside Elementary School 5400 Applegate Dr. Spring Hill, FL 34606

Proposal Number 37941

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051 Job Category: Change Order 5A - Electrical Material Portion

### Special Instructions:

Security Alarm Corporation (SAC) will provide the following Electrical Conduit and associated materials for the Fire Alarm Additions at Westside Elementary School per the Engineer's revised plans and Fire Marshal's review.

Proposal 37941 642



<sub>■</sub>Proposal

#### Client Information

Westside Elementary School 5400 Applegate Dr. Spring Hill, FL 34606

Proposal Number 37941

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

Otv	Description

1 Electrical Materials for Fire Change Order

Sub Total \$2,690.14

Sales Tax \$174.86

Total This Proposal \$2,865.00

First Draw: 30% upon execution of Proposal Second Draw: 30% upon delivery of material Third Draw: 30% upon completion of installation

Final Draw: 10% upon completion of fire final inspection

All material is guaranteed to be as specified. SAC not responsible for any existing wiring, parts, or infrastructure. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from above specifications involving extra costs will be executed only upon signed, written orders, and will become an extra charge. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and any other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above. All invoices are subject to a late charge of 1-1/2% per month (18% annually), allowable by law, effective 30 days from invoice date. I agree to pay all costs and reasonable attorney's fees if overdue invoices are placed in the hands of an attorney for collection.

Proposal Accepted by:		
Signature:	Date:	
Please print name here	Please sign name here	Date Approved

Proposal 37941 643



Proposal

### Client Information

Brooksville Elementary School 885 Broad St Brooksville, FL 34601

Proposal Number 37939

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051

Fire Alarm Additions

Job Category: Change Order 5D - Labor to Install Fire Alarm Components for

Special Instructions:

Security Alarm Corporation (SAC) will install the required Fire Alarm Components and associated equipment for the Fire Alarm Additions at Brooksville Elementary School per the Engineer's revised plans and Fire Marshal's review.

Proposal 37939 644



**Proposal** Client Information Brooksville Elementary School **Proposal Number** 37939 885 Broad St Date 10/18/2023 Expires 11/17/2023 Brooksville, FL 34601 Salesperson Stover~Chip Qty Description Fire Alarm Labor 1 Sub Total \$7,560.00 Sales Tax \$0.00 Total This Proposal \$7,560.00 First Draw: 30% upon execution of this Proposal Second Draw: 60% upon completion of installation of fire alarm components Final Draw: 10% upon completion of fire alarm final ispection All material is guaranteed to be as specified. SAC not responsible for any existing wiring, parts, or infrastructure. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from above specifications involving extra costs will be executed only upon signed, written orders, and will become an extra charge. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and any other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Signature:	Date:	
Please print name here	Please sign name here	 Date Approved

Proposal 37939 645



Proposal

Client Information

Brooksville Elementary School 885 Broad St Brooksville, FL 34601

Proposal Number 37938

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051 Job Category: Change Order 5C - Fire Alarm Material for Fire Alarm Additions

Special Instructions:

Security Alarm Corporation (SAC) will provide the following Fire Alarm Material and associated equipment for the Fire Alarm Additions at Brooksville Elementary School per the Engineer's revised plans and Fire Marshal's review.

Proposal 37938 646



**Proposal** 

#### Client Information

Brooksville Elementary School 885 Broad St Brooksville, FL 34601

Proposal Number 37938

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

Qty	Description
12	Analog Addressable Adjustable Fixed Heat Sensor & ROR (H)
12	Sensor Base 6" (H)
2	Addressable Manual Pull Station, Dual Action w/ Key Lock (H) -
2	Red Pull Station Back Box - Sigcom
2	Fire Alarm Pull Station Cover
2	Extender for Surface Mount Station
1	Fire Alarm Wire

 Sub Total
 \$3,295.77

 Sales Tax
 \$214.23

 Total This Proposal
 \$3,510.00

First Draw: 30% upon execution of this Proposal Second Draw: 30% upon delivery of material

Third Draw: 30% upon completion of installation of material Final Draw: 10% upon completion of fire alarm final inspection

All material is guaranteed to be as specified. SAC not responsible for any existing wiring, parts, or infrastructure. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from above specifications involving extra costs will be executed only upon signed, written orders, and will become an extra charge. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and any other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above. All invoices are subject to a late charge of 1-1/2% per month (18% annually), allowable by law, effective 30 days from invoice date. I agree to pay all costs and reasonable attorney's fees if overdue invoices are placed in the hands of an attorney for collection.

Proposal Accepted by:	Title:	
Signature:	Date:	
Please print name here	Please sign name here	Date Approved

Proposal 37938 647



Proposal

### Client Information

Brooksville Elementary School 885 Broad St Brooksville, FL 34601

Proposal Number 37937

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051

Job Category: Change Order 5B - Labor to Install Conduit for Fire Alarm

Additions

Special Instructions:

Security Alarm Corporation (SAC) will install the required Electrical Conduit and associated materials for the Fire Alarm Additions at Brooksville Elementary School per the Engineer's revised plans and Fire Marshal's review.

Proposal 37937 648



Please print name here

Security Alarm Corp. 17776 Toledo Blade Blvd, Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804

Date Approved

		Proposa
Client Information		·
Brooksville Elementary School 885 Broad St Brooksville, FL 34601	· ·	7937 xpires 11/17/2023 ip
Qty Description		
1 Labor to Install Electrical Conduit for Fire Ala	arm Additions	
	Sub Total	\$7,050.00
	Sales Tax	\$0.00
	Total This Proposal	\$7,050.00
manner according to standard practices. Any deviat and will become an extra charge. All agreements ar	installation of conduit system	n signed, written orders
work as specified. Payment will be made as outlined	cations, and conditions are satisfactory and are hereby accepted. You are auded above. All invoices are subject to a late charge of 1-1/2% per month (18% pay all costs and reasonable attorney's fees if overdue invoices are placed in	annually), allowable by
Proposal Accepted by:	Title:	
Signature	Date:	

649 Proposal 37937

Please sign name here



Security Alarm Corp. 17776 Toledo Blade Blvd, Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804

Proposal

Client Information

Brooksville Elementary School 885 Broad St Brooksville, FL 34601

Proposal Number 37936

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

State License: EF0001051 Job Category: Change Order 5A - Electrical Material Portion

Special Instructions:

Security Alarm Corporation (SAC) will provide the following Electrical Conduit and associated materials for the Fire Alarm Additions at Brooksville Elementary School per the Engineer's revised plans and Fire Marshal's review.

Proposal 37936 650



Security Alarm Corp. 17776 Toledo Blade Blvd, Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804

.Proposa
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#### Client Information

Brooksville Elementary School 885 Broad St Brooksville, FL 34601 Proposal Number 37936

Date 10/18/2023 Expires 11/17/2023

Salesperson Stover~Chip

Qty	Description		

1 Electrical Materials for Fire Change Order

Sub Total \$2,516.43

Sales Tax \$163.57

Total This Proposal \$2,680.00

First Draw: 30% upon execution of Proposal Second Draw: 30% upon delivery of material Third Draw: 30% upon completion of installation

Final Draw: 10% upon completion of fire final inspection

All material is guaranteed to be as specified. SAC not responsible for any existing wiring, parts, or infrastructure. All work is to be completed in a workmanlike manner according to standard practices. Any deviation from above specifications involving extra costs will be executed only upon signed, written orders, and will become an extra charge. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and any other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above. All invoices are subject to a late charge of 1-1/2% per month (18% annually), allowable by law, effective 30 days from invoice date. I agree to pay all costs and reasonable attorney's fees if overdue invoices are placed in the hands of an attorney for collection.

Proposal Accepted by:	Title:	
Signature:	Date:	
Please print name here	Please sign name here	Date Approved

Proposal 37936 **651** 

Security Alarm Corporation Spring Hill Branch 17776 Toledo Blade Boulevard Port Charlotte, FL 33948 Tel. (941) 625-9700 Fax. (941) 625-9804 accounting@securityalarmcorp.com

Please call our office to discuss how to pay your invoice by ACH or Credit Card, also you can now receive your invoice by email for your convenience.

> Ryman Construction of Florida, Inc. 36413 State Road 54 Zephyrhills, FL 33541



Credit Memo No. Sale Date Due Date

288500 10/24/2023 11/3/2023

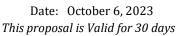
Description	Qty	Price	Net	Tax	Total
Wall-Mounted Floor Supported Cabinet	-3	\$1,617.00	(\$4,851.00)	\$0.00	(\$4,851.00)
		TOTALS	(\$4,851.00)	\$0.00	(\$4,851.00)
		_	-	•	

	Return Stub Below	
	turn this portion of your invoice with your payment. Thank you!	
	Credit Memo No.	288500
Acct. Bal.	\$61,064.60 Amount Remitted Bill Payer ID CSID	35691
Payment Method	Check Number Date Remitted	
	Charge* Card Number	Billing Zipcode
	Name On Card	Exp Date
	Signature	Card ID

Please remit to: SAC - Spring Hill Branch, 17776 Toledo Blade Blvd., Port Charlotte, FL 33948

\*Please Note: If paying by charge card, we can only accept payment by: American Express, Discover, Mastercard, Visa

CM No. 288500





To: Ryman Construction of Florida, Inc.

## **HCSD Multi-Site - Brooksville ES**

Change Order #4

Scope: Removal and reinstall of lights by others.

> **Booked Project Total** 114,850.00

Previous Approved Change Order 33,518.00 **Deduct Change Order #4** (3,000.00)

**New Total** \$ 145,368.00

By:

Odalis Delgado odelgado@perfectionarch.com Printed Name & Date

407-671-6225 x1020

**Contractor Signature** 

The above prices, and conditions are satisfactory and are hereby accepted. You are authorized to proceed work.



#### PARTIAL WAIVER AND RELEASE OF LIEN FOR PROGRESS PAYMENT

The undersigned lienor, in consideration of the sum of Sixty Nine Thousand One Hundred Eighty-One Dollars And Twenty-One Cents (\$69,181.21). the receipt of payment is acknowledged, hereby waives, and releases its lien and right to claim a lien for labor, services or materials furnished through May 23<sup>rd</sup>, 2024, to Hernando County School District on the jobs located on the following described property:

HCSD Capacity Improvements at Multiple Sites Brooksville E.S./Suncoast E.S./Westside E.S.

This waiver and release do not cover any retention or labor, services, or materials furnished after the date specified above, or if exceptions listed on this document.

DATED May 23rd, 2024

Lienor's Name:

Ryman Construction of Florida, Inc.

36413 State Road 54 Zephyrhills, FL 33541

Kevin L. Ryman, President

STATE OF FLORIDA COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of May, 2024, by

Vern Runar who is personally known to me as identification and who did/did not take an oath.

Notary Public

Seal



# Application and Certificate for Payment

TO OWNER: Hernando County School District

PROJECT:

**APPLICATION NO: 019** Distribution to:

802 S. Mobley Rd.

Brooksville, FL 34601

Improvements w/Fire Alarm Upgrades Multiple Sites

HCSD Multi-Site Capacity

PERIOD TO: March 31, 2024

OWNER: X ARCHITECT:

FROM Kevin Ryman

VIA

CONTRACT FOR: General Construction CONTRACT DATE: January 24, 2022

CONTRACTOR:

CONTRACTOR: Ryman Construction of Florida, Inc. 36413 SR 54

ARCHITECT:

Long & Associates PROJECT NOS: HCSD PO# 2042200102 / 4525 S. Manhattan Ave.

Zephyrhills, FL 33541

Tampa, FL 33611

Travis Steed

FIELD: OTHER:

#### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$3,974,843.07	1
2. NET CHANGE BY CHANGE ORDERS	\$60,009.64	(
3. CONTRACT SUM TO DATE (Line $1 \pm 2$ )	\$4,034,852.71	]
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$3,974,843.07	9

5. RETAINAGE:

% of Completed Work (Column D + E on G703) \$0.00 b. 0 % of Stored Material

(Column F on G703) \$0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) ...... \$3,974,843.07 6. TOTAL EARNED LESS RETAINAGE .....

(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$3,905,661.86

(Line 6 from prior Certificate)

\$69,181,21 8. CURRENT PAYMENT DUE ......

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)

\$60,009.64

The undersigned Contractor certifies that to the best of the Contractor's knowledge,
information and belief the Work covered by this Application for Payment has been
completed in accordance with the Contract Documents, that all amounts have been paid
by the Contractor for Work for which previous Certificates for Payment were issued and
payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

State of: Florida

County of: Pasco

Subscribed and sworn to before me this 23' day of May

ANNA MARIE LYNCH-TERRY MY COMMISSION # HH 470543 EXPIRES: April 4, 2028

Date: May 23, 2024

Notary Public: 76 The

\$0.00 My Commission expires:

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

Date: 6-10-24

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY **ADDITIONS DEDUCTIONS** Total changes approved in previous months by Owner \$0.00 \$0.00 Total approved this Month \$60,009.64 \$0.00 TOTALS \$60,009.64 \$0.00 \$60,009.64 NET CHANGES by Change Order



## **Continuation Sheet**

AIA Document G702®, Application and Certification for Payment, or G732<sup>TM</sup>, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 019 **APPLICATION DATE:** March 31, 2024 PERIOD TO: March 31, 2024 ARCHITECT'S PROJECT NO: Long & Associates, Inc.

A	В	С	D	E	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	SUNCOAST E.S.								
1.	BLDG'S (3)	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
	General Requirements:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Mobilization/ Demobilization	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00%	0.00	
	Supervision & Admin. Personnel	89,920.00	89,920.00	0.00	0.00		100.00%		0.00
	Insurances/Liabilities, Etc.	35,959.60	35,959.60	0.00	•		100.00%		
	Port-o-Let	1,200.00	1,200.00	0.00	0.00		100.00%		0.00
	Prints	200.00	200.00				100.00%		0.00
	Dumpsters	4,200.00	4,200.00	0.00	0.00	4,200.00	100.00%	0.00	0.00
	Project Signs	1,500.00	1,500.00		0.00	1,500.00	100.00%		0.00
	Office Trailer	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00%	0.00	0.00
	Security Fence - Double Row	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00%		
	Storage Trailer	1,700.00	1,700.00	0.00	0.00	1,700.00	100.00%		0.00
	Safety Equipment	1,000.00	1,000.00				100.00%		0.00
	Equip./Tool Rentals	8,700.00	8,700.00	0.00	0.00	8,700.00	100.00%	0.00	0.00
	Surveying	6,950.00	6,950.00	0.00	0.00	6,950.00	100.00%	0.00	0.00
	GPR Locate	2,500.00	2,500.00	0.00	0.00		100.00%	0.00	0.00
	Job Site/Building Clean	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00%	0.00	0.00
	J. Contraction	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	2. Site Work:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	General Conditions	10,000.00	10,000.00	0.00	0.00		100.00%		0.00

A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALG	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	· ·	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Erosion Management	5,633.75	5,633.75	0.00	0.00		100.00%		
	Earthwork	31,349.15	31,349.15	0.00	0.00	31,349.15	100.00%	0.00	0.00
	Stormwater	16,979.28	16,979.28	0.00	0.00	16,979.28	100.00%	0.00	0.00
	Roof Drains	14,578.01	14,578.01	0.00	0.00	14,578.01	100.00%	0.00	0.00
	Water Line	11,838.32	11,838.32	0.00	0.00	11,838.32	100.00%	0.00	0.00
	Sanitary Sewer	12,372.00	12,372.00	0.00	0.00	12,372.00	100.00%	0.00	
	Soil Treatment	600.00	600.00	0.00	0.00	600.00	100.00%	0.00	
	Dry Wells	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00%	0.00	
	Chain Link Fencing	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%	0.00	
	Weed Stop & Gravel	2,000.00	2,000.00	0.00	0.00		100.00%	0.00	
	Sod	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	3. Concrete:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
1 1	Grade Beam Foundations	44,308.58	44,308.58	0.00	0.00	44,308.58	100.00%	0.00	0.00
	Sidewalks w/24"x24"x24" Canopy Pads	11,251.64	11,251.64	0.00	0.00	11,251.64	100.00%	0.00	0.00
	Concrete Misc.	500.00		0.00			100.00%		
		0.00	0.00	0.00	0.00		0.00%		<u> </u>
	4. Aluminum Canopy System	26,775.00		0.00			100.00%	0.00	
		0.00		0.00			0.00%	0.00	
	5. Wood Framing at Roof Line Between Buildings	3,300.00 0.00	3,300.00	0.00	0.00	3,300.00	100.00%	0.00	0.00
	6. KEE Membrane Roofing System w/Gutters & Downspouts	59,920,00			:				
		1				· · · · · · · · · · · · · · · · · · ·	100.00%		<del></del>
	Sealants	300.00					100.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00

A	В	С	D	Е	F	G		Н	I
	"		WORK CO	WORK COMPLETED .					
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	7. Interior Doors:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Restroom Int. Doors Materials	3,498.53	3,498.53	0.00	0.00	3,498.53	100.00%	0.00	0.00
	Restroom Int. Doors Install	507.00	507.00	0.00		507.00	100.00%		0.00
		0.00	0.00	0.00		0.00	0.00%	1	
	8. Finishes:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Interior Framing/ Insulation/ Sheetrock/ Mudding/ Taping	46,350.00	46,350.00	0.00	0.00	46,350.00	100.00%	0.00	0.00
	Acoustical Ceiling Tile	6,599.00	6,599.00	0.00		6,599.00	100.00%	0.00	
	Painting (Interior Only)	5,298.00	5,298.00	0.00		5,298.00	100.00%	0.00	
	Flooring/Base Cove/Wax	12,903.00	12,903.00	0.00		12,903.00	100.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	9. Misc. Specialties:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Int./Ext. Signage L&M	3,099.21	3,099.21	0.00	0.00	3,099.21	100.00%	0.00	0.00
	Restroom Access. L&M	2,133.00	2,133.00	0.00	0.00	2,133.00	100.00%	0.00	0.00
	Window Treatments	3,219.21	3,219.21	0.00	0.00	3,219.21	100.00%	0.00	0.00
	Fire Extinguisher w/Cabinet	922.00	922.00	0.00	0.00	922.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	10. HVAC:	0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	Bard A/C System	47,963.00	47,963.00	0.00	0.00	47,963.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	11. Plumbing:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	H2O/Sanitary/Fixtures	11,700.00	11,700.00	0.00	0.00	11,700.00	100.00%		0.00
		0.00	0.00	0.00	······	0.00	0.00%	0.00	0.00
	12. Electrical:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Wiring/ Fixtures/ Lighting Control System/ Panels/ Conduit/ Contactors/	175,787.00	175,787.00	0.00	0.00	175 707 00	100.00%	0.00	0.00
	Conduit/ Contactors/	1/3,/6/.00	1/3,/8/.00	V.UU	0.00	175,787.00	100.00%	0.00	0.00

A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Surge Suppression/ Fire Alarm & Structured Cabling Conduit								
		0.00	0.00	0.00	0.00		0.00%	0.00	0.00
	13. Structured Cabling:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Structured Cabling/ Low Voltage w/P.A.	44,860.00	44,860.00	0.00	0.00	44,860.00	100.00%	0.00	0.00
	IP Surveillance/ Card Reader Access System	12,855.44	12,855.44	0.00	0.00	1	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	15. Fire Alarm to Existing VES System	7,512.00	7,512.00	0.00	0.00	7,512.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	<del></del>
	16. Partial Bldg. 1:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	Select Demolition/Sheetrock Repair/Paint/Flooring Allowance	3,550.00	3,550.00	0.00	0.00	3,550.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	Sub-Total (825,291.72)	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	
	WESTSIDE E.S. BLDG'S. (2)	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
	General Requirements:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Mobilization/ Demobilization	8,000.00	8,000.00	0.00	0.00		100.00%		
	Supervision & Admin. Personnel	85,720.00	85,720.00	0.00	0.00	85,720.00	100.00%	0.00	0.00
	Insurances/Liabilities	35,959.60	35,959.60	0.00	0.00	35,959.60	100.00%	0.00	0.00
	Port-o-Let	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00%	0.00	

A	В	C	D	E	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	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)
	Prints	200.00	200.00	0.00	0.00	200.00	100.00%	0.00	0.00
	Dumpsters	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	0.00	0.00
	Projects Signs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	0.00
	Office Trailer	1,700.00	1,700.00	0.00	0.00	1,700.00	100.00%	0.00	0.00
	Security Fencing	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
	Storage Trailer	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	0.00
	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%	0.00	0.00
	Equip./Tool Rental	6,700.00	6,700.00	0.00	0.00	6,700.00	100.00%	0.00	0.00
	Surveying	7,200.00	7,200.00	0.00	0.00	7,200.00	100.00%	0.00	0.00
	GPR Locate	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%	0.00	0.00
	Job Site/Building Clean	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	2. Site Work:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	General Conditions	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	0.00
·	Erosion Management	4,879.25	4,879.25	0.00	0.00	4,879.25	100.00%	0.00	0.00
	Demolition/Move Swing	8,557.26	8,557.26	0.00	0.00		100.00%		0.00
	Earthwork	17,044.25	17,044.25	0.00			100.00%		0.00
	Stormwater	24,294.76	24,294.76	0.00			100.00%		0.00
	Roof Drains	7,279.55	7,279.55	0.00		7,279.55	100.00%		0.00
	Water Line	9,757.89	9,757.89	0.00			100.00%		0.00
	Sanitary Sewer	9,391.38	9,391.38	0.00		·	100.00%		0.00
	Dry Wells	700.00	700.00	0.00			100.00%		0.00
	Soil Treatment	400.00	400.00	0.00			100.00%		0.00
	Chain Link Fencing	9,515.00	9,515.00	0.00			100.00%		0.00
	Weed Stop & Gravel	2,000.00	2,000.00	0.00		· · · · · · · · · · · · · · · · · · ·	100.00%		0.00
	Sod	4,000.00	4,000.00	0.00			100.00%		0.00
		0.00	0.00	0.00			0.00%		0.00
	3. Concrete	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Grade Beam								
	Foundations	32,297.00	32,297.00	0.00			100.00%		0.00
	Sidewalks	11,526.42	11,526.42	0.00	0.00	11,526.42	100.00%	0.00	0.00

A	В	С	D	E	F	G		Н	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			(D + E)		(NOT IN D OR E)	(D+E+F)		(C-G)	( KAID)
	w/24"x24"x24" Canopy Pads								
	Sidewalks w/No								
	Canopy Pads	4,389.00	4,389.00	0.00	0.00	4,389.00	100.00%	0.00	0.00
	Mics. Concrete	500.00	500.00	0.00	0.00	500.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	4. Aluminum Canopy								
	System	32,300.00	32,300.00	0.00	0.00	32,300.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	5. Wood Frame at Roof Line Between Buildings	1,650.00	1,650.00	0.00	0.00	1,650.00	100.00%	0.00	0.00
		0.00		0.00			0.00%		
	6. KEE Membrane Roofing System w/Gutters &								
	Downspouts	39,946.00				··· /	100.00%		
	Sealants	200.00	200.00			200.00	100.00%	0.00	0.00
		0.00					0.00%	0.00	0.00
	7. Interior Doors:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Restroom Int. Doors Materials	2,438.95	2,438.95	0.00	0.00	2,438.95	100.00%	0.00	0.00
	Restroom Int. Doors Labor	338.00	338.00	0.00	0.00	338.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	8. Finishes:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Interior Framing/ Insulation/ Sheetrock/								
	Mudding/ Taping	30,900.00					100.00%	and the second	
	Acoustical Ceiling Tile	4,399.00	<u> </u>			, , , , , , , , , , , , , , , , , , , ,	100.00%		
	Painting (Interior Only)	3,532.00	3,532.00	0.00	0.00	3,532.00	100.00%	0.00	0.0
	Flooring/Base Cove/Wax	8,602.00	8,602.00	0.00	0.00	8,602.00	100.00%	0.00	0.0
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	

A	В	С	D	Е	F	G		Н	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH	RETAINAGE (IF VARIABLE
			(D + E)		(NOT IN D OR E)	` ′		(C - G)	RATE)
	9. Misc. Specialties:	0.00	0.00	0.00		0.00	0.00%		
	Int./Ext. Signage	2,091.90		0.00	0.00	2,091.90	100.00%		
	Restroom Acces. L&M	1,561.00		0.00	0.00	1,561.00	100.00%		
	Window Treatments	2,146.16	2,146.16	0.00	0.00	2,146.16	100.00%	0.00	0.00
	Fire Extinguisher w/Cabinet	658.00	658.00	0.00	0.00	658.00	100.00%	0.00	0.00
		0.00	0.00	0.00			0.00%		
	10. HVAC:	0.00		0.00			0.00%		
	Bard A/C System	31,975.00	31,975.00	0.00		31,975.00	100.00%		
	<u> </u>	0.00		0.00		·	0.00%		
	11. Plumbing:	0.00	0.00	0.00	0.00	0.00	0.00%		
	H2O/Sanitary/Fixtures	7,800.00	7,800.00	0.00	0.00	7,800.00	100.00%	<u></u>	
		0.00		0.00	0.00	0.00	0.00%		
	12. Electrical:	0.00	0.00	0.00	0.00	0.00	0.00%	<u> </u>	
	Wiring/ Fixtures/ Lighting Control System/ Panels/ Conduit/ Surge Suppression /Fire Alarm & Structured Cabling						-		
	Conduit	114,569.00	114,569.00	0.00	0.00	114,569.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	13. Structured Cabling:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Structured Cabling/ Low Voltage	20,729.84	20,729.84	0.00	0.00	20,729.84	100.00%	0.00	0.00
	Rauland-Borg P.A. System	11,262.00		0.00			100.00%		
	IP Surveillance/Card Reader Access System	9,020.08	9,020.08	0.00			100.00%		
		0.00		0.00			0.00%		
	14. Fire Alarm	2,540.00		0.00			100.00%		
		0.00	0.00	0.00		0.00	0.00%	1	
	Sub-Total (651,870.29)	0.00		0.00			0.00%		

Α	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAT			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	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)
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
1 :	BROOKSVILLE E.S.								
3.	BLDG'S (3)	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
	General     Requirements:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Mobilization/		·						
	Demobilization	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00%	0.00	0.00
	Supervision & Admin. Personnel	99,920.00	99,920.00	0.00	0.00	99,920.00	100.00%	0.00	0.00
	Insurances/Liabilities	35,959.60	35,959.60	0.00	0.00		100.00%		
	Port-o-Let	1,500.00	1,500.00	0.00	0.00		100.00%		
	Prints	200.00	200.00	0.00	0.00	/ / / / / / / / / / / / / / / / / / / /	100.00%		
	Dumpsters	4,200.00	4,200.00	0.00	0.00	4,200.00	100.00%	0.00	****
	Project Signs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	
	Office Trailer	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00%	0.00	
	Security Fencing	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00%	0.00	
	Storage Trailer	1,900.00	1,900.00	0.00	0.00	1,900.00	100.00%	0.00	
	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%	0.00	
	Equip./Tools Rental	12,700.00	12,700.00	0.00	0.00	12,700.00	100.00%	0.00	
	Surveying	7,200.00	7,200.00	0.00	0.00	7,200.00	100.00%	0.00	
	GPR Locate	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%	0.00	0.00
	Job Site/Building Clean-								
	ир	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	2. Site Work:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	General Conditions	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	0.00
	Erosion Management	4,243.75	4,243.75	0.00	0.00	4,243.75	100.00%	0.00	0.00
	Demolition	16,056.42	16,056.42	0.00	0.00	16,056.42	100.00%	0.00	
	Earthwork - Non Over Excavating	12,968.10	12,968.10	0.00	0.00	12,968.10	100.00%	0.00	0.00
	Earthwork - Over	38,928.74	38,928.74	0.00					
	Earthwork - Over	38,928.74	<i>3</i> 8,928.74	0.00	0.00	38,928.74	100.00%	0.00	(

Α	В	С	D	E	F	G		Н	I
:			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Excavate Unsuitable Soils & Import Fill								
	Stormwater	23,750.00	23,750.00	0.00	0.00	23,750.00	100.00%	0.00	0.00
	Roof Drains	7,521.11	7,521.11	0.00	0.00	7,521.11	100.00%	0.00	
	Water Line	11,777.82	11,777.82	0.00	0.00	11,777.82	100.00%	0.00	
	Sanitary Sewer	18,046.19	18,046.19	0.00	0.00	18,046.19	100.00%	0.00	
	Dry Wells	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00%	0.00	
	Soil Treatment	600.00	600.00	0.00	0.00	600.00	100.00%	0.00	
	Chain Link Fencing	3,200.00	3,200.00	0.00	0.00	3,200.00	100.00%	0.00	
	Weed Stop & Gravel	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%		
	Sod	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	3. Concrete:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	Grade Beam Foundations	44,124.00	44,124.00	0.00	0.00	44,124.00	100.00%	0.00	0.00
	Sidewalks w/24"x24"x24" Canopy			0.00	0.00	11,121.00	100.0070	0.00	0.00
	Pads	18,181.27	18,181.27	0.00		18,181.27	100.00%		0.00
	Misc. Concrete	500.00	500.00	0.00	0.00	500.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	4. Aluminum Canopy System	55,775.00	55,775.00	0.00	0.00	55,775.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	5. Wood Framing at Roof Lines Between Buildings	3,300.00		0.00			100.00%	· I · · · · · · · · · · · · · · · · · ·	
	C KEE March	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	6. KEE Membrane Roofing System w/Gutters &			:					
	Downspouts	59,920.00	59,920.00	0.00	0.00	59,920.00	100.00%	0.00	0.00
	Sealants	300.00	300.00	0.00	0.00	300.00	100.00%	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00%		

A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATTERIALO	/TO/THE	· · · · · · · · · · · · · · · · · · ·		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	7. Interior Doors:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Restroom Int. Doors Materials	3,498.53	3,498.53	0.00	0.00	3,498.53	100.00%	0.00	0.00
	Restroom Int. Doors								
	Labor	507.00	507.00	0.00	0.00	507.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	8. Finishes:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Interior Framing/ Insulation/ Sheetrock/ Mudding/ Taping	46,350.00	46,350.00	0.00	0.00	46,350.00	100.00%	0.00	0.00
	Acoustical Ceiling Tile	6,599.00	6,599.00		0.00		100.00%	0.00	0.00
	Painting (Interior Only)	5,298.00	5,298.00	0.00	0.00		100.00%		0.00
	Flooring/Base Cove/Wax	12,903.00	-	0.00	0.00		100.00%		0.00
		0.00	0.00	0.00	0.00		0.00%	0.00	0.00
	9. Misc. Specialties	0.00	0.00	0.00	0.00		0.00%	<u> </u>	0.00
	Int./Ext. Signage	2,962.98	2,962.98	0.00	0.00	2,962.98	100.00%		0.00
	Restroom Acces. L&M	2,133.00	2,133.00	0.00	0.00		100.00%		0.00
	Window Treatments	3,219.21	3,219.21	0.00	0.00		100.00%		0.00
	Fire Extinguishers w/Cabinets	922.00		0.00	0.00		100.00%	0.00	0.00
		0.00	0.00	0.00	0.00		0.00%		0.00
	10. HVAC:	0.00	0.00	0.00	0.00		0.00%	0.00	
	Bard A/C System	47,963.00	47,963.00	0.00	0.00		100.00%	0.00	0.00
		0.00	0.00	0.00	0.00		0.00%		0.00
	11. Plumbing:	0.00	0.00	0.00	0.00		0.00%	0.00	0.00
<u> </u>	H2O/Sanitary/Fixtures	11,700.00	11,700.00	0.00	0.00		100.00%		0.00
		0.00	0.00	0.00	0.00		0.00%		0.00
	12. Electrical: Wiring/ Fixtures/ Lighting Control System/ Panels/	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Conduit/ Contactors/	154,170.00	154,170.00	0.00	0.00	154,170.00	100.00%	0.00	0.00

A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	Surge Suppression/Fire Alarm & Structured Cabling								
	Remove/ Replace Telephone Pole/Guy Wires/Overhead Wires/Upgraded Transformer to Connect to New Modulars & Existing Portables (By School District)	0.00	0.00	0.00	0.00	0.00	0.000/	0.00	0.00
	School District)	0.00	0.00	0.00			0.00%		
	13. Structured Cabling:	0.00	0.00	0.00		····	0.00%		
	Structured Cabling/						0.00%	0.00	0.00
	Low Voltage w/P.A.  IP Surveillance/ Card	44,165.72	44,165.72	0.00	0.00	44,165.72	100.00%	0.00	0.00
	Reader Access System	14,861.90	14,861.90	0.00	0.00	14,861.90	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	14. Fire Alarm	12,640.00	12,640.00	0.00	0.00	12,640.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	15. Partial Bldg. 1:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Select Demolition/ Sheetrock Repair/Paint/Flooring Allowance	3,900.00	3,900.00	0.00	0.00	3,900.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	(Sub-Total 902,315.34)	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
	WESTSIDE E.S. CAMPUS-WIDE FIRE					:			
4.	ALARM SYSTEM	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

A	В	С	D	E	F	G		Н	I
			WORK CO	MPLETED	A A TETE TATE OF	TOTAL Y			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	General     Requirements:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Mobilization/ Demobilization	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00%	0.00	0.00
	Supervision & Admin. Personnel	114,220.00			0.00	114,220.00	100.00%	0.00	0.00
	Insurances/Liabilities	35,959.60	35,959.60	0.00	0.00	35,959.60	100.00%	0.00	0.00
	Prints	200.00	200.00	0.00	0.00	200.00	100.00%	0.00	0.00
	Port-o-Let	2,700.00	2,700.00	0.00	0.00	2,700.00	100.00%	0.00	0.00
	Dumpsters	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00%	0.00	0.00
	Project Signs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	0.00
	Office Trailer	2,950.00	2,950.00	0.00	0.00	2,950.00	100.00%	0.00	0.00
	Safety Equipment	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00%	0.00	0.00
	Storage Trailer	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%	0.00	0.00
	Security Fence	2,000.00	2,000.00	0.00	0.00		100.00%	0.00	0.00
	Job-Site/Building Clean	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00%		0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	2. Electrical:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	New Fire Alarm Conduit/ Boxes/Stub- Ups & Demo Existing Conduit/Boxes	202,000.00	202,000.00 0.00	0.00			100.00%		
	3. Fire Alarm:	0.00	0.00				0.00%		
	New VES System/ Demo Existing System. Does Not Include			0.00			0.00%	0.00	
	Boy/Girls Club	150,076.68	150,076.68	0.00			100.00%		
		0.00	0.00	0.00			0.00%	<u> </u>	
	Sub-Total (531,106.28)	0.00	0.00	0.00			0.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
5.	WESTSIDE NEW FIRE LINE (ALLOWANCE):	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00

A	В	С	D	E	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Demo/ Reinstall     Asphalt/ Concrete &     Install New Fire Line     w/2 Hydrants. Surveying & GPR	66,746.99	66,746.99	0.00	0.00	66,746.99	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	, , , , , , , , , , , , , , , , , , , ,	0.00%		
	Sub-Total (66,746.99)	0.00	0.00	0.00	0.00		0.00%		<u> </u>
		0.00	0.00	0.00	0.00		0.00%		1
	BROOKSVILLE E.S. CAMPUS-WIDE FIRE ALARM SYSTEM	0.00	0.00	0.00			0.00%		
		0.00	0.00	0.00	0.00		0.00%		
	General     Requirements	0.00	0.00	0.00	0.00		0.00%		
i 1	Mobilization/ Demobilization	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00%	0.00	0.00
	Supervision & Admin. Personnel	122,320.00	122,320.00	0.00	0.00		100.00%	<del></del>	<del></del>
	Insurances/Liabilities	35,959.60	35,959.60	0.00	0.00	<u> </u>	100.00%	<u> </u>	
	Prints	200.00	200.00	0.00	0.00		100.00%		
	Port-o-Let	2,700.00	2,700.00	0.00	0.00		100.00%	<u>*</u>	
	Dumpsters	1,800.00	1,800.00	0.00	0.00	,	100.00%		
	Project Signs Office Trailer	1,500.00 2,950.00	1,500.00	0.00	0.00		100.00%	<del></del>	
	Storage Trailer	2,500.00	2,950.00 2,500.00	0.00	0.00		100.00%	· ·	
	Safety Equipment	1,200.00	1,200.00	0.00	0.00	, , , , , , , , , , , , , , , , , , , ,	100.00%		
	Security Fence	3,000.00	3,000.00	0.00	0.00		100.00%		
	Job-Site/Building Clean	8,000.00	8,000.00	0.00	0.00		100.00% 100.00%		
	Joe Bite/Building Clean	0.00	0.00	0.00	0.00		0.00%	<u></u>	
	2. Electrical:	0.00	0.00	0.00	0.00		0.00%		
	New Fire Alarm Conduit/Boxes/Stub- Ups & Demo Existing	225,147.00	225,147.00	0.00	0.00		100.00%		

A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALC	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	Conduit/Boxes								
		0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	3. Fire Alarm:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	New VES System/								
	Demo Existing System	137,682.00	137,682.00	0.00	0.00	137,682.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Sub-Total (550,958.00)	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
	Total (3,528,289.22)	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
7.	CM Fee @ 4.35%	153,480.58	153,480.58	0.00	0.00	153,480.58	100.00%	0.00	0.00
8.	Builder's Risk	28,000.00	28,000.00	0.00	0.00	28,000.00	100.00%	0.00	0.00
9.	Payment/Performance Bond	37,573.27	37,573.27	0.00	0.00	37,573.27	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00		0.00%		
10.	CM Contingency	113,750.00	113,750.00	0.00	0.00		100.00%		
	CM SES #1: Roof Nailers & Plywood (2,868.43 Pay App #2)	0.00	0.00	0.00	0.00		0.00%		0.00
	CM WES.FA #1: Additional Conduit for Fire Alarm (4744.19 Pay App #3)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM SES #2: Concrete, Sewer & Joint cover (14,339.97 Pay App 4)	0.00	0.00	0.00			0.00%		
	CM WES #1: Footer Change For Covered Walkway (18,594.85	0.00							
	Pay App #4)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM BES #1: Footer Change For Covered	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00

A	В	С	D	E	F	G		Н	I
			WORK CO	MPLETED	MATERIATO	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	Walkway, Fiber Optic Repair, Roof Nailers (24,204.48 Pay App #4)								
	CM WES #2: Additional Storm Drainage (9,816.99)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM SES #3: Irrigation (6,030)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM BES#2 Deficiency to Contingency Balance (19,868.62)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM BES #3: Bike Pad Removal (4,035.00))	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM WES #3: Additional Smoke Detectors (3,800.99) Pay App 9	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM BES #4: Storm Grates & Safety Stripe (2,009.82) Pay App 9	0.00	0.00	0.00			0.00%		,
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
11.	Owner Contingency	113,750.00	113,750.00	0.00	0.00	113,750.00	100.00%	0.00	0.00
	OCA WES #1: Gopher Turtle (6,450.00 Pay App #1)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	OCA BES #1: Duke Energy Pole Relocate (8,742.62 Pay App #2)	0.00	0.00	0.00	0.00	0.00	0.00%		
	OCA SES #1: Joint Cover Removal (13,618.44 Pay App #4)	0.00	0.00	0.00	0.00	0.00	0.00%		
	OCA WES #2: Joint Cover Removal & PVC To Copper Change	0.00	0.00		<u> </u>	0.00	0.00%		11111

A	В	С	D	E	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)
	(16,022.22 Pay App #4)		, , , , , , , , , , , , , , , , , , , ,						
E .	OCA BES #2: Joint Cover Removal, PVC To Copper Change, Additional Crane								
	(55,321.34 Pay App #4)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	OCA WES #3: CCTV Sanitary Sewer (995.00)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	OCA BES#3: Addn'l Concrete & Storm (32,035)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	OCA BES #3 995.00	0.00	0.00			0.00	0.00%		0.00
	OCA WES #1: Incorrect calculation. Should be 6,884.00 not 6,450.00	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
	Change Order #1	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CCD #1	45,525.00	0.00	0.00	0.00		0.00%		0.00
	CCD #2	14,484.64	0.00	0.00	0.00		0.00%		0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	<del></del>	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%	<del></del>	0.00
	GRAND TOTAL	0.00 \$4,034,852.71	0.00 \$3,974,843.07	0.00 <b>\$0.00</b>	0.00 <b>\$0.00</b>	0.00 \$3,974,843.07	0.00% <b>98.51%</b>		0.00 <b>\$0.00</b>



#### FINAL WAIVER AND RELEASE OF LIEN FOR PROGRESS PAYMENT

The undersigned lienor, in consideration of the sum of **Sixty Thousand Nine Dollars** and **Sixty-Four** (\$60,009.64). the receipt of payment is acknowledged, hereby waives, and releases its lien and right to claim a lien for labor, services or materials furnished through May 23<sup>rd</sup>, 2024, to **Hernando County School District** on the jobs located on the following described property:

HCSD Capacity Improvements at Multiple Sites Brooksville E.S./Suncoast E.S./Westside E.S.

This waiver and release do not cover any retention or labor, services, or materials furnished after the date specified above, or if exceptions listed on this document.

DATED May 23<sup>rd</sup>, 2024

Lienor's Name:

Ryman Construction of Florida, Inc.

36413 State Road 54 Zephyrhills, FL 33541

Kevin L. Ryman, President

STATE OF FLORIDA COUNTY OF PASCO

The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of May, 2024, by

Wevin L. Kyman who is personally known to me as identification and who did/did not take an oath.

Notary Public

Seal

VIA

ARCHITECT:

# Application and Certificate for Payment

TO OWNER: Hernando County School District

802 S. Mobley Rd. Brooksville, FL 34601

FROM Kevin Ryman

CONTRACTOR: Ryman Construction of Florida, Inc.

36413 SR 54

Zephyrhills, FL 33541

PROJECT: HCSD Multi-Site Capacity

Improvements w/Fire Alarm Upgrades

Multiple Sites

Travis Steed

\$0.00

\$0.00

Long & Associates Architects 4525 S. Manhattan Ave.

Tampa, FL 33609

**APPLICATION NO: 020** 

PERIOD TO: May 31, 2024

CONTRACT FOR: General Construction CONTRACT DATE: January 24, 2022

PROJECT NOS:

Distribution to: OWNER: X

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

#### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$3,974,843.07
2. NET CHANGE BY CHANGE ORDERS	\$60,009.64
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$4,034,852.71
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$4,034,852.71

5. RETAINAGE: % of Completed Work

(Column D + E on G703) % of Stored Material

(Column F on G703)

Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... \$4,034,852.71 6. TOTAL EARNED LESS RETAINAGE .....

(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ......

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE ..... \$60,009.64

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge,
information and belief the Work covered by this Application for Payment has been
completed in accordance with the Contract Documents, that all amounts have been paid
by the Contractor for Work for which previous Certificates for Payment were issued and
payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR

CONTRACTOR

State of: Florida

County of: Pasco

Subscribed and sworn to before

me this 23

Notary Public: \$0.00 My Commission expires:



MY COMMISSION # HH 470543 EXPIRES: April 4, 2028

Date: May 23, 2024

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Bv:

Date: 6-10-24

CHANGE ORDER SUMMARY **ADDITIONS DEDUCTIONS** Total changes approved in previous months by Owner \$60,009.64 \$0.00 Total approved this Month \$0.00 \$0.00 TOTALS \$60,009.64 \$0.00 \$60,009.64 NET CHANGES by Change Order

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

\$3,974,843.07



### Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

 APPLICATION NO:
 020

 APPLICATION DATE:
 May 23, 2024

 PERIOD TO:
 May 23, 2024

 ARCHITECT'S PROJECT NO:
 Long & Associates, Inc.

Long & Associates, Inc. В C F H I WORK COMPLETED **MATERIALS** TOTAL FROM BALANCE TO RETAINAGE ITEM DESCRIPTION OF **SCHEDULED** PRESENTLY COMPLETED AND % **PREVIOUS FINISH** (IF VARIABLE NO. WORK VALUE THIS PERIOD **STORED** STORED TO DATE  $(G \div C)$ APPLICATION (C - G)RATE) (NOT IN D OR E) (D+E+F)(D + E)SUNCOAST E.S. BLDG'S (3) 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 1. General Requirements: 0.00 0.00 0.00 0.00 0.00 0.00% 0.00 0.00 Mobilization/ Demobilization 8,000.00 8,000.00 0.00 0.00 8,000.001 100.00% 0.00 0.00 Supervision & Admin. Personnel 89,920.00 89,920.00 0.00 0.00 100.00% 89,920.00 0.00 0.00 Insurances/Liabilities. Etc. 35,959,60 35,959.60 0.00 0.00 35,959.60 100.00% 0.00 0.00 Port-o-Let 1,200.00 1,200.00 0.00 0.00 1,200.00 100.00% 0.00 0.00 **Prints** 200.00 200.00 0.00 0.00 200.00 100.00% 0.00 0.00 4,200.00 Dumpsters 4.200.00 0.00 0.00 4,200.00 100.00% 0.00 0.00 Project Signs 1,500.00 1.500.00 0.00 0.00 1,500.00 100.00% 0.00 0.00 Office Trailer 1.950.00 1.950.00 0.00 0.00 1,950.00 100.00% 0.00 0.00 Security Fence - Double Row 6,000.00 6,000.00 0.00 0.00 6,000.00 100.00% 0.00 0.00 Storage Trailer 1,700.00 1,700.00 0.00 0.00 1,700.00 100.00% 0.00 0.00 Safety Equipment 1,000.00 1,000.00 0.00 0.00 1,000.00 100.00% 0.00 0.00 Equip./Tool Rentals 8,700.00 8,700.00 0.00 0.00 8,700.00 0.00 100.00% 0.00 Surveying 6,950.00 6,950.00 0.00 0.00 6,950.00 100.00% 0.00 0.00 **GPR** Locate 2,500.00 2,500.00 0.00 0.00 2,500.00 100.00% 0.00 0.00 Job Site/Building Clean 6,500,00 6.500.00 0.00 0.00 6.500.00 100.00% 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00% 0.00 0.00 2. Site Work: 0.00 0.00 0.00 0.00 0.00 0.00% 0.00 0.00 General Conditions 10,000.00 10,000.00 0.00 0.00 10,000,00 100.00% 0.00 0.00

A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Erosion Management	5,633.75	5,633.75	0.00		- 7	100.00%	0.00	0.00
	Earthwork	31,349.15	31,349.15	0.00	0.00	31,349.15	100.00%	0.00	0.00
	Stormwater	16,979.28		0.00	0.00	16,979.28	100.00%	0.00	0.00
	Roof Drains	14,578.01	14,578.01	0.00	0.00	14,578.01	100.00%	0.00	0.00
===	Water Line	11,838.32	11,838.32	0.00	0.00	11,838.32	100.00%	0.00	0.00
	Sanitary Sewer	12,372.00	12,372.00	0.00	0.00	12,372.00	100.00%	0.00	0.00
<u> </u>	Soil Treatment	600.00	600.00	0.00	0.00	600.00	100.00%	0.00	0.00
	Dry Wells	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00%	0.00	
	Chain Link Fencing	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%	0.00	0.00
	Weed Stop & Gravel	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%		
	Sod	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	3. Concrete:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	Grade Beam	4							
-	Foundations	44,308.58	44,308.58	0.00	0.00	44,308.58	100.00%	0.00	0.00
	Sidewalks w/24"x24"x24" Canopy								
	Pads	11,251.64	11,251.64	0.00			100.00%		
	Concrete Misc.	500.00	500.00	0.00	0.00		100.00%	0.00	L
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	4. Aluminum Canopy	2655500	0.5						
	System	26,775.00	26,775.00	0.00			100.00%	0.00	
	~ TIT T T	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	5. Wood Framing at Roof Line Between Buildings	3,300.00	3,300.00	0.00	0.00	2 200 00	100 000/		
	Dunumgs	0.00	3,300.00	0.00			100.00%	*******	
	6. KEE Membrane Roofing System w/Gutters &		0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Downspouts	59,920.00	59,920.00	0.00	0.00	59,920.00	100.00%	0.00	0.00
	Sealants	300.00	300.00	0.00	0.00	300.00	100.00%	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00

A	В	С	D	E	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)
	7. Interior Doors:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Restroom Int. Doors Materials	3,498.53	3,498.53	0.00	0.00	3,498.53	100.00%	0.00	0.00
	Restroom Int. Doors Install	507.00		0.00			100.00%		
		0.00	0.00	0.00			0.00%		
	8. Finishes:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Interior Framing/ Insulation/ Sheetrock/ Mudding/ Taping	46,350.00				46,350.00	100.00%	0.00	0.00
	Acoustical Ceiling Tile	6,599.00		0.00	0.00	6,599.00	100.00%	0.00	0.00
	Painting (Interior Only)	5,298.00	5,298.00	0.00	0.00	5,298.00	100.00%	0.00	0.00
	Flooring/Base Cove/Wax	12,903.00		0.00	0.00	12,903.00	100.00%		
		0.00	0.00	0.00		0.00	0.00%		<del></del>
	9. Misc. Specialties:	0.00		0.00		0.00	0.00%	0.00	<del></del>
	Int./Ext. Signage L&M	3,099.21	3,099.21	0.00		3,099.21	100.00%	0.00	1
	Restroom Access. L&M	2,133.00		0.00		2,133.00	100.00%	0.00	<del></del>
	Window Treatments	3,219.21	3,219.21	0.00	0.00	3,219.21	100.00%	0.00	0.00
	Fire Extinguisher w/Cabinet	922.00	922.00	0.00			100.00%		· · · · · · · · · · · · · · · · · · ·
		0.00	0.00	0.00			0.00%		<u> </u>
	10. HVAC:	0.00		0.00		0.00	0.00%	0.00	
	Bard A/C System	47,963.00	47,963.00	0.00	0.00	47,963.00	100.00%		
		0.00	0.00	0.00		0.00	0.00%	0.00	
	11. Plumbing:	0.00	0.00	0.00		0.00	0.00%	0.00	
	H2O/Sanitary/Fixtures	11,700.00	11,700.00	0.00		11,700.00	100.00%		
		0.00		0.00		0.00	0.00%	0.00	
	12. Electrical: Wiring/ Fixtures/ Lighting Control System/ Panels/	0,00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Conduit/ Contactors/	175,787.00	175,787.00	0.00	0.00	175,787.00	100.00%	0.00	0.00

A	В	C	D	E	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Surge Suppression/ Fire Alarm & Structured Cabling Conduit								
		0.00	0.00	0.00		<u> </u>	0.00%	0.00	0.00
	13. Structured Cabling:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Structured Cabling/ Low Voltage w/P.A.	44,860.00	44,860.00	0.00	0.00	44,860.00	100.00%	0.00	0.00
	IP Surveillance/ Card Reader Access System	12,855.44	12,855.44	0.00	0.00	12,855.44	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	15. Fire Alarm to Existing VES System	7,512.00	7,512.00	0.00	0.00	7,512.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00		0.00%		
	16. Partial Bldg. 1:	0.00	0.00	0.00	0.00	0.00	0.00%		
	Select Demolition/Sheetrock Repair/Paint/Flooring Allowance	3,550.00	3,550.00	0.00	0.00	3,550.00	100.00%		
		0.00	0.00	0.00			0.00%	0.00	0.00
	Sub-Total (825,291.72)	0.00	0.00	0.00		1	0.00%	0.00	0.00
		0.00	0.00	0.00		1	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	WESTSIDE E.S. BLDG'S. (2)	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
	General Requirements:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
1	Mobilization/ Demobilization	8,000.00	8,000.00	0.00			100.00%		
	Supervision & Admin. Personnel	85,720.00	85,720.00	0.00	0.00	85,720.00	100.00%	0.00	0.00
	Insurances/Liabilities	35,959.60	35,959.60	0.00	0.00		100.00%	- <del></del>	
	Port-o-Let	1,200.00	1,200.00	0.00	0.00		100.00%		

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A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALO	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	Prints	200.00	200.00	0.00	0.00	200.00	100.00%	0.00	0.00
	Dumpsters	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	0.00	0.00
	Projects Signs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	0.00
	Office Trailer	1,700.00	1,700.00	0.00	0.00	1,700.00	100.00%	0.00	0.00
	Security Fencing	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
	Storage Trailer	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	0.00
	Safety Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00%	0.00	0.00
	Equip./Tool Rental	6,700.00	6,700.00	0.00	0.00	6,700.00	100.00%	0.00	0.00
	Surveying	7,200.00	7,200.00	0.00	0.00	7,200.00	100.00%	0.00	0.00
	GPR Locate	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%	0.00	0.00
	Job Site/Building Clean	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	2. Site Work:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	General Conditions	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	0.00
	Erosion Management	4,879.25	4,879.25	0.00	0.00	4,879.25	100.00%	0.00	
	Demolition/Move Swing	8,557.26	8,557.26	0.00	0.00	8,557.26	100.00%		
	Earthwork	17,044.25	17,044.25	0.00	0.00	17,044.25	100.00%	0.00	0.00
	Stormwater	24,294.76	24,294.76	0.00	0.00	24,294.76	100.00%	0.00	0.00
	Roof Drains	7,279.55	7,279.55	0.00	0.00	7,279.55	100.00%	0.00	0.00
	Water Line	9,757.89	9,757.89	0.00	0.00	9,757.89	100.00%	0.00	0.00
	Sanitary Sewer	9,391.38	9,391.38	0.00	0.00	9,391.38	100.00%	0.00	0.00
	Dry Wells	700.00	700.00	0.00	0.00	700.00	100.00%	0.00	0.00
	Soil Treatment	400.00	400.00	0.00	0.00	400.00	100.00%	0.00	0.00
	Chain Link Fencing	9,515.00	9,515.00	0.00	0.00	9,515.00	100.00%	0.00	0.00
	Weed Stop & Gravel	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%	0.00	0.00
	Sod	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	3. Concrete	0.00	0.00	0.00	0.00	0.00	0.00%		0.00
	Grade Beam								
	Foundations	32,297.00	32,297.00	0.00	0.00	32,297.00	100.00%	0.00	0.00
	Sidewalks	11,526.42	11,526.42	0.00	0.00	11,526.42	100.00%		0.00

A	В	C	D	E	F	G		Н	I
			WORK CO FROM	MPLETED	MATERIALS	TOTAL		BALANCE TO	DETABLICE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	w/24"x24"x24" Canopy Pads								
	Sidewalks w/No								
	Canopy Pads	4,389.00	4,389.00	0.00	0.00	4,389.00	100.00%	0.00	0.00
	Mics. Concrete	500.00	500.00	0.00	0.00	500.00	100.00%	0.00	<del></del>
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	4. Aluminum Canopy								
	System	32,300.00	32,300.00	0.00	0.00	32,300.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	5. Wood Frame at Roof Line Between Buildings	1,650.00	1,650.00	0.00	0.00	1,650.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00		0.00%		
	6. KEE Membrane Roofing System W/Gutters &	20.046.00	20.046.00						
	Downspouts	39,946.00	39,946.00	0.00			100.00%	1	
	Sealants	200.00	200.00	0.00	0.00		100.00%	<u> </u>	0.00
		0.00	0.00	0.00	0.00		0.00%	0.00	
<del></del>	7. Interior Doors:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Restroom Int. Doors Materials	2,438.95	2,438.95	0.00	0.00	2,438.95	100.00%	0.00	0.00
	Restroom Int. Doors Labor	338.00	338.00	0.00	0.00	338.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00		0.00%		
	8. Finishes:	0.00	0.00	0.00	0.00		0.00%		
İ	Interior Framing/ Insulation/ Sheetrock/ Mudding/ Taping	30,900.00	20 000 00	0.00					
	Acoustical Ceiling Tile	4,399.00	30,900.00 4,399.00	0.00	0.00		100.00%		
	Painting (Interior Only)	3,532.00		0.00	0.00		100.00%	0.00	
	Flooring/Base	3,332.00	3,532.00	0.00	0.00	3,532.00	100.00%	0.00	0.00
	Cove/Wax	8,602.00	8,602.00	0.00	0.00	8,602.00	100.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00

A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	9. Misc. Specialties:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Int./Ext. Signage	2,091.90	2,091.90	0.00	0.00	2,091.90	100.00%	0.00	0.00
	Restroom Acces. L&M	1,561.00	1,561.00	0.00	0.00	1,561.00	100.00%	0.00	0.00
	Window Treatments	2,146.16	2,146.16	0.00	0.00	2,146.16	100.00%	0.00	0.00
	Fire Extinguisher w/Cabinet	658.00		0.00	0.00	658.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00		0.00%	0.00	0.00
	10. HVAC:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Bard A/C System	31,975.00	31,975.00	0.00	0.00	31,975.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	11. Plumbing:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	H2O/Sanitary/Fixtures	7,800.00	7,800.00	0.00	0.00	7,800.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	12. Electrical:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Wiring/ Fixtures/ Lighting Control System/ Panels/ Conduit/ Surge Suppression /Fire Alarm & Structured Cabling								
	Conduit	114,569.00	114,569.00	0.00	0.00	114,569.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	13. Structured Cabling:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Structured Cabling/ Low Voltage	20,729.84	20,729.84	0.00	0.00	20,729.84	100.00%	0.00	0.00
	Rauland-Borg P.A. System	11,262.00	11,262.00	0.00	0.00	11,262.00	100.00%	0.00	0.00
	IP Surveillance/Card Reader Access System	9,020.08	9,020.08	0.00	0.00		100.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	14. Fire Alarm	2,540.00	2,540.00	0.00	0.00	2,540.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Sub-Total (651,870.29)	0.00	0.00	0.00	0.00		0.00%		<del></del>

A	В	С	D	E	F	G		Н	I
			WORK CO	MPLETED	BAA TOTOTAL C	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
<u></u>		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	BROOKSVILLE E.S.								
3.	BLDG'S (3)	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
	General Requirements:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Mobilization/								
	Demobilization	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00%	0.00	0.00
	Supervision & Admin. Personnel	99,920.00	99,920.00	0.00	0.00	99,920.00	100.00%	0.00	0.00
	Insurances/Liabilities	35,959.60	35,959.60	0.00	0.00		100.00%	0.00	0.00
	Port-o-Let	1,500.00	1,500.00	0.00	0.00		100.00%	0.00	0.00
	Prints	200.00	200.00	0.00	0.00	]	100.00%	0.00	0.00
	Dumpsters	4,200.00	4,200.00	0.00	0.00		100.00%	0.00	0.00
	Project Signs	1,500.00	1,500.00	0.00	0.00	<u> </u>	100.00%	0.00	0.00
	Office Trailer	2,200.00	2,200.00	0.00	0.00	I	100.00%	0.00	0.00
	Security Fencing	6,000.00	6,000.00	0.00	0.00		100.00%	0.00	0.00
	Storage Trailer	1,900.00	1,900.00	0.00	0.00	1	100.00%	0.00	0.00
	Safety Equipment	1,000.00	1,000.00	0.00	0.00	.,	100.00%	0.00	0.00
	Equip./Tools Rental	12,700.00	12,700.00	0.00	0.00		100.00%	0.00	0.00
	Surveying	7,200.00	7,200.00	0.00	0.00		100.00%	0.00	0.00
	GPR Locate	2,500.00	2,500.00	0.00	0.00	<u> </u>	100.00%		0.00
	Job Site/Building Clean-					,			
	up	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	2. Site Work:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	General Conditions	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	0.00
	Erosion Management	4,243.75	4,243.75	0.00	0.00	4,243.75	100.00%	0.00	0.00
	Demolition	16,056.42	16,056.42	0.00	0.00	16,056.42	100.00%	0.00	0.00
	Earthwork - Non Over Excavating	12,968.10	12,968.10	0.00	0.00	12,968.10	100.00%	0.00	0.00
	Earthwork - Over	38,928.74	38,928.74	0.00	0.00		100.00%	0.00	0.00
L	Landiwork - Over	20,720.74	30,740.74	0.00	0.00	30,728./4	100.00%	0.00	1 0.0

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User Notes:

A	В	С	D	E	F	G		Н	I
			WORK CO	MPLETED	MATERIALC	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	Excavate Unsuitable Soils & Import Fill								
The state of the s	Stormwater	23,750.00	23,750.00	0.00	0.00	23,750.00	100.00%	0.00	0.00
	Roof Drains	7,521.11	7,521.11	0.00	0.00	7,521.11	100.00%	0.00	0.00
	Water Line	11,777.82	11,777.82	0.00	0.00	11,777.82	100.00%	0.00	0.00
	Sanitary Sewer	18,046.19	18,046.19	0.00	0.00	18,046.19	100.00%	0.00	0.0
	Dry Wells	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00%	0.00	0.00
	Soil Treatment	600.00	600.00	0.00	0.00	600.00	100.00%	0.00	0.00
	Chain Link Fencing	3,200.00	3,200.00	0.00	0.00	3,200.00	100.00%	0.00	0.00
	Weed Stop & Gravel	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%	0.00	0.00
	Sod	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	3. Concrete:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Grade Beam Foundations	44,124.00	44,124.00	0.00	0.00	44,124.00	100.00%	0.00	0.00
	Sidewalks w/24"x24"x24" Canopy Pads	18,181.27	18,181.27	0.00	0.00	10 101 27	100 000/	0.00	0.00
	Misc. Concrete	500.00	500.00			<del></del>	100.00%		
	Misc. Concrete	0.00	0.00				100.00% 0.00%		0.00
	4. Aluminum Canopy								0.00
	System	55,775.00 0.00	55,775.00				100.00%		***************************************
	5. Wood Framing at Roof Lines Between Buildings	3,300.00	0.00 3,300.00				0.00%		0.00
		0.00	0.00		<u> </u>	I	0.00%		0.00
	6. KEE Membrane Roofing System w/Gutters &								
	Downspouts	59,920.00	59,920.00		· · · · · · · · · · · · · · · · · · ·	<u> </u>	100.00%	·	
	Sealants	300.00	300.00				100.00%		0.0
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.0

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			WORK CO	MPLETED	MATERIALG	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	7. Interior Doors:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Restroom Int. Doors Materials	3,498.53	3,498.53	0.00	0.00	3,498.53	100.00%	0.00	0.00
	Restroom Int. Doors								
	Labor	507.00		0.00	0.00	507.00	100.00%	0.00	0.00
		0.00		0.00	0.00	0.00	0.00%	0.00	0.00
	8. Finishes:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Interior Framing/ Insulation/ Sheetrock/ Mudding/ Taping	46,350.00	46,350.00	0.00	0.00	46,350.00	100.00%	0.00	0.00
	Acoustical Ceiling Tile	6,599.00		0.00	0.00		100.00%	0.00	
	Painting (Interior Only)	5,298.00		0.00	0.00		100.00%	***************************************	
	Flooring/Base Cove/Wax	12,903.00		0.00	0.00		100.00%		
		0.00	0.00	0.00	0.00		0.00%		
	9. Misc. Specialties	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	Int./Ext. Signage	2,962.98	2,962.98	0.00	0.00	2,962.98	100.00%	0.00	
	Restroom Acces. L&M	2,133.00	2,133.00	0.00	0.00		100.00%	0.00	
	Window Treatments	3,219.21	3,219.21	0.00	0.00		100.00%		0.00
	Fire Extinguishers w/Cabinets	922.00		0.00	0.00		100.00%		
		0.00		0.00			0.00%		
	10. HVAC:	0.00		0.00	0.00		0.00%		
	Bard A/C System	47,963.00	47,963.00	0.00	0.00	47,963.00	100.00%	0.00	
		0.00	0.00	0.00	0.00		0.00%		
	11. Plumbing:	0.00		0.00	0.00	0.00	0.00%	0.00	
	H2O/Sanitary/Fixtures	11,700.00		0.00	0.00		100.00%		0.00
		0.00		0.00	0.00		0.00%	0.00	0.00
	12. Electrical:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Wiring/ Fixtures/ Lighting Control System/ Panels/ Conduit/ Contactors/	154,170.00	154,170.00	0.00	0.00	154,170.00	100.00%	0.00	0.00

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			WORK CO	MPLETED	MATERIALO	TO THE T			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	Surge Suppression/Fire Alarm & Structured Cabling								
	Remove/ Replace Telephone Pole/Guy Wires/Overhead Wires/Upgraded Transformer to Connect to New Modulars & Existing Portables (By								
	School District)	0.00	0.00	0.00			0.00%		
	10.0	0.00	0.00	0.00			0.00%		0.00
	13. Structured Cabling:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Structured Cabling/ Low Voltage w/P.A.	44,165.72	44,165.72	0.00	0.00	44,165.72	100.00%	0.00	0.00
	IP Surveillance/ Card Reader Access System	14,861.90	14,861.90	0.00	0.00	14,861.90	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	14. Fire Alarm	12,640.00	12,640.00	0.00	0.00	12,640.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	15. Partial Bldg. 1:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Select Demolition/ Sheetrock Repair/Paint/Flooring Allowance	3,900.00	3,900.00	0.00	0.00	3,900.00	100.00%		
		0.00	0.00	0.00	0.00		0.00%		0.00
	(Sub-Total 902,315.34)	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
	WESTSIDE E.S. CAMPUS-WIDE FIRE								
4.	ALARM SYSTEM	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

A	В	С	D	Е	F	G		Н	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO FROM PREVIOUS APPLICATION (D + E)	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)
	General Requirements:	0.00	0.00	0.00	0.00	0.00	0.0007	0.00	0.00
	Mobilization/ Demobilization	6,000.00	6,000.00	0.00	0.00	0.00	0.00% 100.00%		
	Supervision & Admin. Personnel	114,220.00	114,220.00	0.00	0.00	114,220.00	100.00%	0.00	
	Insurances/Liabilities	35,959.60	35,959.60	0.00	0.00	35,959.60	100.00%	0.00	0.00
	Prints	200.00	200.00	0.00	0.00	200.00	100.00%	0.00	0.00
	Port-o-Let	2,700.00	2,700.00	0.00	0.00	2,700.00	100.00%	0.00	0.00
	Dumpsters	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00%	0.00	0.00
	Project Signs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00%	0.00	0.00
	Office Trailer	2,950.00	2,950.00	0.00	0.00	2,950.00	100.00%	0.00	0.00
	Safety Equipment	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00%	0.00	
	Storage Trailer	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00%	0.00	
	Security Fence	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%		
	Job-Site/Building Clean	8,000.00	8,000.00	0.00	0.00		100.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%		
	2. Electrical:	0.00	0.00	0.00	0.00	0.00	0.00%		0.00
	New Fire Alarm Conduit/ Boxes/Stub- Ups & Demo Existing Conduit/Boxes	202,000.00	202,000.00 0.00	0.00	0.00	202,000.00 0.00	100.00% 0.00%	0.00	0.00
-	3. Fîre Alarm:	0.00	0.00	0.00		0.00		· · · · · · · · · · · · · · · · · · ·	
	New VES System/ Demo Existing System. Does Not Include Boy/Girls Club	150,076.68	150,076.68	0.00	0.00	150,076.68	0.00%		
	20, 04.0 0.40	0.00	0.00	0.00	0.00		0.00%		\$
	Sub-Total (531,106.28)	0.00	0.00	0.00	0.00		0.00%		
		0.00	0.00	0.00	0.00	0.00	0.00%	and the same of th	
5.	WESTSIDE NEW FIRE LINE (ALLOWANCE):	0.00	0.00	0.00	0.00	0.00	0.00%		

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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)
	Demo/ Reinstall     Asphalt/ Concrete &     Install New Fire Line     w/2 Hydrants. Surveying & GPR	66,746.99 0.00	66,746.99 0.00	0.00 0.00	0.00	1	100.00% 0.00%	<u> </u>	
	Sub-Total (66,746.99)	0.00	0.00	0.00	0.00				
	3110-10141 (00,740.99)	0.00	0.00	0.00	0.00	I	0.00%	0.00	
	BROOKSVILLE E.S. CAMPUS-WIDE FIRE ALARM SYSTEM	0.00	0.00	0.00			0.00%	0.00	
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	General Requirements	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	Mobilization/ Demobilization	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00%	0.00	0.00
	Supervision & Admin. Personnel Insurances/Liabilities	122,320.00		0.00			100.00%	0.00	
	Prints	35,959.60	35,959.60	0.00	0.00		100.00%	0.00	
	Port-o-Let	200.00 2,700.00	200.00 2,700.00	0.00	0.00		100.00%	0.00	
	Dumpsters	1,800.00	1,800.00	0.00 0.00	0.00 0.00		100.00%	0.00	
	Project Signs	1,500.00	1,500.00	0.00	0.00		100.00% 100.00%	0.00	
	Office Trailer	2,950.00	2,950.00	0.00	0.00		100.00%		
	Storage Trailer	2,500.00		0.00			100.00%	0.00	
	Safety Equipment	1,200.00	1,200.00	0.00		,	100.00%		1
	Security Fence	3,000.00	3,000.00	0.00			100.00%		<del>1</del>
	Job-Site/Building Clean	8,000.00	8,000.00	0.00			100.00%		
	Job Dito Danding Cloan	0.00	0.00	0.00			0.00%		<del>}</del>
	2. Electrical:	0.00	0.00	0.00	0.00		0.00%		
	New Fire Alarm Conduit/Boxes/Stub- Ups & Demo Existing	225,147.00					100.00%		

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A	В	С	D	Е	F	G		Н	I
			WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	Conduit/Boxes								
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	3. Fire Alarm:	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	New VES System/								
	Demo Existing System	137,682.00	137,682.00	0.00	0.00	137,682.00	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	<u> </u>	0.00%	0.00	0.00
	Sub-Total (550,958.00)	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
	Total (3,528,289.22)	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
	CM Fee @ 4.35%	153,480.58	153,480.58	0.00	0.00	153,480.58	100.00%	0.00	0.00
8.	Builder's Risk	28,000.00	28,000.00	0.00	0.00	28,000.00	100.00%	0.00	0.00
	Payment/Performance Bond	37 <b>,</b> 573.27	37,573.27	0.00	0.00	37,573.27	100.00%	0.00	0.00
		0.00	0.00	0.00	0.00	1	0.00%		
10.	CM Contingency	113,750.00	113,750.00	0.00	0.00	<u> </u>	100.00%		
	CM SES #1: Roof Nailers & Plywood (2,868.43 Pay App #2)	0.00	0.00	0.00			0.00%		
	CM WES.FA #1: Additional Conduit for Fire Alarm (4744.19 Pay App #3)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM SES #2: Concrete, Sewer & Joint cover (14,339.97 Pay App 4)	0.00	0.00				0.00%		
	CM WES #1: Footer Change For Covered Walkway (18,594.85	0.00	0.00						
	Pay App #4) CM BES #1: Footer Change For Covered	0.00	0.00				0.00%		

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	-		WORK CO	MPLETED	MATERIALS	TOTAL			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	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)
	Walkway, Fiber Optic Repair, Roof Nailers (24,204.48 Pay App #4)	au :							
	CM WES #2: Additional Storm Drainage (9,816.99)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM SES #3: Irrigation (6,030)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM BES#2 Deficiency to Contingency Balance (19,868.62)	0.00	0.00	0.00	0.00	0.00	0.00%		
	CM BES #3: Bike Pad Removal (4,035.00))	0.00	0.00	0.00	0.00	0.00	0.00%		
	CM WES #3: Additional Smoke Detectors (3,800.99) Pay App 9	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM BES #4: Storm Grates & Safety Stripe (2,009.82) Pay App 9	0.00					0.00%		0.00
		0.00	0.00	0.00		0.00	0.00%	0.00	0.00
	Owner Contingency	113,750.00	113,750.00	0.00	0.00	113,750.00	100.00%	0.00	0.00
	OCA WES #1: Gopher Turtle (6,450.00 Pay App #1)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	OCA BES #1: Duke Energy Pole Relocate (8,742.62 Pay App #2)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	OCA SES #1: Joint Cover Removal (13,618.44 Pay App #4)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	OCA WES #2: Joint Cover Removal & PVC To Copper Change	0.00				1	0.00%	0.00	

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A	В	С	D	E	F	G		Н	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK CO FROM PREVIOUS APPLICATION (D + E)	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)
	(16,022.22 Pay App #4)								
	OCA BES #2: Joint Cover Removal, PVC To Copper Change, Additional Crane								
	(55,321.34 Pay App #4)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
1	OCA WES #3: CCTV Sanitary Sewer (995.00)	0.00	0.00	0.00	0.00	0.00	0.00%		
	OCA BES#3: Addn'l Concrete & Storm (32,035)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
	OCA BES #3 995.00	0.00	0.00		0.00		0.00%		
	OCA WES #1: Incorrect calculation. Should be 6,884.00 not 6,450.00	0.00	0.00				0.00%		
	C.O. 1 BES (14848.64)	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
	Change Order #1	0.00	0.00	0.00	0.00		0.00%		
	CCD #1	45,525.00	0.00	45,525.00			100.00%	0.00	0.00
	CCD #2	14,484.64	0.00	14,484.64			100.00%		
		0.00	0.00	0.00	0.00		0.00%		
		0.00	0.00	0.00	0.00		0.00%	<del></del>	
-		0.00	0.00	0.00	0.00		0.00%	<del></del>	
	GRAND TOTAL	0.00 \$4,034,852.71	0.00 \$3,974,843.07	0.00 \$60,009.64	0.00 <b>\$0.00</b>	0.00 \$4,034,852.71	0.00% <b>100.00</b> %		

689

(For Donations, use Section B)

A.	Item Currently Budgete Account Name	ed -	Impact Fees	- Capacity Impro	ver	nent Projec	t @ :	SES			
	Account Number	-	3960E	7400		6800		0321		M2230	
		-	Fund	Function		Object		Cost Center		Project	Sub Project
	Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
_\$_	929,785.32	\$	0.00	<sub>\$</sub> 929,785.32	\$	0.00	\$	0.00	\$	0.00	
	Account Name		Half-Cent - Fi	ire Alarm Replac	em	ent @ WES					
	Account Number		3983E	7400		6800		0161		M2050	
	7 tooodiit ridiiiboi	-	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	
\$	598,089.36	\$	24,725.00	<b>568,166.44</b>	\$	54,647.92	\$	54,647.92	\$	0.00	

B. Item Currently Not Budgeted	I -**					
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 \$						

Check one:
Prior Year Budget: Prior Year Budget: New for Current Year:

> \$\_**1,527,874.68** Prior Year Approved Budget: \$ **1,527,874.68** Prior Year Actual Spent:

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*

(For Donations, use Section B)

A. Item Currently Budgeted     Account Name	-	Impact Fees	- Capacity Impro	ve	ment Project	@	BES			
Account Number	_	3960E	7400		6800		0052		M2230	
	_	Fund	Function		Object	_	Cost Center		Project	Sub Project
Original Approved - Budget -	+	Budget Amendments	Expenditures / - Encumbrances To Date	=	Current Available Budget	-	Present	=	Remaining Balance Available	
<b>1,016,633.73</b>	\$	14,484.64	<sub>\$</sub> 985,387.63	\$	45,730.74	\$	45,730.74	\$	0.00	
Account Name		Half-Cent - Fi	re Alarm Replac	em	ent @ BES					
Account Number		3983E	7400		6800		0052		M2050	
	_	Fund	Function		Object	_	Cost Center		Project	Sub Project
Original Approved	+	Budget Amendments	Expenditures / - Encumbrances	=	Current Available	-	Present Request	=	Remaining Balance	
Budget -	-		To Date		Budget				Available	

B. Item Currently Not Budgeted	I -**					
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 \$						

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Check one:

Prior Year Budget: New for Current Year:

Prior Year Approved Budget: \$ 1,637,254.13
Prior Year Actual Spent: \$ 1,637,254.13

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*

(For Donations, use Section B)

A. Item Currently Budgeted	d -	Impact Fees	- Capacity Improv	ement Proiect	t @ WES		
Account Name	_						
Account Number		3960E	7400	6800	0161	M2230	
	_	Fund	Function	Object	Cost Center	Project	Sub Project
. 4-1	+	Budget Amendments	Expenditures / - Encumbrances =	Current Available	Present - Request	Remaining = Balance	
Budget	-		To Date	Budget		Available	
<sub>\$</sub> 734,482.75	\$	0.00	<sub>\$</sub> 734,482.75	\$ 0.00	\$ 0.00	<b>0.00</b>	_
Account Name	_	Impact Fees	- Fire Line Project	@ WES			
Account Number		3960E	7400	6800	0161	M2340	
	_	Fund	Function	Object	Cost Center	Project	Sub Project
	+	Budget Amendments	Expenditures / - Encumbrances = To Date	Current Available Budget	Present - Request	Remaining = Balance Available	
s 75,231.51		0.00	<sub>\$</sub> 72,497.05	2,734.46	<b>2,734.46</b>	¢ 0.00	

B. Item Currently Not Budgeted	d _**					
b. Rem Guirently Not Budgeted	4 -					
Funding Source						
r unumg course						
Account Name						
Account Number						
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$						
Funding Source						
Account Name						
/ 1000 a.m. / tamb						
Account Number						
	Fund	Function	Object	Cost Center	Project	Sub Project
1						
Amount \$						
<u> </u>						

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Check one:

Prior Year Budget: New for Current Year:

 Prior Year Approved Budget:
 \$809,714.26

 Prior Year Actual Spent:
 \$809,714.26

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

Agenda Item # 20. 24-2333

6/25/2024

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

Approve the agreement with Sunrise Consulting Group and authorize the purchase of lobbying services for an estimated amount of \$60,000.00.

#### **Executive Summary**

The Director of Communications, on behalf of the Superintendent of Schools, hereby requests the Board approve the agreement with Sunrise Consulting Group and authorize the purchase of lobbying services for an estimated amount of \$60,000.00.

#### 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.

#### SERVICES AND PERFORMANCE AGREEMENT

THIS Services and Performance Agreement ("Agreement") is entered into July 1, 2024, between Sunrise Consulting Group ("SCG"), of 5957 Riviera Lane, New Port Richey Florida, 34655 and **Hernando County School District ("HCSD")** of 919 North Broad Street, Brooksville, FL 34601 ACCORDINGLY, the parties agree:

- 1. Engagement Period. HCSD shall engage SCG as a "Lobbyist" for a period of 12 months (the "Engagement Period"). This Agreement will commence July 1, 2024, and expire on June 30, 2025.
- **2. Performance of Duties.** SCG's duties will include, but are not limited to, the following:
  - a) Services: SCG, as an independent contractor, at its own costs and expense, shall perform the services described herein. SCG shall represent HCSD's interests before the Legislative and Executive branches of the state of Florida, before the Hernando County Legislative delegation members and staff, and during Legislative Session and Legislative Committee Weeks. SCG shall also represent HCSD's interests at the Florida Educational Legislative Liaisons/the Florida School Board Association/Florida Association of District School Superintendents meetings and conference and may represent the interests of HCSD during all other times directed by the HCSD. SCG shall provide all materials, tools, labor, appliances, machinery, and appurtenances necessary to perform the authorized work. SCG shall obtain and keep in effect for the Engagement Period and all applicable Renewal Periods of this Agreement any special licenses and permits necessary for SCG to provide services required hereunder.
  - b) <u>Legislative and Appropriations Platform Development:</u> SCG will meet with the HCSD Superintendent, administrative team, and the Board during weeks and months leading up to the beginning of Legislative Committee Weeks and Legislative Session. SCG will work with the HCSD to develop and identify the HCSD's Legislative and Appropriations objectives, priorities and long-term outcomes for legislative advocacy and representation.
  - c) <u>Legislative and Appropriations Platform Advocacy:</u> SCG shall advocate for the HCSD's Legislative and Appropriations Platform. SCG will monitor House and Senate Committees that may impact the HCSD. SCG may ask the HCSD for an analysis of a bill, amendment, piece of legislation, appropriation, rule, or regulation that may impact the HCSD from a policy or financial perspective. SCG may file bills or amendments to target or solve legislative issues based on direction from the HCSD. SCG will meet with Legislators, legislative or committee staff, and executive branch members and staff, as needed. SCG shall meet with the HCSD's legislative delegation on a weekly basis when the Legislature is convened for Legislative Committee Weeks and Legislative Session. SCG will arrange meetings with Legislators, legislative or committee staff, and executive branch staff on behalf of the HCSD.

- d) <u>Updates and Reporting</u>: SCG shall provide weekly Updates to the HCSD when the Legislature is convened for Legislative Committee Weeks and Legislative Session. SCG shall provide a pre-Session Legislative Report, a Legislative Update, and a post-Session Legislative Report to the HCSD. SCG legislative Reports and Updates may include:
  - a. Bill Analysis or Reports.
  - b. Policy Analysis or Reports.
  - c. Budget Monitoring.
  - d. Appropriations Monitoring.
  - e. Legislative Recommendations, and Revenue Estimates and Impacts.
- e) <u>Communication:</u> SCG will be available to meet with the HCSD Superintendent, their administrative team, and the HCSD Board. SCG may use email, telephone or in person meetings to communicate with the HCSD. SCG may ask to schedule a conference call as information becomes available or develops regarding policy or appropriations that impact the HCSD. SCG shall communicate immediately when important information becomes available such as legislative conference information, bills, amendments, or appropriations issues.
- f) <u>Lobbyist Registration:</u> HCSD shall complete all forms necessary to comply with Executive and Legislative Lobbying Registrations requirements under Florida Law that may arise because of SCG's representation during the term of this Agreement or after its Termination should reporting periods overlap. SCG shall register all meetings and legislation lobbied in accordance with Florida House of Representatives Rule 17.
- **3. Compensation.** SCG shall receive the following during the Engagement Period:
  - a) Retainer: SCG will be paid \$5,000.00, to be paid in monthly installments. The total sum of compensation for the period of 12 months shall not exceed \$60,000.
  - b) Payment: SCG shall send an invoice on the first business day of each month. Payment shall be made by the HCSD no later than forty-five (45) calendar days upon receipt. All payments shall be remitted to Sunrise Consulting Group at 5957 Riviera Lane, New Port Richey, Florida 34655. All invoicing and payment terms will be governed by the applicable provisions of Part VII of Chapter 218, Florida Statutes, (the "Local Government Prompt Payment Act").
  - c) Monthly Costs: Costs directly attributable to the performance of this work may be billed in addition to the retainer. These costs may include travel, lobbyist registration fees, and other expenses incurred on behalf of the HCSD. No monthly costs in aggregate exceeding \$100.00 may be incurred or deemed to be due and owing without the HCSD's prior approval.

- d) Renewals: At the discretion of HCSD, this Agreement may be renewed for two, oneyear renewal under the same terms and conditions.
- e) <u>Termination</u>: Either party may terminate this Agreement for convenience upon 30 calendar days' written notice to the other party.
- **4. Representations and Warranties.** SCG represents and warrants the following:
  - a) <u>Conflict with Other Clients:</u> SCG shall not retain a client during our engagement period when that client creates a conflict with HCSD. At the execution of this Agreement, SCG Warrants that it does not have any clients that conflict with the interests of HCSD.
  - b) <u>Compliance with Law</u>: All services hereunder shall be performed in a professional manner and form as required by all applicable federal, state, and local rules, regulations, laws, codes, and ordinances and as may be further specified by HCSD, including without limitation, laws related to lobbyist registration and disclosure and anti-corruption.
- **Confidentiality.** During and after the initial Engagement Period and all subsequent Renewals, (i) SCG shall not divulge, directly or indirectly, any secret or confidential information or knowledge pertaining to the business of the HCSD obtained by SCG while engaged by HCSD and (ii) shall only use such information or knowledge solely for the representation of HCSD in SCG's performance of services under this Agreement.
- **Modification.** No provision of this Agreement may be modified, amended, waived, or discharged unless such amendment or waiver, modification, or discharge is agreed to in writing by both parties.
  - Parties may renegotiate the terms of SCG's engagement at any time, but changes must be in writing, attached to the Agreement, and signed by both parties.
- **7. Assignment.** No party may assign its rights without the written consent of the other party, provided that HCSD may assign this Agreement to any successor of HCSD business, or assets, subject to HCSD's written approval. The non-assigning party will not unreasonably withhold consent.
- **8. Delegation.** No party may delegate its performance without the written consent of the other party.
- 9. Venue and Jurisdiction. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. Jurisdiction over and venue for any controversies or legal issues arising out of this Agreement shall be exclusively in the State of Florida. By entering into this Agreement, SCG hereby expressly waive any rights either party may have to a trial by jury of any civil litigation related to this Agreement, and, unless otherwise expressly provided herein, each agrees to bear its own costs and attorney's fees

relating to any dispute arising under this Agreement.

- **10. Entire Agreement.** This Agreement, including HCSD's Standard Addendum, reflects the entire understanding between the parties. Any written, printed, or other materials which HCSD provides to SCG that are not included in this Agreement are provided on an "as is" basis, without warranty, and solely as an accommodation to SCG.
- 11. Books and Records. SCG shall keep, for the statutorily required period, accurate books and records with the supporting documents, statistical records, transactions and any other underlying documents supporting the services provided hereunder, and shall comply with Chapter 119, Public Records. HCSD shall have the right to audit the books and records of SCG related to the services authorized herein upon reasonable notice provided to SCG. Any incomplete or incorrect entry in such books and records shall be a basis for HCSD's disallowance and recovery of any payment to HCSD based upon such entry.
- 12. Independent Consultant. This Agreement does not create an employee/employer or joint venture relationship between the parties. SCG is an independent consultant under this Agreement. Services provided by SCG shall be by employees or sub-consultants of SCG and subject to supervision by SCG, and not as officers, employees or agents of the HCSD. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, travel, per diem policy, and purchasing policies under the Work Authorization shall be the sole responsibility of SCG. SCG shall have no rights under the HCSD's worker's compensation, employment, insurance benefits or similar laws or benefits.
- 13. Indemnity. SCG shall defend, indemnify, and hold harmless HCSD, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, whether directly or indirectly, or any way connected with SCG's performance or non-performance of any provision of this Agreement, including, but not limited to, liabilities arising from contracts between the SCG and third parties for work or materials required under or related to this Agreement. SCG shall reimburse the HCSD for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, whether directly or indirectly, or in any way connected with SCG's performance or non-performance of this Agreement. Nothing in this Agreement shall be deemed or treated as a waiver by the HCSD of any immunity to which it is entitled by law, including but not limited to HCSD's sovereign immunity as set forth in Section 768.28, Florida Statutes. The provisions of this section shall survive termination of this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement of as the date written above.

Approved as to Form *Amelia Jadoo* Board Counsel, HCSB SHAWN FOSTER

PRESIDENT

Sunrise Consulting Group

May 23, 2024 DATE

# STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. 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 212.08(6), Fla. Stat.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.
- 12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

- 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.
  - 14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.
- 15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
- 16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

- 17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
  - a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
  - b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
  - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
  - d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon

completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this

provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

- 18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

Printed Name: \_

Title: Pros. den 1 /Owne

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

(For Donations, use Section B)

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>¢</b>		\$	\$		\$		\$		
Φ	Ψ									
•	Ψ		- ·							
Account Name	Ψ									
*	Ψ	Fund	Function		Object		Cost Center		Project	Sub Project
Account Name	+ -	Fund Budget Amendments	Function  Expenditures / Encumbrances To Date	=	Object Current Available Budget		Cost Center Present Request	=	Project Remaining Balance Available	Sub Project

Funding Source	Communications & Gov	ernment Relations Dept G	eneral Fund			
Account Name	Professional & Technic	cal Services				
Account Number	1100	6200	3100 Object	9153 Cost Center	40100 Project	Sub Projec
Amount <u>s</u>	Fund \$ 60,000.00 <b>2024-202</b>	Function  5 Budget	Object	Cost Certical	Fioject	Sub Projec
Amount 5			Object	Cost Genter	Floject	Sub Plojec
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Funding Source			Object	Cost Genter	Fibjed	Sub Projec

С	. History		
	Check one: Prior Year Budget: New for Current Year:	<b>8</b>	
		Prior Year Approved Budget:	\$54,000.00
		Prior Year Actual Spent:	\$_54,000.00
		, no. , sai , totaal opena	<u> </u>

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

Agenda Item # 21. 24-2351

6/25/2024

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

Award RFQ #2024-EES-001, Construction Manager Services for Eastside Elementary School Classroom & Cafeteria Buildings, to Williams Company, for construction goods & services and authorize the purchase for \$21,500,000.00.

#### **Executive Summary**

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board Award RFQ #2024-EES-001, Construction Manager Services for Eastside Elementary School Classroom & Cafeteria Buildings, to Williams Company for construction goods & services and authorize the purchase for \$21,500,000.00.

At this time, we request approval of the purchase of \$215,000.00 in pre-construction services.

#### My Contact

Brian Ragan Director of Facilities & Construction ragan\_b@hcsb.k12.fl.us 352-797-7050

#### 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

#### **Financial Impact**

See attached budget sheet.

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

## HERNANDO COUNTY SCHOOL BOARD FACILITIES AND CONSTRUCTION DEPARTMENT



RFQ # 2024-EES-001

REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGER CONSULTING SERVICES

Eastside Elementary School Classroom & Cafeteria Buildings

1

## REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER CONSULTING SERVICES EASTSIDE ELEMENTARY CLASSROOM & CAFETERIA BUILDINGS

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#### **APPENDICES**:

Appendix A1: Public Entity Crimes Acknowledgement

(To be completed by Respondent and included in submittal package)

Appendix A2: Evaluation Score Sheets

(To be completed by Professional Service Advisory Committee members)

Appendix A3: Final Ranking Matrix

(To be completed by Professional Service Advisory Committee)

Appendix B: Standard Form of Agreement between Owner and Construction Manager as Constructor

(Sample), General Conditions of the Agreement and Standard Addendum to Agreements

Appendix C: Insurance Requirements

Appendix D: HCSD Construction Manager Standard Specifications

#### **REQUEST FOR QUALIFICATIONS**

NAME: Request for Qualifications for Construction Manager Consulting Services EASTSIDE ELEMENTARY CLASSROOM & CAFETERIA BUILDINGS

**RFQ NUMBER: 2024-EES-001** 

HERNANDO COUNTY SCHOOL BOARD Facilities & Construction Department 8016 Mobley Road Brooksville, Florida 34601

#### **ESTIMATED CONSTRUCTION COST: \$21.5 MILLION DOLLARS**

The Hernando County School Board ("HCSB"), Brooksville, Florida, hereby invites qualified firms to submit a letter of interest and supporting documentation for **CONSTRUCTION MANAGER CONSULTING SERVICES FOR EASTSIDE ELEMENTARY CLASSROOM & CAFETERIA BUILDINGS.** 

Submittals must be received before 10:00 AM on Tuesday, May 7th, 2024 at the Facilities & Construction Department, Hernando County School Board, 8016 Mobley Road, Brooksville, Florida 34601 (352-797-7050).

Submittal Requirements and information related to this RFQ is available on the Bid Net website, including any supplemental documents or addenda. Interested respondents are **required** to register, free of charge, by visiting: <a href="https://www.bidnet.com">www.bidnet.com</a>.

Submittals that do not contain DOCUMENTED proof of the minimum qualifications will be REJECTED.

## REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER CONSULTING SERVICES EASTSIDE ELEMENTARY CLASSROOM & CAFETERIA BUILDINGS

#### I. GENERAL INFORMATION

#### A. DESCRIPTION

Hernando County School Board (HCSB) seeks proposals for Construction Manager Services for construction of a new 20 Classroom Building and new Cafeteria Building. Florida Statute 287.055, (the "Consultant's Competitive Negotiations Act" (CCNA)) prescribes methods by which professional services of architects, engineers, land surveyors, and construction managers must be procured. Described herein is a process whereby the public interest is advanced by the identification and selection of the best-qualified professional consultants.

The project shall comply with all rules and regulations established by the State of Florida including but not limited to the Florida Building Code, State Requirements for Educational Facilities, the Jessica Lunsford Act and Hernando County School Board Policy.

The Hernando County School Board intends to select a qualified Construction Management entity who will manage and construct the project as described in this RFQ and as governed by AIA Document A133-2019. Terms of the AIA A133-2019 will be negotiated in accordance with Florida Statute 287.055. The process for the selection of the firm is described herein.

Selection and award of this project will be based on qualifications as described in this RFQ document. The HCSB intends to identify, based on the initial submittals, a ranked list of no fewer than three (3) firms as part of the competitive selection process. The three (3) highest ranked firms will be asked to participate in a session of face-to-face interviews. Scores will be reset to zero prior to the interviews and prior scores will not be included in the interview scoring. The three (3) firms will be scored based on the interviews and ranked accordingly. After announcing the rankings, negotiations will begin between the Facilities & Construction Department and the highest ranked firm. If negotiations are not successful, the District will negotiate in turn in accordance with Florida Statute 287.055.

Vendors, contractors, consultants or their representatives shall not communicate with School Board members, the Superintendent of Schools, or School District staff, other than the designated contact for this RFQ, about this solicitation. Such communication is prohibited until the School Board has awarded the Contract. Any such communication shall eliminate the vendor, contractor or consultant from consideration for award.

This project may be funded over multiple fiscal or calendar years, based on budget allocations and availability of funding. The District reserves the right to phase the construction accordingly and request additional GMP amendments to accommodate phasing or funding.

#### B. SCHEDULE FOR THE RFQ PROCESS

Advertisement 04/03/24-04/24/24

Mandatory Site Visit 04/25/2024, 9:00 AM

Final Date for Respondent Questions 04/28/2024

Due Date for HCSB Response to Questions 04/30/2024

Submittals Due (Step 1) & PSAC Meeting 05/07/2024, 10:00 AM

Rankings Announced 05/14/2024

Interviews (Step 2) 05/21/2024 – 05/23/2024

Selection Announced (on or before) 05/27/2024

Award of Agreement (Board Approval) 06/25/2024 (Pending)

The above schedule is tentative. Information related to this RFQ, including revisions, will be distributed via the project's Bidnet.com website.

1

Respondents are required to register on www.BidNet.com to receive information related to this RFQ.

Submittals that do not contain DOCUMENTED proof of the minimum qualifications will be REJECTED.

#### C. MINIMUM QUALIFICATIONS

# SUMBITTALS THAT DO NOT CONTAIN <u>DOCUMENTED</u> PROOF OF THE REQUIRED MINIMUM QUALIFICATIONS WILL BE REJECTED

- Qualified respondents shall have provided Construction-Management-at-Risk Contracting services within the last five (5) years for at least three K-12 educational projects of equal (or larger) dollar value OR scope (\$21,500,000 or classroom building or cafeteria building).
   \*\*\*\*ATTENTION\*\*\* A Contractor's Qualification Statement (either on AIA Form A305 or a substantially similar form) MUST be included in submittal package. Failure to include a Contractor's Qualification Statement showing the above three (3) projects, as described, will result in disqualification of the proposer.
- 2. Qualified respondents shall have a bonding capacity of no less than the Guaranteed Maximum Price for this project coincidentally with current and anticipated workloads. \*\*\*ATTENTION\*\*\* A letter from a surety affirming the respondent's bonding capacity MUST be included in submittal package. Should a Construction Manager fail to provide bonding for the project awarded under this RFQ, the District will proceed to negotiate with the next most qualified Construction Manager.
- 3. Qualified respondents shall not have been placed on the convicted vendor list or otherwise disqualified from the public contracting and purchasing process for a public entity crime.

  \*\*\*ATTENTION\*\*\* A Public Entity Crimes Acknowledgement form (Appendix A1 of this solicitation) MUST be completed and included in the submittal package.
- **4.** Financials shall be submitted in accordance with II (D). The Director of Facilities and Construction or his designee will review this confidential material and determine eligibility in accordance with Section II (D).
- 5. Attendance at the MANDATORY Site Visit. A MANDATORY site visit will be held on April 25th, at 09:00 AM convening at the front office of Eastside Elementary School located at 27151 Roper Road, Brooksville, FL 34602. An authorized representative of the responding firm must attend this meeting and it is the firm's responsibility to assure the representative signs the official sign in sheet held by the HCSD employee conducting this meeting. Failure to attend this meeting will result in the respondent's submittal being rejected.

#### D. SCOPE OF SERVICES

The scope of services will include (including but not limited to): pre-construction services, preliminary estimates of cost, guaranteed maximum price, contract administration, construction and other services indicated to be performed by the Construction Manager in AIA Document A133-2019, this RFQ and any other addendums. Construction Manager may also be required to participate in the District's Owner Direct Purchase (ODP) process. The attached Construction Manager Specifications (Appendix D) will become a part of the AIA contract and shall be followed by the Construction Manager that is awarded this project.

The final scope of the project will be jointly determined during the Pre-Construction phase by the Owner, Engineer of Record and CM, per AIA Document A133-2019. The building will be constructed using prototypical plans purchased from the project Architect. The Hernando County School District reserves the right to change scope as needed based on budget or other needs as determined by the District.

#### E. SELECTION PROCESS

- The selection of the Construction Management firm will be conducted in accordance with the Florida Statutes, 287.055, as follows:
  - a. Prequalification Submittal (Step 1): Submittals will be distributed to a Jury Panel (Professional Service Advisory Committee or PSAC) for review and evaluation and will be scored in accordance with the evaluation criteria provided herein. Submittals will be screened for minimum qualifications and scored. The scores from the review shall be used to identify a ranked list identifying the three (3) highest qualified firms. The Step 1 Scoresheet in Appendix A2 will be used.
  - b. Interviews/Public Presentations (Step 2): The PSAC will ask the three (3) highest ranked firms to participate in a round of face-to-face interviews. Each firm should prepare a presentation based on the criteria in Step 1 and also address additional criteria listed on the Step 2 scoresheet. Questions may be asked by the committee members during or after the presentation. Scores will be reset to zero prior to the interviews and prior scores will not be included in the interview scoring. The three (3) firms will be scored based on the interviews/presentations and ranked accordingly. The Step 2 Scoresheet in Appendix A2 will be used. After announcing the rankings, negotiations will begin between the Facilities & Construction Department and the highest ranked firm. If negotiations are not successful, the District will negotiate in turn in accordance with Florida Statute 287.055
- Results of the selection process will be posted on Bidnet.com. Failure to file a protest within the time prescribed in Section 120.57(3) F.S. will constitute a waiver of the proceedings under Chapter 120, F.S.
- 3. The recommendation of the Jury Panel/PSAC is advisory only and shall be submitted to the Superintendent of Schools for review and recommendation for action to the School Board of Hernando County, Florida.

#### II. PREQUALIFICATION SUBMITTAL REQUIREMENTS

#### A. INFORMATION

1. Delivery of Submittals:

Due Date & Time:

**Tuesday, May 7th, 10:00 AM.** Note: It is the Respondent's responsibility to allow sufficient time for submittals to transit through the US Postal Service and the HCSB distribution system to guarantee delivery prior to the deadline. **Late submittals will be rejected.** 

Copies: Three (3) bound hard copies and one (1) .pdf copy on portable media

Mark RFQ # 2024-EES-001

Package: DO NOT OPEN - SEALED SUBMITTAL

Construction Manager Consulting Services, Eastside Elementary Classroom and Cafeteria Buildings

**Deliver to: Facilities & Construction Department** 

School District of Hernando County 8016 Mobley Rd. Brooksville, FL 34601

Attention: Brian Ragan

Contact: Brian Ragan, Director of Facilities and Construction

**Hernando County School District** 

Ragan\_b@hcsb.k12.fl.us

(352) 797-7050

#### 2. Changes and Clarifications:

Changes to this RFQ will be issued by addenda. Addenda will be distributed via bidnet.com.

It is the Respondent's responsibility to log in and check for updated information.

- 3. Conditions associated with the Prequalification Submittal:
  - a. All submittals shall become the property of HCSB and will not be returned. HCSB reserves the right to use any or all ideas presented in any response to this RFQ. Selection or rejection of a Respondent's proposal does not affect this right.
  - b. Late submittals will not be evaluated.
  - c. HCSB is governed by the Public Records Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined by 812.081(1) (c) and financial statements are exempt from disclosure as described in 119.071(1) (c) F.S. Any such confidential materials shall be segregated and clearly marked as Confidential. Blanket requests will not be honored.
  - d. HCSB reserves the right to reject any or all submittals if deemed unresponsive to this RFQ or for failure to disclose requested information.
  - e. HCSB shall not be liable for costs incurred by Respondents in the preparation of submittals or for costs related to any element of the selection and contract negotiation process.
  - f. By responding to this RFQ, the Respondents acknowledge that they have carefully reviewed the entire RFQ, including all appendices, exhibits and addenda, and furthermore specifically agree that the AIA Standard Form of Agreement between Owner and Construction Manager as Constructor (Document A133-2019) and the associated General Conditions are expressly acceptable without reservation. Respondent agrees that a condition of award is to provide insurance as required in Appendix C. Respondent will provide proof of said insurance to be submitted to the Board with AIA Document A133-2019.
  - g. HCSB reserves the right, without invalidating the Respondent's submittal, to request clarification
    of the information provided.

#### **B. SUBMITTAL FORMAT**

Submittals must comply with the following requirements. HCSB retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the District.

- 1. Three (3) hard copies and one (1) .pdf version on portable media. The .pdf version is to be submitted as a single bound document, including the cover letter.
- Each submittal is to be accompanied by a Letter of Interest addressed to the Facilities & Construction Department. The Letter of Interest is to include the legal name of the proposing firm, mailing address, contact name, email address and phone number.
- 3. Submittals shall be prepared simply and economically, providing a straightforward, <u>concise</u> description of the Respondent's capabilities to satisfy the requirements of this RFQ. Respondents are asked to concentrate on accuracy, completeness, and clarity of content.

- 4. Submittals are to be 8 ½" x 11", permanently bound, with minimum font size 11 point. Fold out pages may be included for charts, graphs and diagrams, but not for text. Fold out pages may be no larger than 11" x 17" and must fold entirely within the section. Submittal is to be no more than 25 double-sided pages permanently bound with spiral or plastic binder. This page count excludes cover pages, Letter of Interest, tab pages, Contractor Qualification Statement, Bonding Capacity letter and Financials (Submitted under separate cover).
- 5. Submittals are to be formatted and tabbed in the exact format and numeric sequence stated herein. Each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the package. Information which is not readily found in its designated section may be assumed to have been omitted.
- Specific information upon which the submittal will be judged as follows. Response to all items shall be complete.

#### C. PRE-QUALIFICATION SUBMITTAL EVALUATION CRITERIA

It is the intent of HCSB to select firms with prior experience with educational projects. Respondents will be judged not only on prior experience but also on their ability to address issues critical to the success of a project, as outlined in this RFQ. The following must be submitted, in order by Tab, and are elements that will be used to evaluate each Respondent's qualifications. The primary focus of the Pregualification Submittal evaluation will be the Construction Management Firm's capabilities.

#### COVER LETTER AND DOCUMENTED PROOF OF MINIMUM QUALIFICAITONS (see Section I, part C above.)

#### 2. FIRMS RESUME

Describe the composition and management structure of the Construction Management Firm. Provide a description and graphic organizational chart complete with working titles identifying the lines of authority and responsibility.

Describe the qualifications and relevant experience of the lead Construction Project Manager, and Construction Superintendent including demonstrated experience working on K-12 or Technical Educational projects of similar scope, complexity, and delivery method.

Identify the following team members:

Principal in Charge of the Project Project Manager(s) Site Superintendent(s) Estimator Other Key Personnel

Provide a summary for each proposed team member, to include the following information:

Location of the Office where the individual will perform duties related to this project. Length of employment by this firm.

Years of experience at the same level of responsibility as proposed for this type project.

Unique abilities and expertise that the individual brings to the team.

Length of experience with the other members of the project team.

The Firm's direct project experience is to be differentiated from individual staff experience gained while in the employ of other firms. Clearly denote which projects were completed by the Firm and which were not.

Describe specific construction tasks that the Team has the ability and qualifications to self-perform using in-house staff and labor force (Craft Labor Capabilities).

#### 3. FIRM'S CURRENT WORKLOAD & CAPACITY

Explain past current and projected workload. Provide a list of active projects, anticipated completion dates, project size and type.

Indicate any past or planned future significant changes to staffing levels

Indicate trades that are sub-contracted and those that are self-performed. List the approximate percentage of work performed "in-house". Describe the process by which your Firm selects qualified sub-Construction Managers and manages them effectively on complex multi-phased projects.

#### 4. MBWE PARTICIPATION & LOCAL WORKFORCE

Provide copies of Certifications as a minority business enterprise by any local governmental jurisdiction or organization, as described in Chapter 287.0943 F.S., if applicable.

Describe how your Firm will maximize the local Florida and Hernando County construction work force on this project.

Provide your Firm's safety record over the last ten years.

Describe your Firm's efforts to retain and support employees. Indicate any key personnel or team members who are residents of Hernando County. If the business is based out of Hernando County or has physical offices in the county, indicate the addresses of such establishments.

#### 5. CONSTRUCTION MANAGEMENT APPROACH

Describe the processes and/or methods you employ for the following tasks:

Pre-Construction Services
Design Review and Preliminary Cost Estimate
Project Scheduling
Managing Construction Cost within the budget
Construction Contract Management and Accounting
Quality Control during construction
Contract Closeout

Describe your ability to offer the following services, on a proactive and ongoing basis throughout design:

Conceptual estimating
Value analysis
Alternative solutions
Scope reduction that maintains quality and function
Cost/benefit analysis

Claims and Litigation History of the Team:

Provide details of all litigation, arbitration or other claims, whether pending or resolved in the last five years, except for claims with a final value or potential value of less than \$50,000. Notwithstanding the foregoing, Respondents shall disclose all litigation, arbitration or other claims, of any amount, asserted by a public entity. Indicate for each such case the year, name of parties, case of litigation, matter in dispute, disputed amount, and whether the award for or against the Respondent.

Describe in detail any projects within the last five (5) years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, of filed against your organization.

Respondents may include firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc., to demonstrate why this management team is *uniquely* qualified for this project.

#### **6. FEATURED PROJECTS**

List three (3) K-12 Educational Facilities projects for which your firm has provided or is currently providing Construction Management Consulting Services for projects of similar scope or size. In no case shall fewer than three (3) K-12 Educational Facilities projects be submitted. The listed projects may be the same projects listed for Article 1 of the Minimum Qualifications or may be additional projects at the firm's discretion. The Featured Projects (this section) does not waive the requirement of listing of projects as stated in the Minimum Qualifications section of this RFQ. Firms submitting fewer than three (3) K-12 Educational Facilities projects will be deemed nonresponsive and their submittal will be rejected. In determining which projects are most closely related consider: related size and complexity; how many members of the proposed team worked on the listed project; and how recently the project was completed. List the projects in priority order, with the most closely related project listed first. Respondents are to state clearly that the Construction Management firm completed each project as the Prime Contractor. Projects for which the Respondent worked in the capacity of a subcontractor are not relevant and are not to be listed. Other projects may be submitted in addition to the requested three (3) required projects. Additional projects should relate to this RFQ and may include non-educational projects.

For each of the listed projects, provide the following information:

- 1. Name and location of the project.
- 2. Project's Owner's Representative name, address and phone number. Include any letters of reference or commendations.
- 3. The name, address and telephone number of the project architect.
- 4. Size of project gross area of construction, number of facilities, etc.
- 5. Owners Construction Budget.
- 6. Negotiated Fee.
- 7. Final construction value or cost.
- 8. Indicate the number of change orders on the project and include the following detail;
- a. Change order increase/decrease amount
- b. Reason for change order (owner driven / error or omission, or other)
- 9. Contracted substantial and final completion dates.
- 10. Actual substantial completion and final completion dates. (if the project is not complete, indicate the percent complete and whether or not it is on schedule)
- 11. Project type new construction, addition, remodeling, renovation, re-use.
- 12. Work the respondents' staff was responsible for.
- 13. Present project status percentage of completion.
- 14. Listing of Project Manager and other key professionals and personnel assigned to this project.

#### D. FINANCIALS:

To be delivered under separate cover and marked "Confidential" one financial statement which includes balance sheet, income statement, cash flow statement and notes to financial statements. Financials should be as of the end of calendar year 2020, or the most current fiscal year available, for the firm which signs the RFQ document. Compiled or reviewed financial statements that are prepared by an independent CPA firm will be an acceptable alternative for the smaller Construction Management firms that do not regularly have audited statements prepared (IF compiled or reviewed financial statements are submitted, please include a letter from the independent accounting firm confirming that they have provided appropriate compilation and/or review). The District will evaluate financial measures such as current position, equity

position, operating results, etc., to determine eligibility in the RFQ process. Determination will be made on a ""qualified/not qualified" basis at the sole opinion of the Director of Facilities and Construction. Points will not be awarded. Those proposers who are determined to be not qualified will be eliminated from further consideration. The District reserves the right to request further clarification regarding a proposer's ability to perform the work before a final determination is made. In order to be considered to move forward all Financials MUST be received in the Department of Facilities and Construction, 8016 Mobley Rd., Brooksville, FL 34601 no later than the submission date for the Pre-Qualification Submittal. The District will in no way be liable for any financials not received in time.

#### IV. CONSTRUCTION MANAGER AGREEMENT

- A. Form of the Construction Manager Agreement: Carefully review the Sample Agreement and General Conditions of the Agreement (Appendix B) before submitting a response to this RFQ. Any questions regarding the Agreement and associated General Conditions must be communicated via <a href="https://www.bidnet.com">www.bidnet.com</a> prior to the due date for questions as noted in Section I.B.
- B. The Construction Manager Agreement will be a bonded Guaranteed Maximum Price Contract to encompass all management and construction work. Some allowances may be included as line items.
- C. HCSB reserves the right to make non-material changes to the appended Sample Agreements, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.
- D. Any products, systems, methods, and procedures developed as a result of this Agreement shall remain the exclusive property of the Hernando County School Board.

**END OF SECTION** 

#### **APPENDIX A1**

## HERNANDO COUNTY SCHOOL BOARD - CONSTRUCTION MANAGER AT RISK SERVICES PUBLIC ENTITY CRIMES ACKNOWLEDGEMENT

The PROPOSER hereby acknowledges the provisions of Florida Statute 287.133 pertaining to public entity crimes, which states as follows:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

FOR	
	(Legal Name of Business)
BY:	
	(Typed/Printed Name and Title of Officer or Authorized Agent)
Signed:	

### **APPENDIX A2**

## **STEP 1 EVALUATION SCORESHEET**

RFQ # 2024-EES-001

PROJECT NAME: CM at Risk Services Eastside Elementary Classroom & Cafeteria Buildings

<b>APPLICANT</b>	NAME:		

TOPIC	DESCRIPTION	WEIGHT	Excellent (1.0)	Above Avg. (0.8)	Average (0.6)	Below Avg. (0.4)	Poor (0.2)	None (0.0)
Firm's Resume	Demonstrated capabilities of the applicant, with consideration also given to organizational structure, credentials of senior/professional staff and experience of the organization/staff.  • The submitted materials should establish the staffs' range of capabilities, areas of expertise, etc.  • The applicant's organizational structure, management methods, distinguishing characteristics, financial condition, etc., could be indicated.  • The staffs' familiarity with K-12 Educational projects should be indicated.  Example Consideration: "To what extent does the applicant possess the organizational wherewithal to execute school classroom type projects?"	25 points	0	0	0	0	0	0
Firm's Current Workload & Capacity	An evaluation of the applicant's capacity to undertake additional work, in light of its current workload.  • The submitted materials should indicate the applicant's historical workload, the current workload, and the workload projected during the time period of the contract.  • Past or future changes in staffing levels should be indicated.  • Allocation of duties among staff and subcontractors should be indicated.  Example Consideration: "To what extent does the applicant possess the financial and personnel resources to execute school classroom type projects?"	20 points	0	0	0	0	0	0
M/WBE & Local Workforce Participation	Whether the applicant is a certified minority/woman owned business enterprise. Whether the applicant has demonstrated a commitment to increasing the successful participation of certified minority and women owned businesses. Whether the applicant is a local business or employees are residents of Hernando County. Does the applicant encourage the use of Florida and Hernando County construction workforce?  • A clear demonstration of a commitment to diversity by prospective consultants seeking business with the District is expected. • The District seeks to encourage participation by local vendors and Florida based construction workforce.  Example Consideration: "To what extent will the applicant further the Board's commitment to increasing opportunities for small, disadvantaged, minority, and women owned businesses, as well as local vendors?"	10 points	0	0	0	0	0	0

TOPIC	DESCRIPTION	WEIGHT	Excellent (1.0)	Above Avg. (0.8)	Average (0.6)	Below Avg. (0.4)	Poor (0.2)	None (0.0)
Construction Management Approach	Applicant's ability and methods to manage the project from preconstruction through contract closeout  The submitted materials should indicate the applicant's ability to perform pre-construction services, budgeting, cost analysis, contract management, quality control and other tasks related to this project. Past or current litigation or liquidated damages claims against the applicant should be listed with consideration given to the applicant's explanation of these circumstances.  Example Consideration: "Does this applicant have procedures, staff and methods in place to successfully execute all aspects of this project from the initial budgeting to the end of the warranty period?"	20 points	0	0	0	0	0	0
Featured Projects	Applicant and staff's prior performance on educational facilities projects, including ability to meet project schedule and budget. Consideration will be given to more recent projects and projects of similar dollar volume and scope in establishing the applicant's record of successfully completing continuing service projects.  • The submitted materials should establish the applicant's record of successfully completing projects of similar scope and complexity.  • Experience with public educational or technical facilities should be indicated.  Example Consideration: "To what extent does the applicant have verifiable, successful, recent experience on comparable projects?"	25 points	0	0	0	0	0	0

### **APPENDIX A2**

## **STEP 2 EVALUATION SCORESHEET**

RFQ # 2024-EES-001

PROJECT NAME: CM at Risk Services Eastside Elementary Classroom & Cafeteria Buildings

<b>APPLICANT</b>	NAME:		
, <del></del>	,	 	 

TOPIC	DESCRIPTION	WEIGHT	Excellent (1.0)	Above Avg. (0.8)	Average (0.6)	Below Avg. (0.4)	Poor (0.2)	None (0.0)
Firm's Resume	Demonstrated capabilities of the applicant, with consideration also given to organizational structure, credentials of senior/professional staff and experience of the organization/staff.  • The presentation and interview should establish the staffs' range of capabilities, areas of expertise, etc.  • The applicant's organizational structure, management methods, distinguishing characteristics, financial condition, etc., should be indicated.  • The staffs' familiarity with K-12 Educational projects and this project should be indicated.  • Are the proposed staff adequately qualified and will presented team actually be assigned to this project?  Example Consideration: "To what extent does the applicant possess the organizational wherewithal to execute this type project?"	25 points	0	0	0	0	0	0
Firm's Current Workload & Capacity	An evaluation of the applicant's capacity to undertake additional work, in light of its current workload.  • The presentation/interview should indicate the applicant's historical workload, the current workload, and the workload projected during the time period of the contract.  • Past or future changes in staffing levels should be indicated.  • Allocation of duties among staff and subcontractors should be indicated.  • Applicant has current staff available for pre-construction services and will have adequate experienced staff (Superintendent, Project Managers, etc.) to properly manage this project  Example Consideration: "To what extent does the applicant currently possess the financial and qualified personnel resources to execute this project?"	20 points	0	0	0	0	0	0
M/WBE & Local Workforce Participation	Whether the applicant is a certified minority/woman owned business enterprise. Whether the applicant has demonstrated a commitment to increasing the successful participation of certified minority and women owned businesses. Whether the applicant is a local business or employees are residents of Hernando County. Does the applicant encourage the use of Florida and Hernando County construction workforce?  • A clear demonstration of a commitment to diversity by prospective consultants seeking business with the District is expected. • The District seeks to encourage participation by local vendors and Florida based construction workforce. • For this project, what is the applicants plan to include and recruit MWBE & Local Workforces  Example Consideration: "To what extent will the applicant further the Board's commitment to increasing opportunities for small, disadvantaged, minority, and women owned businesses, as well as local vendors?"	10 points	0	0	0	0	0	0

TOPIC	DESCRIPTION	WEIGHT	Excellent (1.0)	Above Avg. (0.8)	Average (0.6)	Below Avg. (0.4)	Poor (0.2)	None (0.0)
Construction Management Approach	Applicant's ability and methods to manage the project from preconstruction through contract closeout  • The presentation should indicate the applicant's ability and methods to perform pre-construction services, budgeting, cost analysis, bidding, contract management, quality control and other tasks related to this project.  • Past or current litigation or liquidated damages claims against the applicant should be listed with consideration given to the applicant's explanation of these circumstances.  • The presentation should indicate the applicants approach to closeout including final payment, Board approval and 3 <sup>rd</sup> party audits.  Example Consideration: "Does this applicant have procedures, staff and methods in place to successfully execute all aspects of this project from the initial budgeting to the end of the warranty period?"	20 points	0	0	0	0	0	0
Featured Projects and Project Approach	Applicant and staff's prior performance on educational facilities projects, including ability to meet project schedule and budget. Consideration will be given to more recent projects and projects of similar dollar volume and scope in establishing the applicant's record of successfully completing continuing service projects.  The presentation should establish the applicant's record of successfully completing projects of similar scope and complexity.  Experience with public educational or technical facilities should be indicated.  The presentation should address the applicant's intended approach to anticipated challenges or unique characteristics of this proposed project. Items such as scheduling, staging, procurement, staffing, phasing, etc. as applicable.  Example Consideration: "To what extent does the applicant have verifiable, successful, recent experience on comparable projects and how does that relate to this project?"	25 points	0	0	0	0	0	0

FIRM	QUALIFICATIONS <sup>1</sup>						AVERAGE QUALS <sup>2</sup>	QUALS SCORE <sup>3</sup>	RANK <sup>6</sup>
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6			

SAMPLE ONLY. COLUMNS MAY VARY BASED ON ACTUAL NUMBER OF PSAC MEMBERS

#### **APPENDIX B**

#### **CONSTRUCTION MANAGER AS CONSTRUCTOR AGREEMENT (Sample Attached)**

AIA DOCUMENT A133-2019 "Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus Fee with a Guaranteed Maximum Price"

THE GENERAL CONDITIONS OF THE CONSTRUCTION MANAGER AS CONSTRUCTOR AGREEMENT (Sample Attached)

AIA DOCUMENT 201 CURRENT EDITION PER ARTICLE 1.3 OF AIA DOCUMENT A133

HERNANDO COUNTY SCHOOL DISTRICT STANDARD ADDENDUM TO AGREEMENTS (ATTACHED)

# STANDARD ADDENDUM TO AGREEMENTS WITH THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

WHEREAS, the undersigned parties have entered into an Agreement or Contract (hereinafter Agreement); and,

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

WHEREAS, the parties acknowledge 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 parties desire to make these standard terms part of their Agreement by executing this Addendum.

IT IS THEREFORE AGREED BY THE PARTIES to amend their Agreement as follows:

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement.

#### B. Subcontractors

- (i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
- (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095.
- (iii) 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.
- (iv) Contractor must provide evidence of compliance with Florida Statute § 448.095 beginning January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.
- C. 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. Contractor may be liable for all costs associated with School Board securing the same services, including but not limited to, higher costs for the same services and rebidding costs (if necessary).
- D. For purposes of this provision, "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.
- E. By signing below, the contractor and subcontractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties
- 19. Mandatory Public Records Language for All District/School Service Contracts. Public records compliance. In addition to other contract requirements provided by School Board Policy or State law, the 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.

Failure of the Contractor to abide by the terms of this provision 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.

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.

Contractor:	Hernando County School Board:
Printed Name:	Printed Name:
Title:	Title:
Date:	
	Approved as to Form
	Nancy McClain Alfonso
	General Counsel, HCSB

# The School District of Hernando County, Florida

Facilities & Construction 8016 Mobley Road Brooksville, FL 34601 Phone: (352) 797-7050

Fax: (352) 797-7150



Superintendent: John Stratton
Board Chairperson: Linda Prescott
Vice Chairperson: Susan Duval
Board Members:
Mark Johnson
Gus Guadagnino
Shannon Rodriguez

Learn it. Love it. Live it.

April 30, 2024

# RFQ #2024-EES-001 Construction Manager Consulting Service –Eastside Elementary School Classroom & Cafeteria Buildings

#### **ADDENDUM NO. 1**

The following changes, clarifications and supplemental documents are hereby made and incorporated into the RFQ documents:

- 1) Please find attached the sign in sheet for attendees at the MANDATORY site visit held Thursday, April 25th, 2024 at the project site. Only submittals from the firms listed on this sheet will be considered and scored.
- 2) Article I B "Schedule for the RFQ Process" The District may elect to schedule Step 2 face to face interviews and Selection Announcement date (Step 2) on dates different than stated in the RFQ. These will be determined based on PSAC Committee members' availability.
- 3) The firm that is awarded a contract under this RFQ will be required to submit a "monthly draw down" schedule with the GMP proposal. This schedule should reflect the anticipated month by month amount for each pay application from issuance of the Notice to Proceed through Final Payment.
- 4) In addition to other cost itemizations or break outs, the firm that is awarded a contract for this proposal shall provide the District a final breakdown of actual costs for all items in their contract, in the format required by the Florida Department of Education's "Cost of Construction" report. This information will be in the format required by the DOE at the time of project completion. The most current data can be found at the following link: <a href="Public Schools">Public Schools</a> (fldoe.org)
- 5) **Question:** If the award is set for 6/25/2024, could you please clarify the expected start date of construction? We are trying to address the firm's current workload and capacity section of workload projected during the time period of the contract. Thank you! **Answer:** As presented in the Mandatory Site Visit the anticipated start of construction is January 2025.

- 6) Question(s): We would like clarification on the three requested projects. Page 2, Question 1 asks for the 3 projects to be included in the AIA A305 format. Do you want the complete A305 package or only Exhibit D for the projects? Would you like this to be included in section 6 of the featured projects? Is this in addition to your questions for the three projects as required in section 6? Should we include this as part of the page count? Thank you! Answer: Please provide the complete A305 package in addition to the submittal package. The A305 will not be included in the page count of the submittal. The projects included in Article II, C, 6 can be those included in the AIA A305 document but may be additional projects at the proposer's discretion. The AIA A305 will not be scored and is intended to be used to determine that the respondent meets minimum qualifications.
- 7) Please find attached sheet AS001 to be used for informational purposes only. The District reserves the right to re-locate or change the actual location or sizes of these buildings.
- 8) **Question:** Can you please tell us what school is being used as the prototype for this project? **Answer:** The Classroom building addition is based on the Starkey K8 addition designed for the Pasco County School District. The Cafeteria building is based on the cafeteria associated with the Mona Jain MS designed for the Manatee County School District.
- 9) **Question:** Please confirm if the OSHA Form 300 will be acceptable proof for safety records for the purposes of this RFQ. **Answer:** Section II, C, 4 of the RFQ asks the respondent to provide the firms safety record over the last 10 years. The method of providing this record is at the discretion of the respondent. The OSHA Form 300 is acceptable to the District.

**END OF ADDENDUM NUMBER 1** 

#### **APPENDIX A2**



RFQ #2024-EES-001 - Construction Manager at Risk Services - Classroom & Cafeteria Buildings for Eastside Elementary School

#### **FINAL RANKING MATRIX**

FIRM	QUALIFICATIONS									QUALS	RANK
FINIVI	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6	EVAL #7	EVAL #8	QUALS	QUALS SCORE	NAINK
Williams Company	100	86	91	96	80	86	96	90	90.63	90.63%	1
JE Dunn	93	83	94	78	80	92	96	83	87.38	87.38%	2
Ajax	92	78	87	70	74	85	82	82	81.25	81.25%	3

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.



# Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

AGREEMENT made as of the Twenty-fifth day of June in the year Two-thousand Twenty-four (In words, indicate day, month, and year.)

#### **BETWEEN** the Owner:

(Name, legal status, address, and other information)

School District of Hernando County Florida 8016 Mobley Rd. Brooksville, FL 34601

and the Construction Manager: (Name, legal status, address, and other information)

Williams Company Tampa 291 Southhall Lane Maitland, FL 32751

for the following Project: (Name, location, and detailed description)

Eastside Elementary School New Classroom & Cafeteria Buildings East Side Elementary School 27151 Roper Road Brooksville, FL 34602 Construction of new proto-type 20 classroom building, new cafeteria building and related site work

The Architect:

(Name, legal status, address, and other information)

Harvard Jolly, Inc. 5201 West Kennedy Blvd. Suite 515 Tampa, FL 33609

#### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification,

AIA Document A201™-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

The Owner and Construction Manager agree as follows.

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#### TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 GENERAL PROVISIONS
- 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES
- 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES
- 7 COST OF THE WORK FOR CONSTRUCTION PHASE
- 8 DISCOUNTS, REBATES, AND REFUNDS
- 9 SUBCONTRACTS AND OTHER AGREEMENTS
- 10 ACCOUNTING RECORDS
- 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES
- 12 DISPUTE RESOLUTION
- 13 TERMINATION OR SUSPENSION
- 14 MISCELLANEOUS PROVISIONS
- 15 SCOPE OF THE AGREEMENT

# EXHIBIT A GUARANTEED MAXIMUM PRICE AMENDMENT EXHIBIT B INSURANCE AND BONDS

#### ARTICLE 1 INITIAL INFORMATION

- § 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1. (For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")
- § 1.1.1 The Owner's program for the Project, as described in Section 4.1.1: (Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

To be completed prior to execution of GMP Amendment based on RFQ # 2024-EES-001

#### § 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Construction of new proto type 20 classroom building and cafeteria building at Eastside Elementary School and related site improvements to include (but not limited to) new bus loop, parking and parent queuing line. Other work may be added to scope if deemed necessary by the Owner

§ 1.1.3 The Owner's budget for the Guaranteed Maximum Price, as defined in Article 6: (Provide total and, if known, a line item breakdown.)



**User Notes:** 

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Owner's Total Construction Budget: \$ 21,500,000 Less 1% for Preconstruction Phase Services: \$ 215,000 Guaranteed Maximum Price Budget: \$ 21,285,000

- § 1.1.4 The Owner's anticipated design and construction milestone dates:
  - .1 Design phase milestone dates, if any:

Design scheduled to be completed by end of September 2024

.2 Construction commencement date:

January 2025

.3 Substantial Completion date or dates:

TBD as negotiated in GMP Amendment - Initial target date January 1, 2026

- .4 Other milestone dates:
- § 1.1.5 The Owner's requirements for accelerated or fast-track scheduling, or phased construction, are set forth below: (Identify any requirements for fast-track scheduling or phased construction.)

Phasing shall be as stipulated in the Construction Documents

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project: (Identify and describe the Owner's Sustainable Objective for the Project, if any.)

N/A

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Construction Manager shall complete and incorporate AIA Document E234<sup>TM</sup>—2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234—2019 is incorporated into this agreement, the Owner and Construction Manager shall incorporate the completed E234—2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

# § 1.1.7 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere.)

Construction Manager shall plan the Work to avoid disruption of school activities, teaching and learning. The Construction Manager shall schedule the Work with the input of the school principal and/or site administrator and the Facilities Representative, to ensure that work activities are coordinated with the school's schedule. Existing cooler/freezer unit and some kitchen equipment will need to be relocated from existing cafeteria building. Construction Manager to coordinate work to avoid disruption of cafeteria operations. Construction Manager may be required to relocate existing portable classrooms or provide additional temporary classroom space to accommodate displaced students.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 4.2: (List name, address, and other contact information.)

Brian Ragan 8016 Mobley Road Brooksville, FL 34601 ragan b@hcsb.k12.fl.us



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§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows: (List name, address and other contact information.)

Owner's Fire Official and Building Official

§ 1.1.10 The Owner shall retain the following consultants and contractors: (List name, legal status, address, and other contact information.)

Geotechnical Engineer:

**TBD** 

.2 Civil Engineer:

> Osborn Engineering (As a sub-consultant to Architect) 360 Central Avenue **Suite 1150** St. Petersburg, FL 33701

.3 Other, if any:

(List any other consultants retained by the Owner, such as a Project or Program Manager.)

TBD

§ 1.1.11 The Architect's representative:

(List name, address, and other contact information.)

Steve Johnson, AIA, ALEP **Executive Vice President** 2714 Dr MLK Jr Street N St Petersburg, FL 33704 p. 727.896.4611 m. 727.244.5929

s.johnson@harvardjolly.com

§ 1.1.12 The Construction Manager identifies the following representative in accordance with Article 3: (List name, address, and other contact information.)

Dirk Heller Vice President of Operations



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§ 1.1.13 The Owner's requirements for the Construction Manager's staffing plan for Preconstruction Services, as required under Section 3.1.9:

(List any Owner-specific requirements to be included in the staffing plan.)

§ 1.1.14 The Owner's requirements for subcontractor procurement for the performance of the Work: (List any Owner-specific requirements for subcontractor procurement.)

The Construction Manager is expected to represent the Owner's interest in soliciting competitive bids, including: A) Soliciting a sufficient number of bids to ensure that at least three (3) bids are submitted for each bid package; B) Obtaining prior approval from the Owner for any Work that the CM proposes to self-perform; C) Obtaining a minimum of three (3) bids for each bid package, unless exempted elsewhere in this Agreement; D) Delaying the opening of bids for any bid package until three (3) or more bids are received, unless Owner directs otherwise

§ 1.1.15 Other Initial Information on which this Agreement is based:

Construction Manager may be required to procure materials by means of the Owner's Direct Purchase Program

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the Project schedule, the Construction Manager's services, and the Construction Manager's compensation. The Owner shall adjust the Owner's budget for the Guaranteed Maximum Price and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 Neither the Owner's nor the Construction Manager's representative shall be changed without ten days' prior notice to the other party.

#### ARTICLE 2 GENERAL PROVISIONS

#### § 2.1 The Contract Documents

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Contract Documents will also include the documents described in Section 3.2.3 and identified in the Guaranteed Maximum Price Amendment and revisions prepared by the Architect and furnished by the Owner as described in Section 3.2.8. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern. An enumeration of the Contract Documents, other than a Modification, appears in Article 15.

#### § 2.2 Relationship of the Parties

The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner to furnish efficient construction administration, management services, and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.



#### § 2.3 General Conditions

§ 2.3.1 For the Preconstruction Phase, AIA Document A201TM-2017, General Conditions of the Contract for Construction, shall apply as follows: Section 1.5, Ownership and Use of Documents; Section 1.7, Digital Data Use and Transmission; Section 1.8, Building Information Model Use and Reliance; Section 2.2.4, Confidential Information; Section 3.12.10, Professional Services; Section 10.3, Hazardous Materials; Section 13.1, Governing Law. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

§ 2.3.2 For the Construction Phase, the general conditions of the contract shall be as set forth in A201-2017, which document is incorporated herein by reference. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

#### CONSTRUCTION MANAGER'S RESPONSIBILITIES ARTICLE 3

The Construction Manager's Preconstruction Phase responsibilities are set forth in Sections 3.1 and 3.2, and in the applicable provisions of A201-2017 referenced in Section 2.3.1. The Construction Manager's Construction Phase responsibilities are set forth in Section 3.3. The Owner and Construction Manager may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently. The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

#### § 3.1 Preconstruction Phase

#### § 3.1.1 Extent of Responsibility

The Construction Manager shall exercise reasonable care in performing its Preconstruction Services. The Owner and Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of services and information furnished by the Construction Manager. The Construction Manager, however, does not warrant or guarantee estimates and schedules except as may be included as part of the Guaranteed Maximum Price. The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 3.1.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

#### § 3.1.3 Consultation

- § 3.1.3.1 The Construction Manager shall schedule and conduct meetings with the Architect and Owner to discuss such matters as procedures, progress, coordination, and scheduling of the Work.
- § 3.1.3.2 The Construction Manager shall advise the Owner and Architect on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; time requirements for procurement, installation and construction; prefabrication; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions. The Construction Manager shall consult with the Architect regarding professional services to be provided by the Construction Manager during the Construction Phase.
- § 3.1.3.3 The Construction Manager shall assist the Owner and Architect in establishing building information modeling and digital data protocols for the Project, using AIA Document E203TM\_2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

# § 3.1.4 Project Schedule

When Project requirements in Section 4.1.1 have been sufficiently identified, the Construction Manager shall prepare and periodically update a Project schedule for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities; and identify items that affect the Project's timely completion. The updated Project schedule shall include the following: submission of the Guaranteed Maximum Price proposal; components of the Work; times of commencement and completion required of each Subcontractor;



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ordering and delivery of products, including those that must be ordered in advance of construction; and the occupancy requirements of the Owner.

# § 3.1.5 Phased Construction

The Construction Manager, in consultation with the Architect, shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and sequencing for phased construction. The Construction Manager shall take into consideration cost reductions, cost information, constructability, provisions for temporary facilities, and procurement and construction scheduling issues.

#### § 3.1.6 Cost Estimates

- § 3.1.6.1 Based on the preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare, for the Architect's review and the Owner's approval, preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume, or similar conceptual estimating techniques. If the Architect or Construction Manager suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems.
- § 3.1.6.2 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for the further development of the design, price escalation, and market conditions, until such time as the Owner and Construction Manager agree on a Guaranteed Maximum Price for the Work. The estimate shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect in the event that the estimate of the Cost of the Work exceeds the latest approved Project budget, and make recommendations for corrective action.
- § 3.1.6.3 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.
- § 3.1.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations regarding constructability and schedules, for the Architect's review and the Owner's approval.
- § 3.1.8 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding equipment, materials, services, and temporary Project facilities.
- § 3.1.9 The Construction Manager shall provide a staffing plan for Preconstruction Phase services for the Owner's review and approval.
- § 3.1.10 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall fulfill its Preconstruction Phase responsibilities as required in AIA Document E234<sup>TM</sup>–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

# § 3.1.11 Subcontractors and Suppliers

- § 3.1.11.1 If the Owner has provided requirements for subcontractor procurement in section 1.1.14, the Construction Manager shall provide a subcontracting plan, addressing the Owner's requirements, for the Owner's review and approval.
- § 3.1.11.2 The Construction Manager shall develop bidders' interest in the Project.
- § 3.1.11.3 The processes described in Article 9 shall apply if bid packages will be issued during the Preconstruction Phase.

# § 3.1.12 Procurement

The Construction Manager shall prepare, for the Architect's review and the Owner's acceptance, a procurement schedule for items that must be ordered in advance of construction. The Construction Manager shall expedite and coordinate the ordering and delivery of materials that must be ordered in advance of construction. If the Owner agrees to procure any items prior to the establishment of the Guaranteed Maximum Price, the Owner shall procure the items on terms and conditions acceptable to the Construction Manager. Upon the establishment of the Guaranteed Maximum Price, the



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Owner shall assign all contracts for these items to the Construction Manager and the Construction Manager shall thereafter accept responsibility for them.

# § 3.1.13 Compliance with Laws

The Construction Manager shall comply with applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to its performance under this Contract, and with equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities.

#### § 3.1.14 Other Preconstruction Services

Insert a description of any other Preconstruction Phase services to be provided by the Construction Manager, or reference an exhibit attached to this document

(Describe any other Preconstruction Phase services, such as providing cash flow projections, development of a project information management system, early selection or procurement of subcontractors, etc.)

# § 3.2 Guaranteed Maximum Price Proposal

- § 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare a Guaranteed Maximum Price proposal for the Owner's and Architect's review, and the Owner's acceptance. The Guaranteed Maximum Price in the proposal shall be the sum of the Construction Manager's estimate of the Cost of the Work, the Construction Manager's contingency described in Section 3.2.4, and the Construction Manager's Fee described in Section 6.1.2.
- § 3.2.2 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes, or equipment, all of which, if required, shall be incorporated by Change Order.
- § 3.2.3 The Construction Manager shall include with the Guaranteed Maximum Price proposal a written statement of its basis, which shall include the following:
  - .1 A list of the Drawings and Specifications, including all Addenda thereto, and the Conditions of the Contract;
  - .2 A list of the clarifications and assumptions made by the Construction Manager in the preparation of the Guaranteed Maximum Price proposal, including assumptions under Section 3.2.2;
  - .3 A statement of the proposed Guaranteed Maximum Price, including a statement of the estimated Cost of the Work organized by trade categories or systems, including allowances; the Construction Manager's contingency set forth in Section 3.2.4; and the Construction Manager's Fee;
  - .4 The anticipated date of Substantial Completion upon which the proposed Guaranteed Maximum Price is based; and
  - .5 A date by which the Owner must accept the Guaranteed Maximum Price.
- § 3.2.4 In preparing the Construction Manager's Guaranteed Maximum Price proposal, the Construction Manager shall include a contingency for the Construction Manager's exclusive use to cover those costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order.
- § 3.2.5 The Construction Manager shall meet with the Owner and Architect to review the Guaranteed Maximum Price proposal. In the event that the Owner or Architect discover any inconsistencies or inaccuracies in the information presented, they shall promptly notify the Construction Manager, who shall make appropriate adjustments to the Guaranteed Maximum Price proposal, its basis, or both.
- § 3.2.6 If the Owner notifies the Construction Manager that the Owner has accepted the Guaranteed Maximum Price proposal in writing before the date specified in the Guaranteed Maximum Price proposal, the Guaranteed Maximum Price proposal shall be deemed effective without further acceptance from the Construction Manager. Following acceptance of a Guaranteed Maximum Price, the Owner and Construction Manager shall execute the Guaranteed Maximum Price Amendment amending this Agreement, a copy of which the Owner shall provide to the Architect. The Guaranteed Maximum Price Amendment shall set forth the agreed upon Guaranteed Maximum Price with the information and assumptions upon which it is based.



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- § 3.2.7 The Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work prior to the execution of the Guaranteed Maximum Price Amendment, unless the Owner provides prior written authorization for such costs.
- § 3.2.8 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment. The Owner shall promptly furnish such revised Contract Documents to the Construction Manager. The Construction Manager shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment and the revised Contract Documents.
- § 3.2.9 The Construction Manager shall include in the Guaranteed Maximum Price all sales, consumer, use and similar taxes for the Work provided by the Construction Manager that are legally enacted, whether or not yet effective, at the time the Guaranteed Maximum Price Amendment is executed.

#### § 3.3 Construction Phase

# § 3.3.1 General

- § 3.3.1.1 For purposes of Section 8.1.2 of A201–2017, the date of commencement of the Work shall mean the date of commencement of the Construction Phase.
- § 3.3.1.2 The Construction Phase shall commence upon the Owner's execution of the Guaranteed Maximum Price Amendment or, prior to acceptance of the Guaranteed Maximum Price proposal, by written agreement of the parties. The written agreement shall set forth a description of the Work to be performed by the Construction Manager, and any insurance and bond requirements for Work performed prior to execution of the Guaranteed Maximum Price Amendment.

#### § 3.3.2 Administration

- § 3.3.2.1 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work. The Construction Manager shall prepare and promptly distribute minutes of the meetings to the Owner and Architect.
- § 3.3.2.2 Upon the execution of the Guaranteed Maximum Price Amendment, the Construction Manager shall prepare and submit to the Owner and Architect a construction schedule for the Work and a submittal schedule in accordance with Section 3.10 of A201–2017.

#### § 3.3.2.3 Monthly Report

The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner.

#### § 3.3.2.4 Daily Logs

The Construction Manager shall keep, and make available to the Owner and Architect, a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identification of equipment on site, problems that might affect progress of the work, accidents, injuries, and other information required by the Owner.

#### § 3.3.2.5 Cost Control

The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Architect, and shall provide this information in its monthly reports to the Owner and Architect, in accordance with Section 3.3.2.3 above.

# ARTICLE 4 OWNER'S RESPONSIBILITIES

# § 4.1 Information and Services Required of the Owner

§ 4.1.1 The Owner shall provide information with reasonable promptness, regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, constraints, and criteria, including schedule, space requirements and relationships, flexibility and expandability, special equipment, systems, sustainability and site requirements.



- § 4.1.2 Prior to the execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. After execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request such information as set forth in A201-2017 Section 2.2.
- § 4.1.3 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Article 7, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.
- § 4.1.4 Structural and Environmental Tests, Surveys and Reports. During the Preconstruction Phase, the Owner shall furnish the following information or services with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services. The Construction Manager shall be entitled to rely on the accuracy of information and services furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.
- § 4.1.4.1 The Owner shall furnish tests, inspections, and reports, required by law and as otherwise agreed to by the parties, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
- § 4.1.4.2 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.
- § 4.1.4.3 The Owner, when such services are requested, shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.
- § 4.1.5 During the Construction Phase, the Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services.
- § 4.1.6 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234<sup>TM</sup>—2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

# § 4.2 Owner's Designated Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of A201–2017, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 4.2.1 Legal Requirements. The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

#### § 4.3 Architect

The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B133<sup>TM</sup>\_2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, including any additional services requested by the Construction Manager that are necessary for the



Preconstruction and Construction Phase services under this Agreement. The Owner shall provide the Construction Manager with a copy of the scope of services in the executed agreement between the Owner and the Architect, and any further modifications to the Architect's scope of services in the agreement.

# ARTICLE 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

#### § 5.1 Compensation

§ 5.1.1 For the Construction Manager's Preconstruction Phase services described in Sections 3.1 and 3.2, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)

Basis for compensation shall be the actual time spent multiplied by the hourly billing rates stated in Article 5.1.2, plus the actual cost for materials, plus two-percent (2%) for overhead and profit. Construction Manager shall furnish a detailed accounting of time and materials when submitting a request for payment for Preconstruction Services. Total compensation for Preconstruction Phase Services shall not exceed \$215,000.00

§ 5.1.2 The hourly billing rates for Preconstruction Phase services of the Construction Manager and the Construction Manager's Consultants and Subcontractors, if any, are set forth below. (If applicable, attach an exhibit of hourly billing rates or insert them below.)

Individual or Position	Rate
VP of Operations	\$147.81
Chief Estimator	\$140.94
Precon Manager	\$ 92.81
Project Manager	\$ 96.25
Asst. Project Manager	\$ 74.25
Admin. Assistant	\$ 55.00
Superintendent	\$ 96.25

- § 5.1.2.1 Hourly billing rates for Preconstruction Phase services include all costs to be paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, and shall remain unchanged unless the parties execute a Modification.
- § 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within Twelve (12) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

# § 5.2 Payments

- § 5.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.
- § 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid Ninety (90) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager. (Insert rate of monthly or annual interest agreed upon.)
- 2 % Two percent

# ARTICLE 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

#### § 6.1 Contract Sum

§ 6.1.1 The Owner shall pay the Construction Manager the Contract Sum in current funds for the Construction Manager's performance of the Contract after execution of the Guaranteed Maximum Price Amendment. The Contract Sum is the Cost of the Work as defined in Article 7 plus the Construction Manager's Fee.

§ 6.1.2 The Construction Manager's Fee:



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(State a lump sum, percentage of Cost of the Work or other provision for determining the Construction Manager's Fee.)

Four percent (4.00%) of Cost of the Work

§ 6.1.3 The method of adjustment of the Construction Manager's Fee for changes in the Work:

The Construction Manager's Fee shall not be adjusted for changes in Work, including contingency expenditures, unless the amount of the GMP has been increased or decreased by a Change Order. Any adjustments of the Construction Manager's Fee shall be clearly identified in the Change Order and shall be commensurate with the percentages of the Cost of the Work stated in Article 6.1.2. Construction Manager's fee shall include the actual cost of items & equipment that are directly purchased by owner but installed by Construction Manager

§ 6.1.4 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

For each Subcontractor or Sub-subcontractor, for Work performed by that Subcontractor's or Sub-subcontractor's own forces: Total OH&P = Ten percent (10%) of the cost of the Work. For each Subcontractor, for Work performed by the Subcontactor's Sub-subcontractors: Total OH&P = Five percent (5%) of the amount due the Sub-subcontractor. No further tiering of Sub-subcontractors' overhead and profit shall be allowed for increases in the cost of the Work.

§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed One-hundred percent (100 %) of the standard rental rate paid at the place of the Project.

#### § 6.1.6 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

Five-hundred dollars (\$500.00) per calendar day

#### § 6.1.7 Other:

(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)

Construction Manager's overhead and profit for increases in the cost of Work performed by its own forces shall be limited to ten percent (10%) of the cost of the self-performed Work

#### § 6.2 Guaranteed Maximum Price

The Construction Manager guarantees that the Contract Sum shall not exceed the Guaranteed Maximum Price set forth in the Guaranteed Maximum Price Amendment, subject to additions and deductions by Change Order as provided in the Contract Documents. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Construction Manager without reimbursement by the Owner.

#### § 6.3 Changes in the Work

- § 6.3.1 The Owner may, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions. The Owner shall issue such changes in writing. The Construction Manager may be entitled to an equitable adjustment in the Contract Time as a result of changes in the Work.
- § 6.3.1.1 The Architect may order minor changes in the Work as provided in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.
- § 6.3.2 Adjustments to the Guaranteed Maximum Price on account of changes in the Work subsequent to the execution of the Guaranteed Maximum Price Amendment may be determined by any of the methods listed in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.
- § 6.3.3 Adjustments to subcontracts awarded on the basis of a stipulated sum shall be determined in accordance with Article 7 of A201–2017, as they refer to "cost" and "fee," and not by Articles 6 and 7 of this Agreement. Adjustments to subcontracts awarded with the Owner's prior written consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.



- § 6.3.4 In calculating adjustments to the Guaranteed Maximum Price, the terms "cost" and "costs" as used in Article 7 of AIA Document A201–2017 shall mean the Cost of the Work as defined in Article 7 of this Agreement and the term "fee" shall mean the Construction Manager's Fee as defined in Section 6.1.2 of this Agreement.
- § 6.3.5 If no specific provision is made in Section 6.1.3 for adjustment of the Construction Manager's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 6.1.3 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

#### ARTICLE 7 COST OF THE WORK FOR CONSTRUCTION PHASE

# § 7.1 Costs to Be Reimbursed

- § 7.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. The Cost of the Work shall include only the items set forth in Sections 7.1 through 7.7.
- § 7.1.2 Where, pursuant to the Contract Documents, any cost is subject to the Owner's prior approval, the Construction Manager shall obtain such approval in writing prior to incurring the cost.
- § 7.1.3 Costs shall be at rates not higher than the standard rates paid at the place of the Project, except with prior approval of the Owner.

#### § 7.2 Labor Costs

- § 7.2.1 Wages or salaries of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.
- § 7.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site and performing Work, with the Owner's prior approval.
- § 7.2.2.1 Wages or salaries of the Construction Manager's supervisory and administrative personnel when performing Work and stationed at a location other than the site, but only for that portion of time required for the Work, and limited to the personnel and activities listed below:

(Identify the personnel, type of activity and, if applicable, any agreed upon percentage of time to be devoted to the Work.)

- § 7.2.3 Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged at factories, workshops or while traveling, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.
- § 7.2.4 Costs paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 7.2.1 through 7.2.3.
- § 7.2.5 If agreed rates for labor costs, in lieu of actual costs, are provided in this Agreement, the rates shall remain unchanged throughout the duration of this Agreement, unless the parties execute a Modification.

#### § 7.3 Subcontract Costs

Payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts and this Agreement.

# § 7.4 Costs of Materials and Equipment Incorporated in the Completed Construction

- § 7.4.1 Costs, including transportation and storage at the site, of materials and equipment incorporated, or to be incorporated, in the completed construction.
- § 7.4.2 Costs of materials described in the preceding Section 7.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of



the Work or, at the Owner's option, shall be sold by the Construction Manager. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

# § 7.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

- § 7.5.1 Costs of transportation, storage, installation, dismantling, maintenance, and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment, and tools, that are not fully consumed, shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.
- § 7.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site, and the costs of transportation, installation, dismantling, minor repairs, and removal of such temporary facilities, machinery, equipment, and hand tools. Rates and quantities of equipment owned by the Construction Manager, or a related party as defined in Section 7.8, shall be subject to the Owner's prior approval. The total rental cost of any such equipment may not exceed the purchase price of any comparable item.
- § 7.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.
- § 7.5.4 Costs of the Construction Manager's site office, including general office equipment and supplies.
- § 7.5.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

#### § 7.6 Miscellaneous Costs

- § 7.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract.
- § 7.6.1.1 Costs for self-insurance, for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.
- § 7.6.1.2 Costs for insurance through a captive insurer owned or controlled by the Construction Manager, with the Owner's prior approval.
- § 7.6.2 Sales, use, or similar taxes, imposed by a governmental authority, that are related to the Work and for which the Construction Manager is liable.
- § 7.6.3 Fees and assessments for the building permit, and for other permits, licenses, and inspections, for which the Construction Manager is required by the Contract Documents to pay.
- § 7.6.4 Fees of laboratories for tests required by the Contract Documents; except those related to defective or nonconforming Work for which reimbursement is excluded under Article 13 of AIA Document A201–2017 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 7.7.3.
- § 7.6.5 Royalties and license fees paid for the use of a particular design, process, or product, required by the Contract Documents.
- § 7.6.5.1 The cost of defending suits or claims for infringement of patent rights arising from requirements of the Contract Documents, payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims, and payments of settlements made with the Owner's consent, unless the Construction Manager had reason to believe that the required design, process, or product was an infringement of a copyright or a patent, and the Construction Manager failed to promptly furnish such information to the Architect as required by Article 3 of AIA Document A201–2017. The costs of legal defenses, judgments, and settlements shall not be included in the Cost of the Work used to calculate the Construction Manager's Fee or subject to the Guaranteed Maximum Price.



- § 7.6.6 Costs for communications services, electronic equipment, and software, directly related to the Work and located at the site, with the Owner's prior approval.
- § 7.6.7 Costs of document reproductions and delivery charges.
- § 7.6.8 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.
- § 7.6.9 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.
- § 7.6.10 Expenses incurred in accordance with the Construction Manager's standard written personnel policy for relocation and temporary living allowances of the Construction Manager's personnel required for the Work, with the Owner's prior approval.
- § 7.6.11 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

#### § 7.7 Other Costs and Emergencies

- § 7.7.1 Other costs incurred in the performance of the Work, with the Owner's prior approval.
- § 7.7.2 Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property, as provided in Article 10 of AIA Document A201–2017.
- § 7.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence of, or failure to fulfill a specific responsibility by, the Construction Manager, and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.
- § 7.7.4 The costs described in Sections 7.1 through 7.7 shall be included in the Cost of the Work, notwithstanding any provision of AIA Document A201–2017 or other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 7.9.

#### § 7.8 Related Party Transactions

- § 7.8.1 For purposes of this Section 7.8, the term "related party" shall mean (1) a parent, subsidiary, affiliate, or other entity having common ownership of, or sharing common management with, the Construction Manager; (2) any entity in which any stockholder in, or management employee of, the Construction Manager holds an equity interest in excess of ten percent in the aggregate; (3) any entity which has the right to control the business or affairs of the Construction Manager; or (4) any person, or any member of the immediate family of any person, who has the right to control the business or affairs of the Construction Manager.
- § 7.8.2 If any of the costs to be reimbursed arise from a transaction between the Construction Manager and a related party, the Construction Manager shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction in writing, then the cost incurred shall be included as a cost to be reimbursed, and the Construction Manager shall procure the Work, equipment, goods, or service, from the related party, as a Subcontractor, according to the terms of Article 9. If the Owner fails to authorize the transaction in writing, the Construction Manager shall procure the Work, equipment, goods, or service from some person or entity other than a related party according to the terms of Article 9.

# § 7.9 Costs Not To Be Reimbursed

- § 7.9.1 The Cost of the Work shall not include the items listed below:
  - Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Section 7.2, or as may be provided in Article 14;



- .2 Bonuses, profit sharing, incentive compensation, and any other discretionary payments, paid to anyone hired by the Construction Manager or paid to any Subcontractor or vendor, unless the Owner has provided prior approval;
- .3 Expenses of the Construction Manager's principal office and offices other than the site office;
- .4 Overhead and general expenses, except as may be expressly included in Sections 7.1 to 7.7;
- .5 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;
- .6 Except as provided in Section 7.7.3 of this Agreement, costs due to the negligence of, or failure to fulfill a specific responsibility of the Contract by, the Construction Manager, Subcontractors, and suppliers, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable;
- .7 Any cost not specifically and expressly described in Sections 7.1 to 7.7;
- .8 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded; and
- .9 Costs for services incurred during the Preconstruction Phase.

# ARTICLE 8 DISCOUNTS, REBATES, AND REFUNDS

- § 8.1 Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included the amount to be paid, less such discount, in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds, and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be obtained.
- § 8.2 Amounts that accrue to the Owner in accordance with the provisions of Section 8.1 shall be credited to the Owner as a deduction from the Cost of the Work.

# ARTICLE 9 SUBCONTRACTS AND OTHER AGREEMENTS

- § 9.1 Those portions of the Work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or other appropriate agreements with the Construction Manager. The Owner may designate specific persons from whom, or entities from which, the Construction Manager shall obtain bids. The Construction Manager shall obtain bids from Subcontractors, and from suppliers of materials or equipment fabricated especially for the Work, who are qualified to perform that portion of the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall deliver such bids to the Architect and Owner with an indication as to which bids the Construction Manager intends to accept. The Owner then has the right to review the Construction Manager's list of proposed subcontractors and suppliers in consultation with the Architect and, subject to Section 9.1.1, to object to any subcontractor or supplier. Any advice of the Architect, or approval or objection by the Owner, shall not relieve the Construction Manager of its responsibility to perform the Work in accordance with the Contract Documents. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.
- § 9.1.1 When a specific subcontractor or supplier (1) is recommended to the Owner by the Construction Manager; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Construction Manager may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Construction Manager and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.
- § 9.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the Owner's prior written approval. If a subcontract is awarded on the basis of cost plus a fee, the Construction Manager shall provide in the subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Article 10.

#### ARTICLE 10 ACCOUNTING RECORDS

The Construction Manager shall keep full and detailed records and accounts related to the Cost of the Work, and exercise such controls, as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and



copy, the Construction Manager's records and accounts, including complete documentation supporting accounting entries, books, job cost reports, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, Subcontractor's invoices, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Construction Manager shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

# ARTICLE 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES

# § 11.1 Progress Payments

- § 11.1.1 Based upon Applications for Payment submitted to the Architect by the Construction Manager, and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum, to the Construction Manager, as provided below and elsewhere in the Contract Documents.
- § 11.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

Period shall end on the 25th day of the month

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the 25th day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the last day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Twenty-Five (25) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time,)

- § 11.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Construction Manager's Fee.
- § 11.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Construction Manager in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Construction Manager's Fee.
- § 11.1.5.1 The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. The schedule of values shall be used as a basis for reviewing the Construction Manager's Applications for Payment.
- § 11.1.5.2 The allocation of the Guaranteed Maximum Price under this Section 11.1.5 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.
- § 11.1.5.3 When the Construction Manager allocates costs from a contingency to another line item in the schedule of values, the Construction Manager shall submit supporting documentation to the Architect.
- § 11.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed, or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Construction Manager on account of that portion of the Work and for which the Construction Manager has made payment or intends to make payment prior to the next Application for Payment, by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.
- § 11.1.7 In accordance with AIA Document A201–2017 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:
- § 11.1.7.1 The amount of each progress payment shall first include:



- .1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;
- .2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and
- .4 The Construction Manager's Fee, computed upon the Cost of the Work described in the preceding Sections 11.1.7.1.1 and 11.1.7.1.2 at the rate stated in Section 6.1.2 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 11.1.7.1.1 and 11.1.7.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.
- § 11.1.7.2 The amount of each progress payment shall then be reduced by:
  - 1 The aggregate of any amounts previously paid by the Owner;
  - .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
  - .3 Any amount for which the Construction Manager does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Construction Manager intends to pay;
  - .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017;
  - .5 The shortfall, if any, indicated by the Construction Manager in the documentation required by Section 11.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
  - .6 Retainage withheld pursuant to Section 11.1.8.

#### § 11.1.8 Retainage

§ 11.1.8.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Five percent (5%)

§ 11.1.8.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

General Conditions and Construction Manager's fee are not subject to retainage

§ 11.1.8.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 11.1.8.1 is to be modified prior to Substantial Completion of the entire Work, insert provisions for such modification.)

Retainage shall not be reduced prior to Substantial Completion of the entire Work

§ 11.1.8.3 Except as set forth in this Section 11.1.8.3, upon Substantial Completion of the Work, the Construction Manager may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 11.1.8. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage, such as upon completion of the Owner's audit and reconciliation, upon Substantial Completion.)



- § 11.1.9 If final completion of the Work is materially delayed through no fault of the Construction Manager, the Owner shall pay the Construction Manager any additional amounts in accordance with Article 9 of AIA Document A201–2017.
- § 11.1.10 Except with the Owner's prior written approval, the Construction Manager shall not make advance payments to suppliers for materials or equipment which have not been delivered and suitably stored at the site.
- § 11.1.11 The Owner and the Construction Manager shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors, and the percentage of retainage held on Subcontracts, and the Construction Manager shall execute subcontracts in accordance with those agreements.
- § 11.1.12 In taking action on the Construction Manager's Applications for Payment the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager, and such action shall not be deemed to be a representation that (1) the Architect has made a detailed examination, audit, or arithmetic verification, of the documentation submitted in accordance with Section 11.1.4 or other supporting data; (2) that the Architect has made exhaustive or continuous on-site inspections; or (3) that the Architect has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

#### § 11.2 Final Payment

- § 11.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Construction Manager when
  - .1 the Construction Manager has fully performed the Contract, except for the Construction Manager's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment;
  - .2 the Construction Manager has submitted a final accounting for the Cost of the Work and a final Application for Payment; and
  - .3 a final Certificate for Payment has been issued by the Architect in accordance with Section 11.2.2.2.
- § 11.2.2 Within 30 days of the Owner's receipt of the Construction Manager's final accounting for the Cost of the Work, the Owner shall conduct an audit of the Cost of the Work or notify the Architect that it will not conduct an audit.
- § 11.2.2.1 If the Owner conducts an audit of the Cost of the Work, the Owner shall, within 10 days after completion of the audit, submit a written report based upon the auditors' findings to the Architect.
- § 11.2.2.2 Within seven days after receipt of the written report described in Section 11.2.2.1, or receipt of notice that the Owner will not conduct an audit, and provided that the other conditions of Section 11.2.1 have been met, the Architect will either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager, or notify the Construction Manager and Owner in writing of the Architect's reasons for withholding a certificate as provided in Article 9 of AIA Document A201–2017. The time periods stated in this Section 11.2.2 supersede those stated in Article 9 of AIA Document A201–2017. The Architect is not responsible for verifying the accuracy of the Construction Manager's final accounting.
- § 11.2.2.3 If the Owner's auditors' report concludes that the Cost of the Work, as substantiated by the Construction Manager's final accounting, is less than claimed by the Construction Manager, the Construction Manager shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Article 15 of AIA Document A201–2017. A request for mediation shall be made by the Construction Manager within 30 days after the Construction Manager's receipt of a copy of the Architect's final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner's auditors becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Architect's final Certificate for Payment.
- § 11.2.3 The Owner's final payment to the Construction Manager shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:



Final Payment shall be made within 10 days following Final Acceptance of the project at a regularly scheduled meeting of the Hernando County School Board. All close out documents, warranties, inspections, etc. must be approved & completed prior to issuance of final payment

§ 11.2.4 If, subsequent to final payment, and at the Owner's request, the Construction Manager incurs costs, described in Sections 7.1 through 7.7, and not excluded by Section 7.9, to correct defective or nonconforming Work, the Owner shall reimburse the Construction Manager for such costs, and the Construction Manager's Fee applicable thereto, on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If adjustments to the Contract Sum are provided for in Section 6.1.7, the amount of those adjustments shall be recalculated, taking into account any reimbursements made pursuant to this Section 11.2.4 in determining the net amount to be paid by the Owner to the Construction Manager.

#### § 11.3 interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located. (Insert rate of interest agreed upon, if any.)

2 % Two-percent

#### ARTICLE 12 DISPUTE RESOLUTION

#### § 12.1 Initial Decision Maker

§ 12.1.1 Any Claim between the Owner and Construction Manager shall be resolved in accordance with the provisions set forth in this Article 12 and Article 15 of A201–2017. However, for Claims arising from or relating to the Construction Manager's Preconstruction Phase services, no decision by the Initial Decision Maker shall be required as a condition precedent to mediation or binding dispute resolution, and Section 12.1.2 of this Agreement shall not apply.

§ 12.1.2 The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017 for Claims arising from or relating to the Construction Manager's Construction Phase services, unless the parties appoint below another individual, not a party to the Agreement, to serve as the Initial Decision Maker. (If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

#### § 12.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows: (Check the appropriate box.)

Arbitration pursuant to Article 15 of AIA Document A201–2017
X | Litigation in a court of competent jurisdiction
Other: (Specify)

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

#### ARTICLE 13 TERMINATION OR SUSPENSION

# § 13.1 Termination Prior to Execution of the Guaranteed Maximum Price Amendment

- § 13.1.1 If the Owner and the Construction Manager do not reach an agreement on the Guaranteed Maximum Price, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner.
- § 13.1.2 In the event of termination of this Agreement pursuant to Section 13.1.1, the Construction Manager shall be compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination, in accordance with the terms of this Agreement. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.
- § 13.1.3 Prior to the execution of the Guaranteed Maximum Price Amendment, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner, for the reasons set forth in Article 14 of A201–2017.
- § 13.1.4 In the event of termination of this Agreement pursuant to Section 13.1.3, the Construction Manager shall be equitably compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.
- § 13.1.5 If the Owner terminates the Contract pursuant to Section 13.1.3 after the commencement of the Construction Phase but prior to the execution of the Guaranteed Maximum Price Amendment, the Owner shall pay to the Construction Manager an amount calculated as follows, which amount shall be in addition to any compensation paid to the Construction Manager under Section 13.1.4:
  - .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
  - Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and
  - .3 Subtract the aggregate of previous payments made by the Owner for Construction Phase services.
- § 13.1.6 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.1.5.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Construction Manager will contain provisions allowing for assignment to the Owner as described above.
- § 13.1.6.1 If the Owner accepts assignment of subcontracts, purchase orders or rental agreements as described above, the Owner will reimburse or indemnify the Construction Manager for all costs arising under the subcontract, purchase order or rental agreement, if those costs would have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner chooses not to accept assignment of any subcontract, purchase order or rental agreement that would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager will terminate the subcontract, purchase order or rental agreement and the Owner will pay the Construction Manager the costs necessarily incurred by the Construction Manager because of such termination.

# § 13.2 Termination or Suspension Following Execution of the Guaranteed Maximum Price Amendment § 13.2.1 Termination

The Contract may be terminated by the Owner or the Construction Manager as provided in Article 14 of AIA Document A201–2017.



# § 13.2.2 Termination by the Owner for Cause

- § 13.2.2.1 If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A201-2017, the amount, if any, to be paid to the Construction Manager under Article 14 of AIA Document A201-2017 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed an amount calculated as follows:
  - Take the Cost of the Work incurred by the Construction Manager to the date of termination;
  - Add the Construction Manager's Fee, computed upon the Cost of the Work to the date of termination at the .2 rate stated in Section 6.1 or, if the Construction Manager' Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;
  - Subtract the aggregate of previous payments made by the Owner; and .3
  - Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A201-2017.
- § 13.2.2.2 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.2.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders.

#### § 13.2.3 Termination by the Owner for Convenience

If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A201-2017, then the Owner shall pay the Construction Manager a termination fee as follows:

(Insert the amount of or method for determining the fee, if any, payable to the Construction Manager following a termination for the Owner's convenience.)

Zero Dollars (\$0.00)

#### § 13.3 Suspension

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017; in such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Article 14 of AIA Document A201-2017, except that the term "profit" shall be understood to mean the Construction Manager's Fee as described in Sections 6.1 and 6.3.5 of this Agreement.

#### MISCELLANEOUS PROVISIONS ARTICLE 14

§ 14.1 Terms in this Agreement shall have the same meaning as those in A201-2017. Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

#### § 14.2 Successors and Assigns

§ 14.2.1 The Owner and Construction Manager, respectively, bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 14.2.2 of this Agreement, and in Section 13.2.2 of A201-2017, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 14.2.2 The Owner may, without consent of the Construction Manager, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Construction Manager shall execute all consents reasonably required to facilitate the assignment.

# § 14.3 Insurance and Bonds

# § 14.3.1 Preconstruction Phase

The Construction Manager shall maintain the following insurance for the duration of the Preconstruction Services performed under this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.



**User Notes:** 

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- § 14.3.1.1 Commercial General Liability with policy limits of not less than One-million dollars (\$ 1,000,000 ) for each occurrence and Two-million dollars (\$ 2,000,000 ) in the aggregate for bodily injury and property damage.
- § 14.3.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than One-million dollars (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.
- § 14.3.1.3 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 14.3.1.1 and 14.3.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.
- § 14.3.1.4 Workers' Compensation at statutory limits and Employers Liability with policy limits not less than One-million dollars (\$ 1,000,000 ) each accident, One-million dollars (\$ 1,000,000 ) each employee, and One-million dollars (\$ 1,000,000 ) policy limit.
- § 14.3.1.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than Five-hundred thousand dollars (\$ 500,000 ) per claim and Five-hundred thousand dollars (\$ 500,000 ) in the aggregate.

#### § 14.3.1.6 Other Insurance

(List below any other insurance coverage to be provided by the Construction Manager and any applicable limits.)

Coverage

Limits

Builder's Risk Other Insurance Requirements Per Attached Exhibit C Per Attached Exhibit C

- § 14.3.1.7 Additional Insured Obligations. To the fullest extent permitted by law, the Construction Manager shall cause the primary and excess or umbrella polices for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.
- § 14.3.1.8 The Construction Manager shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 14.3.1.

# § 14.3.2 Construction Phase

After execution of the Guaranteed Maximum Price Amendment, the Owner and the Construction Manager shall purchase and maintain insurance as set forth in AIA Document A133<sup>TM</sup>\_2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, Exhibit B, Insurance and Bonds, and elsewhere in the Contract Documents.

- § 14.3.2.1 The Construction Manager shall provide bonds as set forth in AIA Document A133™—2019 Exhibit B, and elsewhere in the Contract Documents.
- § 14.4 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)



# § 14.5 Other provisions:

# ARTICLE 15 SCOPE OF THE AGREEMENT

§ 15.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

#### § 15.2 The following documents comprise the Agreement:

- .1 AIA Document A133<sup>TM</sup>\_2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.
- .2 AIA Document A133™-2019, Exhibit A, Guaranteed Maximum Price Amendment, if executed
- .3 AIA Document A133<sup>TM</sup>–2019, Exhibit B, Insurance and Bonds
- AIA Document A201™–2017, General Conditions of the Contract for Construction
- .5 AIA Document E203<sup>™</sup>–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this Agreement.)

#### .6 Other Exhibits:

(Check all boxes that apply.)

[ ] AIA Document E234<sup>TM</sup>–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, dated as indicated below:

(Insert the date of the E234-2019 incorporated into this Agreement.)

# [ ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
AIA-A133 GMP Amendment	Exhibit 'A'	2019	5
AIA-A133 Insurance & Bonds	Exhibit 'B'	2019	7
HCSB Insurance and Bonds	Exhibit 'C'	11-09-2020	6
HCSB Standard Addendum	Exhibit 'D'	2022	5
HCSB Conflict of Interest Form	Exhibit 'E'	08-25-2015	2015
HCSB Construction Manager			
Specifications	Exhibit 'F'		25
•			

#### .7 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Construction Manager's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Hernando County School District Construction Manager Guidelines (Exhibit F) AIA A201-2017 General Conditions of the Contract for Construction

This Agreement is entered into as of the day and year first written above.



	As fair
OWNER (Signature)	CONSTRUCTION MANAGER (Signature)
(Printed name and title)	(Printed name and title)

# Additions and Deletions Report for

AIA® Document A133® - 2019

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 08:11:34 ET on 06/03/2024.

#### PAGE 1

AGREEMENT made as of the Twenty-fifth day of June in the year Two-thousand Twenty-four

School District of Hernando County Florida 8016 Mobley Rd. Brooksville, FL 34601

Williams Company Tampa 291 Southhall Lane Maitland, FL 32751

(Name, location, and detailed description)

Eastside Elementary School New Classroom & Cafeteria Buildings East Side Elementary School 27151 Roper Road

Brooksville, FL 34602

Construction of new proto-type 20 classroom building, new cafeteria building and related site work

(Name, legal status, address, and other information)

Harvard Jolly, Inc. 5201 West Kennedy Blvd. Suite 515 Tampa, FL 33609 PAGE 2

To be completed prior to execution of GMP Amendment based on RFQ # 2024-EES-001

Construction of new proto type 20 classroom building and cafeteria building at Eastside Elementary School and related site improvements to include (but not limited to) new bus loop, parking and parent queuing line. Other work may be added to scope if deemed necessary by the Owner

PAGE 3



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1

Owner's Total Construction Budget: \$ 21,500,000

Less 1% for Preconstruction Phase Services: \$ 215,000

Guaranteed Maximum Price Budget: \$ 21,285,000

Design scheduled to be completed by end of September 2024

January 2025

TBD as negotiated in GMP Amendment - Initial target date January 1, 2026

Phasing shall be as stipulated in the Construction Documents

N/A

...

Construction Manager shall plan the Work to avoid disruption of school activities, teaching and learning. The Construction Manager shall schedule the Work with the input of the school principal and/or site administrator and the Facilities Representative, to ensure that work activities are coordinated with the school's schedule. Existing cooler/freezer unit and some kitchen equipment will need to be relocated from existing cafeteria building.

Construction Manager to coordinate work to avoid disruption of cafeteria operations. Construction Manager may be required to relocate existing portable classrooms or provide additional temporary classroom space to accommodate displaced students.

Brian Ragan 8016 Mobley Road Brooksville, FL 34601 ragan b@hcsb.k12.fl.us PAGE 4

Owner's Fire Official and Building Official

TBD

Osborn Engineering (As a sub-consultant to Architect)
360 Central Avenue
Suite 1150
St. Petersburg, FL 33701



#### **TBD**

•••

Steve Johnson, AIA, ALEP Executive Vice President 2714 Dr MLK Jr Street N St Petersburg, FL 33704 p. 727.896.4611 m. 727.244.5929

s.johnson@harvardjolly.com

•••

<u>Dirk Heller</u>
<u>Vice President of Operations</u>
291 Southhall Lane
<u>Maitland, FL 32751</u>

PAGE 5

The Construction Manager is expected to represent the Owner's interest in soliciting competitive bids, including: A) Soliciting a sufficient number of bids to ensure that at least three (3) bids are submitted for each bid package; B) Obtaining prior approval from the Owner for any Work that the CM proposes to self-perform; C) Obtaining a minimum of three (3) bids for each bid package, unless exempted elsewhere in this Agreement; D) Delaying the opening of bids for any bid package until three (3) or more bids are received, unless Owner directs otherwise

••••

Construction Manager may be required to procure materials by means of the Owner's Direct Purchase Program

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Basis for compensation shall be the actual time spent multiplied by the hourly billing rates stated in Article 5.1.2, plus the actual cost for materials, plus two-percent (2%) for overhead and profit. Construction Manager shall furnish a detailed accounting of time and materials when submitting a request for payment for Preconstruction Services. Total compensation for Preconstruction Phase Services shall not exceed \$215,000.00

•••

VP of Operations	<u>\$147.81</u>
Chief Estimator	<u>\$140.94</u>
Precon Manager	\$ 92.81
Project Manager	\$ 96.25
Asst. Project Manager	<u>\$ 74.25</u>
Admin. Assistant	<u>\$ 55.00</u>
Superintendent	\$ 96.25

...

§ 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within <u>Twelve</u> (12) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

••

5

§ 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid Ninety (90) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.

2\_% Two percent

**PAGE 12** 

...

Four percent (4.00%) of Cost of the Work

The Construction Manager's Fee shall not be adjusted for changes in Work, including contingency expenditures, unless the amount of the GMP has been increased or decreased by a Change Order. Any adjustments of the Construction Manager's Fee shall be clearly identified in the Change Order and shall be commensurate with the percentages of the Cost of the Work stated in Article 6.1.2. Construction Manager's fee shall include the actual cost of items & equipment that are directly purchased by owner but installed by Construction Manager

For each Subcontractor or Sub-subcontractor, for Work performed by that Subcontractor's or Sub-subcontractor's own forces: Total OH&P = Ten percent (10%) of the cost of the Work. For each Subcontractor, for Work performed by the Subcontactor's Sub-subcontractors: Total OH&P = Five percent (5%) of the amount due the Sub-subcontractor. No further tiering of Sub-subcontractors' overhead and profit shall be allowed for increases in the cost of the Work.

§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed One-hundred percent (100 %) of the standard rental rate paid at the place of the Project.

Five-hundred dollars (\$500.00) per calendar day

Construction Manager's overhead and profit for increases in the cost of Work performed by its own forces shall be limited to ten percent (10%) of the cost of the self-performed Work

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Period shall end on the 25th day of the month

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the 25th\_day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the last\_day of the following\_month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Twenty-Five (25) days after the Architect receives the Application for Payment.

**PAGE 18** 

Five percent (5%)

General Conditions and Construction Manager's fee are not subject to retainage

Retainage shall not be reduced prior to Substantial Completion of the entire Work

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[1766146872]



#### **PAGE 20**

Final Payment shall be made within 10 days following Final Acceptance of the project at a regularly scheduled meeting of the Hernando County School Board. All close out documents, warranties, inspections, etc. must be approved & completed prior to issuance of final payment

2 % Two-percent

[X] Litigation in a court of competent jurisdiction

**PAGE 22** 

Zero Dollars (\$0.00)

**PAGE 23** 

- § 14.3.1.1 Commercial General Liability with policy limits of not less than <u>One-million dollars</u> (\$ 1.000,000 ) for each occurrence and <u>Two-million dollars</u> (\$ 2.000,000 ) in the aggregate for bodily injury and property damage.
- § 14.3.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than One-million dollars (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.
- § 14.3.1.4 Workers' Compensation at statutory limits and Employers Liability with policy limits not less than One-million dollars (\$ 1,000,000 ) each accident, One-million dollars (\$ 1,000,000 ) each employee, and One-million dollars (\$ 1,000,000 ) policy limit.
- § 14.3.1.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than <u>Five-hundred thousand dollars</u> (\$ 500,000 ) per claim and <u>Five-hundred thousand dollars</u> (\$ 500,000 ) in the aggregate.

Ider's Risk er Insurance Requirements	Per Attached Exhibit C Per Attached Exhibit C		
AIA-A133 GMP Amendment AIA-A133 Insurance & Bonds HCSB Insurance and Bonds HCSB Standard Addendum HCSB Conflict of Interest Form	Exhibit 'A' Exhibit 'B' Exhibit 'C' Exhibit 'D' Exhibit 'E'	2019 2019 11-09-2020 2022 08-25-2015	5 7 6 5 2015
HCSB Construction Manager Specifications	Exhibit 'F'		<u>25</u>

Hernando County School District Construction Manager Guidelines (Exhibit F)
AIA A201-2017 General Conditions of the Contract for Construction

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User Notes:



...

# Certification of Document's Authenticity

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I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 08:11:34 ET on 06/03/2024 under Order No. 3104238935 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133TM - 2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, other than those additions and deletions shown in the associated Additions and Deletions Report.

6.0.0.



# General Conditions of the Contract for Construction

# for the following PROJECT:

(Name and location or address)

Eastside Elementary School New Classroom & Cafeteria Buildings East Side Elementary School

#### THE OWNER:

(Name, legal status and address)

School District of Hernando County Florida 8016 Mobley Rd. Brooksville, FL 34601

#### THE ARCHITECT:

(Name, legal status and address)

Harvard Jolly, Inc. 5201 West Kennedy Blvd. Suite 515 Tampa, FL 33609

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#### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.



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**User Notes:** 

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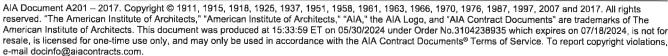
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#### ARTICLE 1 **GENERAL PROVISIONS**

## § 1.1 Basic Definitions

#### § 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement. and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

#### § 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### § 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

## § 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

# § 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

#### § 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### § 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

# § 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

## § 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

- § 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.
- § 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.
- § 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

## § 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

## § 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

# § 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

- § 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.
- § 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

#### § 1.6 Notice

- § 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.
- § 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

# § 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203<sup>TM</sup>–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

#### § 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203<sup>TM</sup>\_2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document

G202<sup>TM</sup>—2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

#### ARTICLE 2 OWNER

#### § 2.1 General

- § 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.
- § 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

# § 2.2 Evidence of the Owner's Financial Arrangements

- § 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.
- § 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.
- § 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.
- § 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

# § 2.3 Information and Services Required of the Owner

- § 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.
- § 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

- § 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.
- § 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.
- § 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.
- § 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

# § 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

## § 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

#### ARTICLE 3 CONTRACTOR

# § 3.1 General

- § 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.
- § 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.
- § 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

## § 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.



- § 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.
- § 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.
- § 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

## § 3.3 Supervision and Construction Procedures

- § 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.
- § 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.
- § 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

# § 3.4 Labor and Materials

- § 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- § 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.



§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

#### § 3.5 Warranty

- § 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.
- § 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

#### § 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

# § 3.7 Permits, Fees, Notices and Compliance with Laws

- § 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.
- § 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.
- § 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

#### § 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.



# § 3.8 Allowances

- § 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.
- § 3.8.2 Unless otherwise provided in the Contract Documents,
  - allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
  - .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
  - .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.
- § 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

## § 3.9 Superintendent

- § 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.
- § 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.
- § 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

# § 3.10 Contractor's Construction and Submittal Schedules

- § 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.
- § 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.
- § 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

#### § 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and



delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

# § 3.12 Shop Drawings, Product Data and Samples

- § 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.
- § 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.
- § 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.
- § 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.
- § 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.
- § 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
- § 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.
- § 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.
- § 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.
- § 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.
- § 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will



specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

#### § 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

# § 3.14 Cutting and Patching

- § 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.
- § 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

# § 3.15 Cleaning Up

- § 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.
- § 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

#### § 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

#### § 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.



# § 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

# ARTICLE 4 ARCHITECT

#### § 4.1 General

- § 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.
- § 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

#### § 4.2 Administration of the Contract

- § 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.
- § 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.
- § 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

#### § 4.2.4 Communications

User Notes:

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.



- § 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.
- § 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.
- § 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- § 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.
- § 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.
- § 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.
- § 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
- § 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.
- § 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.
- § 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

#### ARTICLE 5 SUBCONTRACTORS

#### § 5.1 Definitions

- § 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.
- § 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

# § 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

- § 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.
- § 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.
- § 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.
- § 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

#### § 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

# § 5.4 Contingent Assignment of Subcontracts

- § 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that
  - assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
  - .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.



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When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

- § 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.
- § 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

# ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

# § 6.1 Owner's Right to Perform Construction and to Award Separate Contracts

- § 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.
- § 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.
- § 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.
- § 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

#### § 6.2 Mutual Responsibility

- § 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.
- § 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.
- § 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.
- § 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.



§ 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

# § 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

#### ARTICLE 7 CHANGES IN THE WORK

#### § 7.1 General

- § 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.
- § 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.
- § 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

## § 7.2 Change Orders

- § 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:
  - .1 The change in the Work;
  - .2 The amount of the adjustment, if any, in the Contract Sum; and
  - .3 The extent of the adjustment, if any, in the Contract Time.

# § 7.3 Construction Change Directives

- § 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.
- § 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.
- § 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:
  - .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
  - .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
  - .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
  - .4 As provided in Section 7.3.4.
- § 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:



- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed:
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.
- § 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.
- § 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.
- § 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.
- § 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.
- § 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.
- § 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

# § 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

#### ARTICLE 8 TIME

#### § 8.1 Definitions

- § 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.
- § 8.1.2 The date of commencement of the Work is the date established in the Agreement.
- § 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.



§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

# § 8.2 Progress and Completion

- § 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.
- § 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.
- § 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

# § 8.3 Delays and Extensions of Time

- § 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.
- § 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.
- § 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

# ARTICLE 9 PAYMENTS AND COMPLETION

#### § 9.1 Contract Sum

- § 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.
- § 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

#### § 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

# § 9.3 Applications for Payment

- § 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.
- § 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.



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- § 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.
- § 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.
- § 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

# § 9.4 Certificates for Payment

- § 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.
- § 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

# § 9.5 Decisions to Withhold Certification

- § 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of
  - .1 defective Work not remedied;
  - .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
  - .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;

- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.
- § 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.
- § 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.
- § 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

## § 9.6 Progress Payments

- § 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.
- § 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.
- § 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.
- § 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.
- § 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.
- § 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.
- § 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.
- § 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.



# § 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

## § 9.8 Substantial Completion

- § 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.
- § 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.
- § 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.
- § 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.
- § 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

# § 9.9 Partial Occupancy or Use

- § 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.
- § 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.



§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

## § 9.10 Final Completion and Final Payment

- § 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.
- § 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.
- § 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.
- § 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from
  - .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
  - .2 failure of the Work to comply with the requirements of the Contract Documents;
  - .3 terms of special warranties required by the Contract Documents; or
  - .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.
- § 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

# ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

#### § 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

#### § 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to



- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.
- § 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.
- § 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.
- § 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
- § 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.
- § 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.
- § 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

#### § 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

# § 10.3 Hazardous Materials and Substances

- § 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.
- § 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will



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promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

- § 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.
- § 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.
- § 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.
- § 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

# § 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

#### ARTICLE 11 INSURANCE AND BONDS

# § 11.1 Contractor's Insurance and Bonds

- § 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.
- § 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.
- § 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.
- § 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act

or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

#### § 11.2 Owner's Insurance

- § 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.
- § 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.
- § 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

#### § 11.3 Waivers of Subrogation

- § 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.
- § 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.
- § 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance



The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

#### §11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

#### ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

#### § 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

#### § 12.2 Correction of Work

#### § 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

#### § 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.



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- § 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.
- § 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.
- § 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.
- § 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.
- § 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

#### § 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

#### ARTICLE 13 MISCELLANEOUS PROVISIONS

#### § 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

#### § 13.2 Successors and Assigns

- § 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.
- § 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

#### § 13.3 Rights and Remedies

- § 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.
- § 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

#### § 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and

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approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

- § 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.
- § 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.
- § 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.
- § 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.
- § 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

#### § 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

#### ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

#### § 14.1 Termination by the Contractor

- § 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:
  - .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
  - .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
  - .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
  - .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.
- § 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.
- § 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

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§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

#### § 14.2 Termination by the Owner for Cause

- § 14.2.1 The Owner may terminate the Contract if the Contractor
  - .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
  - fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
  - .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
  - .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.
- § 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:
  - .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
  - .2 Accept assignment of subcontracts pursuant to Section 5.4; and
  - .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.
- § 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.
- § 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

#### § 14.3 Suspension by the Owner for Convenience

- § 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.
- § 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent
  - .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
  - .2 that an equitable adjustment is made or denied under another provision of the Contract.

#### § 14.4 Termination by the Owner for Convenience

- § 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.
- § 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall
  - .1 cease operations as directed by the Owner in the notice;
  - .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
  - .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

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§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

#### ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

#### § 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

#### § 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

#### § 15.1.3 Notice of Claims

- § 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.
- § 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

#### § 15.1.4 Continuing Contract Performance

- § 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.
- § 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

#### § 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

#### § 15.1.6 Claims for Additional Time

- § 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.
- § 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

#### § 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

#### § 15.2 Initial Decision

- § 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.
- § 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.
- § 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.
- § 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.
- § 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.
- § 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.
- § 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.



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- § 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.
- § 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

#### § 15.3 Mediation

- § 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.
- § 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.
- § 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.
- § 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

#### § 15.4 Arbitration

- § 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.
- § 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.
- § 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- § 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.



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#### § 15.4.4 Consolidation or Joinder

- § 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).
- § 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.
- § 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

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#### PAGE 1

Eastside Elementary School New Classroom & Cafeteria Buildings East Side Elementary School

School District of Hernando County Florida 8016 Mobley Rd. Brooksville, FL 34601

(Name, legal status and address)

Harvard Jolly, Inc. 5201 West Kennedy Blvd. Suite 515 Tampa, FL 33609



## **Certification of Document's Authenticity**

AIA® Document D401™ - 2003

I, , hereby certify, to the best of my knowledge, information and belief, that simultaneously with its associated Additions and Deletions Report and this counder Order No. 3104238935 from AIA Contract Documents software and to document I made no changes to the original text of AIA® Document A201 <sup>TM</sup> Contract for Construction, other than those additions and deletions shown in Report.	ertification at 15:33:59 ET on 05/30/2024 that in preparing the attached final M – 2017, General Conditions of the
(Signed)	4
(Title)	
(Dated)	e.



#### Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Construction Manager, dated the Twenty-fifth day of June in the year Two-thousand Twenty-four

(In words, indicate day, month and year.)

for the following **PROJECT**:

(Name and location or address)

Eastside Elementary School New Classroom & Cafeteria Buildings East Side Elementary School

THE OWNER:

(Name, legal status, and address)

School District of Hernando County Florida 8016 Mobley Rd. Brooksville, FL 34601

#### THE CONSTRUCTION MANAGER:

(Name, legal status, and address)

Williams Company Tampa 291 Southhall Lane Maitland, FL 32751

#### TABLE OF ARTICLES

**B.1 GENERAL** 

**B.2** OWNER'S INSURANCE

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**B.4 SPECIAL TERMS AND CONDITIONS** 

#### ARTICLE B.1 **GENERAL**

The Owner and Construction Manager shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201<sup>TM</sup>–2017, General Conditions of the Contract for Construction.

#### ARTICLE B.2 **OWNER'S INSURANCE**

#### § B.2.1 General

Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article B.2 and, upon the Construction Manager's request, provide a copy of the property insurance policy or policies required by Section B.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

#### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AlA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Document A201™-2017, General Conditions of the Contract for Construction. Article 11 of A201™-2017 contains additional insurance provisions.

Init.

#### § B.2.2 Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance.

#### § B.2.3 Required Property Insurance

- § B.2.3.1 Unless this obligation is placed on the Construction Manager pursuant to Section B.3.3.2.1, the Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed and materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section B.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Construction Manager, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.
- § B.2.3.1.1 Causes of Loss. The insurance required by this Section B.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

(Indicate below the cause of loss and any applicable sub-limit.)

Cause of Loss

Sub-Limit

§ B.2.3.1.2 Specific Required Coverages. The insurance required by this Section B.2.3.1 shall provide coverage for loss or damage to falsework and other temporary structures, and to building systems from testing and startup. The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, and reasonable compensation for the Architect's and Construction Manager's services and expenses required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows: (Indicate below type of coverage and any applicable sub-limit for specific required coverages.)

Coverage

**Sub-Limit** 

- § B.2.3.1.3 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section B.2.3.1 or, if necessary, replace the insurance policy required under Section B.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.
- § B.2.3.1.4 Deductibles and Self-Insured Retentions. If the insurance required by this Section B.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.
- § B.2.3.2 Occupancy or Use Prior to Substantial Completion. The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section B.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Construction Manager shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing.

#### § B.2.3.3 Insurance for Existing Structures

If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure



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against direct physical loss or damage from the causes of loss identified in Section B.2.3.1, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

#### § B.2.4 Optional Extended Property Insurance.

The Owner shall purchase and maintain the insurance selected and described below. (Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. For each type of insurance selected, indicate applicable limits of coverage or other conditions in the fill point below the selected item.)

[ ] § B.2.4.1 Loss of Use, Business Interruption, and Delay in Completion Insurance, to reimburse the Owner for loss of use of the Owner's property, or the inability to conduct normal operations due to a covered cause of loss. [ ] § B.2.4.2 Ordinance or Law Insurance, for the reasonable and necessary costs to satisfy the minimum requirements of the enforcement of any law or ordinance regulating the demolition, construction, repair, replacement or use of the Project. [ ] § B.2.4.3 Expediting Cost Insurance, for the reasonable and necessary costs for the temporary repair of damage to insured property, and to expedite the permanent repair or replacement of the damaged property. § B.2.4.4 Extra Expense Insurance, to provide reimbursement of the reasonable and necessary excess [ ] costs incurred during the period of restoration or repair of the damaged property that are over and above the total costs that would normally have been incurred during the same period of time had no loss or damage occurred. § B.2.4.5 Civil Authority Insurance, for losses or costs arising from an order of a civil authority prohibiting access to the Project, provided such order is the direct result of physical damage covered under the required property insurance. [ ] § B.2.4.6 Ingress/Egress Insurance, for loss due to the necessary interruption of the insured's business due to physical prevention of ingress to, or egress from, the Project as a direct result of physical damage. § B.2.4.7 Soft Costs Insurance, to reimburse the Owner for costs due to the delay of completion of the I I Work, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses.

#### § B.2.5 Other Optional Insurance.

The Owner shall purchase and maintain the insurance selected below.

(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)

- § B.2.5.1 Cyber Security Insurance for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information. (Indicate applicable limits of coverage or other conditions in the fill point below.)
- [ ] § B.2.5.2 Other Insurance

(List below any other insurance coverage to be provided by the Owner and any applicable limits.)

Coverage

Limits

#### ARTICLE B.3 CONSTRUCTION MANAGER'S INSURANCE AND BONDS

§ B.3.1 General

- § B.3.1.1 Certificates of Insurance. The Construction Manager shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article B.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section B.3.2.1 and Section B.3.3.1. The certificates will show the Owner as an additional insured on the Construction Manager's Commercial General Liability and excess or umbrella liability policy or policies.
- § B.3.1.2 Deductibles and Self-Insured Retentions. The Construction Manager shall disclose to the Owner any deductible or self- insured retentions applicable to any insurance required to be provided by the Construction Manager.
- § B.3.1.3 Additional Insured Obligations. To the fullest extent permitted by law, the Construction Manager shall cause the commercial general liability coverage to include (1) the Owner, the Architect, and the Architect's consultants as additional insureds for claims caused in whole or in part by the Construction Manager's negligent acts or omissions during the Construction Manager's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's consultants, CG 20 32 07 04.

#### § B.3.2 Construction Manager's Required Insurance Coverage

§ B.3.2.1 The Construction Manager shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Construction Manager shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below: (If the Construction Manager is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)

#### § B.3.2.2 Commercial General Liability

§ B.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than One-million dollars (\$ 1,000,000.00 ) each occurrence, Two-million dollars (\$ 2,000,000.00

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) general aggregate, and Two-million dollars (\$ 2,000,000.00 ) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Construction Manager's indemnity obligations under Section 3.18 of the General Conditions.
- § B.3.2.2.2 The Construction Manager's Commercial General Liability policy under this Section B.3.2.2 shall not contain an exclusion or restriction of coverage for the following:
  - Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
  - .2 Claims for property damage to the Construction Manager's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
  - .3 Claims for bodily injury other than to employees of the insured.
  - .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
  - .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
  - **.6** Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
  - .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
  - .8 Claims related to roofing, if the Work involves roofing.
  - .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
  - .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
  - .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.
- § B.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager, with policy limits of not less than One-million dollars (\$1,000,000.00) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.
- § B.3.2.4 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section B.3.2.2 and B.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.
- § B.3.2.5 Workers' Compensation at statutory limits.
- § B.3.2.6 Employers' Liability with policy limits not less than (\$ ) each accident, (\$ ) each employee, and (\$ ) policy limit.
- § B.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks
- § B.3.2.8 If the Construction Manager is required to furnish professional services as part of the Work, the Construction Manager shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than Five-hundred thousand dollars (\$ 500,000 ) per claim and Five-hundred thousand dollars (\$ 500,000 ) in the aggregate.

**User Notes:** 

- § B.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Construction Manager shall procure Pollution Liability insurance, with policy limits of not less than One-million dollars (\$ 1.000,000.00 ) per claim and One-million dollars (\$ 1,000,000.00 ) in the aggregate.
- § B.3.2.10 Coverage under Sections B.3.2.8 and B.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.
- § B.3.2.11 Insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.
- § B.3.2.12 Insurance for the use or operation of manned or unmanned aircraft, if the Work requires such activities, with policy limits of not less than (\$ ) per claim and (\$ ) in the aggregate.

#### § B.3.3 Construction Manager's Other Insurance Coverage

§ B.3.3.1 Insurance selected and described in this Section B.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Construction Manager shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below: (If the Construction Manager is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)

Construction Manager shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit and Exhibit C, the most stringent requirement shall apply

§ B.3.3.2 The Construction Manager shall purchase and maintain the following types and limits of insurance in accordance with Section B.3.3.1.

(Select the types of insurance the Construction Manager is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)

§ B.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section B.2.3, which, if selected in this Section B.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section B.2.3.1.3 and Section B.2.3.3. The Construction Manager shall comply with all obligations of the Owner under Section B.2.3 except to the extent provided below. The Construction Manager shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Construction Manager shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:

(Where the Construction Manager's obligation to provide property insurance differs from the Owner's obligations as described under Section B.2.3, indicate such differences in the space below. Additionally, if a party other than the Owner will be responsible for adjusting and settling a loss with the insurer and acting as the trustee of the proceeds of property insurance in accordance with Article 11 of the General Conditions, indicate the responsible party below.)

Construction Manager shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit and Exhibit C, the most stringent requirement shall apply

- [ ] § B.3.3.2.2 Railroad Protective Liability Insurance, with policy limits of not less than (\$ ) per claim and (\$) in the aggregate, for Work within fifty (50) feet of railroad property.
- § B.3.3.2.3 Asbestos Abatement Liability Insurance, with policy limits of not less than (\$ ) per claim



- and (\$ ) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials. [ ] § B.3.3.2.4 Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form. [ ] § B.3.3.2.5 Property insurance on an "all-risks" completed value form, covering property owned by the Construction Manager and used on the Project, including scaffolding and other equipment. [ ] § B.3.3.2.6 Other Insurance (List below any other insurance coverage to be provided by the Construction Manager and any applicable limits.)
- § B.3.4 Performance Bond and Payment Bond

Coverage

The Construction Manager shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows: (Specify type and penal sum of bonds.)

Limits

Penal Sum (\$0.00) Type Payment Bond 100% of Guaranteed Maximum Price Performance Bond 100% of Guaranteed Maximum Price

Payment and Performance Bonds shall be AIA Document A312™, Payment Bond and Performance Bond, or contain provisions identical to AIA Document A312<sup>TM</sup>, current as of the date of this Agreement.

#### **ARTICLE B.4** SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

Construction Manager shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit and Exhibit C, the most stringent requirement shall apply

#### Additions and Deletions Report for

AIA® Document A133® - 2019 Exhibit B

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:36:24 ET on 05/30/2024.

#### PAGE 1

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Construction Manager, dated the Twenty-fifth day of June in the year Two-thousand Twenty-four

Eastside Elementary School New Classroom & Cafeteria Buildings East Side Elementary School

School District of Hernando County Florida 8016 Mobley Rd. Brooksville, FL 34601

Williams Company Tampa 291 Southhall Lane Maitland, FL 32751 PAGE 4

§ B.3.2.2.1 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than One-million dollars (\$ 1,000,000.00 ) each occurrence, Two-million dollars (\$ 2,000,000.00 ) general aggregate, and Two-million dollars (\$ 2,000,000.00 ) aggregate for products-completed operations hazard, providing coverage for claims including PAGE 5

§ B.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager, with policy limits of not less than One-million dollars (\$ 1,000,000.00 ) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ B.3.2.8 If the Construction Manager is required to furnish professional services as part of the Work, the Construction Manager shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than <u>Five-hundred thousand dollars</u> (\$ 500,000 \_\_) per claim and <u>Five-hundred thousand dollars</u> (\$ 500,000 \_\_) in the aggregate.

§ B.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Construction Manager shall procure Pollution Liability insurance, with policy limits of not less than One-million dollars (\$ 1,000,000.00 ) in the aggregate.

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User Notes:

(810508654)



#### PAGE 6

Construction Manager shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit and Exhibit C, the most stringent requirement shall apply

[ X ] § B.3.3.2.1 Property insurance of the same type and scope satisfying the requirements identified in Section B.2.3, which, if selected in this Section B.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section B.2.3.1.3 and Section B.2.3.3. The Construction Manager shall comply with all obligations of the Owner under Section B.2.3 except to the extent provided below. The Construction Manager shall disclose to the Owner the amount of any deductible, and the Owner shall be responsible for losses within the deductible. Upon request, the Construction Manager shall provide the Owner with a copy of the property insurance policy or policies required. The Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the property insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:

Construction Manager shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit and Exhibit C, the most stringent requirement shall apply

#### PAGE 7

Payment Bond Performance Bond 100% of Guaranteed Maximum Price 100% of Guaranteed Maximum Price

Construction Manager shall maintain insurance as set forth in "Exhibit C - Construction Contractor's Insurance and Bond Requirements." If there are conflicts between requirements in this Exhibit and Exhibit C, the most stringent requirement shall apply

#### A. GENERAL

1. The Contractor shall procure and maintain all insurance requirements and limits, as set forth below, at his or her own expense, until completion of the project or as specified herein. The Contractor shall continue to provide evidence of such coverage to Hernando County School Board on an annual basis during the aforementioned period including all of the terms of the insurance and indemnification requirements of this agreement. All below insurance policies shall include a provision preventing cancellation without thirty (30) days' prior notice by certified mail. A completed Certificate of Insurance shall be filed with the Facilities & Construction Representative within ten (10) days after the date of the Notice of Award, said Certificate to specifically Owner the inclusion of the coverages and provisions set forth herein and shall Owner whether the coverage is "claims made" or "per occurrence".

#### B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)

1. This insurance must protect the Contractor from all claims for bodily injury, including death and all claims for destruction of or damage to property (other than the Work itself), arising out of or in connection with any operations under this Contract, whether such operations be by the Contractor or by any Subcontractor under him or anyone directly or indirectly employed by the Contractor or by a Subcontractor. All such insurance shall be written with limits and coverages as specified below and shall be written on an occurrence form.

a.	General Aggregate	\$2,000,000
b.	Products – Completed Operations Aggregate	\$2,000,000
c.	Each Occurrence	\$1,000,000
d.	Personal Injury	\$1.000,000

- 2. The following coverages shall be included in the CGL:
  - a. Per project general aggregate (CG 25 03 or similar)
  - b. Additional Insured status in favor of the Hernando County School Board and any other parties as outlined in The Contract and must include both ONGOING Operations AND COMPLETED Operations per CG 20 10 10/01 and CG 20 37 10/01 or equivalent as permitted by law.
  - c. The policy shall be endorsed to be primary and non-contributory with any insurance maintained by Additional Insureds.
  - d. A waiver of Subrogation in favor of all Additional Insured parties.
  - e. Personal Injury Liability
  - f. Contractual Liability coverage to support indemnification obligation per Article 53.1
  - g. Explosion, collapse and underground (xcu)

# HERNANDO COUNTY SCHOOL BOARD EXHIBIT C CONSTRUCTION CONTRACTOR'S INSURANCE AND BOND REQUIREMENTS

- 3. The following exclusionary endorsements are prohibited in the CGL policy:
  - a. Damage to Work performed by Subcontract/Vendor (CG 22-94 or similar)
  - Contractual Liability Coverage Exclusion modifying or deleting the definition of an "insured contract" from the unaltered SO CG 0001 1001 policy from (CG 24 26 or similar)
  - c. If applicable to the Work to be performed: Residential or multi-family
  - d. If applicable to the Work to be performed: Exterior insulation finish systems
  - e. If applicable to the Work to be performed: Subsidence or Earth Movement
- 4. The Contractor shall maintain general liability coverage including Products and Completed Operations insurance, and the Additional Insured with primary and non-contributory coverage as specified in this Contract for three (3) years after completion of the project.
- C. AUTOMOBILE LIABILITY INSURANCE Includes business auto liability covering liability arising out of any auto (including owned, hired and non-owned autos.
  - 1. Combined Bodily Injury and Property Damage Liability
    - a. Combined Single Limit (each accident):

\$1,000,000

- b. Coverages: Specific waiver of subrogation
- D. WORKERS' COMPENSATION INSURANCE
  - The Contractor shall procure and maintain Workers' Compensation Insurance at his or her own expense during the life of this Contract, including occupational disease provisions for all employees per statutory requirements. Policy shall contain a waiver of subrogation in favor of the Hernando County School Board.
  - The Contractor shall also require each Subcontractor to furnish Workers' Compensation Insurance, including occupational disease provisions for all of the latter's employees, and to the extent not furnished, the Contractor accepts full liability and responsibility for Subcontractor's employees.
  - 3. In cases where any class of employees engaged in hazardous work under this Contract at the site of the Project is not protected under the Workers' Compensation statute, the Contractor shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.
- E. UMBRELLA LIABILITY INSURANCE For construction projects exceeding \$10,000,000, provide the following coverage:

1. The Contractor shall maintain umbrella/excess liability insurance on an occurrence basis in excess of the underlying insurance described in Section B-D above. Coverage shall follow the terms of the underlying insurance, included the additional insured and waiver of subrogation provisions. The amounts of insurance required in Sections above may be satisfied by the Contractor purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in each section previously mentioned.

a. Each occurrence \$5,000,000b. Aggregate \$5,000,000

- F. BUILDER'S RISK INSURANCE For any construction project, provide the following coverage:
  - 1. Unless waived in writing by the Facilities & Construction Representative, the Contractor shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made and no person or entity other than the Owner has an insurable interest in the property, or the date of substantial completion specified on the fully signed and executed Certificate of Substantial Completion (AIA G704).
    - a. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub- subcontractors in the Project as named insureds.
    - b. All associated deductibles shall be the responsibility of the Contractor. Such policy may have a deductible clause but not to exceed ten thousand dollars (\$10,000.00).
    - c. Property insurance shall be on an "all risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, false work, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Architect's and Contractor's services and expenses required as a result of such insured loss.
  - 2. Contractor shall maintain Builders Risk coverage including partial use by Owner.

- 3. The Contractor shall waive all rights of subrogation as regards the Hernando County School Board and the Owner, its officials, its officers, its agents and its employees, all while acting within the scope and course of their employment For damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section or other property insurance applicable to the Work. The Contractor shall require all Subcontractors at any tier to similarly waive all such rights of subrogation and shall expressly include such a waiver in all subcontracts.
- 4. Upon request, the amount of such insurance shall be increased to include the cost of any additional work to be done on the Project, or materials or equipment to be incorporated in the Project, under other independent contracts let or to be let. In such event, the Contractor shall be reimbursed for this cost as his or her share of the insurance in the same ratio as the ratio of the insurance represented by such independent contracts let or to be let to the total insurance carried.
- 5. The Owner, shall have the power to adjust and settle any loss. Unless it is agreed otherwise, all monies received shall be applied first on rebuilding or repairing the destroyed or injured work.

#### G. POLLUTION LIABILITY INSURANCE

- If Contractor is providing directly or indirectly work with pollution/environmental hazards, the Contractor must provide or cause those conducting the work to provide Pollution Liability Insurance coverage.
  - a. Pollution Liability policy must include contractual liability coverage.
  - b. Hernando County School Board must be included as additional insureds on the policy.
  - c. The policy limits shall be in the amount of \$1,000,000 with maximum deductible of \$25,000 to be paid by the Subcontractor/Vendor.
- H. ADDITIONAL MISCELLANEOUS INSURANCE PROVISIONS Certificates of Insurance and/or insurance policies required under this Contract shall be subject to the following stipulations and additional requirements:
  - 1. Any and all deductibles or self-insured retentions contained in any Insurance policy shall be assumed by and at the sole risk of the Contractor;
  - 2. If any of the said policies shall fail at any time to meet the requirements of the Contract Documents as to form or substance, or if a company issuing any such policy shall be or at any time cease to be approved by the Division of Insurance of the Hernando County School Board, or be or cease to be in compliance with any stricter requirements of the Contract Documents, the Contractor shall promptly obtain a new policy, submit the same to the Owner and Owner Building Programs for approval if requested, and submit a

## HERNANDO COUNTY SCHOOL BOARD EXHIBIT C CONSTRUCTION CONTRACTOR'S INSURANCE AND BOND REQUIREMENTS

Certificate of Insurance as hereinbefore provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this Contract, in the sole discretion of the Hernando County School Board, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification;

- 3. All requisite insurance shall be obtained from financially responsible insurance companies, authorized to do business in the State of Florida and acceptable to the Owner;
- 4. Receipt, review or acceptance by the Facilities & Construction Representative of any insurance policies or certificates of insurance required by this Contract shall neither be construed as a waiver nor relieve the Contractor from its obligation to meet the insurance requirements contained herein.

#### PAYMENT AND PERFORMANCE BOND

- The Contractor shall procure surety bonds, from a company or companies lawfully authorized to issue surety bonds in the state of Florida and listed in the Federal Register of the U.S. Department of Treasury for Surety Companies Acceptable on Federal Bonds, as follows:
  - a. Before commencing the Work on any individual project having a Contract Sum of \$200,000 or more, the Contractor shall execute and record in the public records of Hernando County, Florida, a payment and performance bond. The bond must state on its front page:
    - i. The names, principal business addresses, and phone numbers of the Contractor, the surety, and the Owner
    - ii. The project number assigned by the Owner
    - iii. The bond number assigned by the surety
    - iv. A description of the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement
  - b. The amount of the bond shall equal the full amount of the Contract Sum.
  - c. The bond shall be conditioned upon the contractor's performance of the Work in the time and manner prescribed in the contract and promptly making payments to all persons who furnish labor, services, or materials for the Work provided for in the contract.



## HERNANDO COUNTY SCHOOL BOARD EXHIBIT C CONSTRUCTION CONTRACTOR'S INSURANCE AND BOND REQUIREMENTS

- d. A copy of the recorded bond shall be filed with the Facilities & Construction Representative prior to issuance of any payment.
- e. If, prior to completion of the Work, the Contractor receives a notice that the company or companies that issued the bond has lost or had revoked its license or authority to do business in Florida as a surety insurer, the Contractor shall, within ten (10) calendar days following receipt of such notice, execute and record in the public records a replacement payment and performance bond from a duly authorized surety. The amount of the replacement bond shall equal the full amount of the Contract Sum less the value of the Work in place and accepted at the time such bond is issued.

## STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. 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 212.08(6), Fla. Stat.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 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 Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
- 16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act. Chapter 119. Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701. Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

- 17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:
  - a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
  - b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
  - c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
  - d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon

completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this

provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

- 18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: WILLIAMS COMPANY TAMPA

Printed Name: DIRK HELLER

Title: <u>V.P. of OPERATIONS</u>
Date: <u>OS /31/2024</u>

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

#### **CONFLICT OF INTEREST**

Bidder must execute either Section I or Section II hereunder, relative to Florida State Statute 112. Failure to execute either section may result in rejection of your bid/proposal. All Proposers must disclose, with their bid/proposal, the name of any officer, director, or agent who is also an employee of the Hernando County School District. Further, all Proposers must disclose the name of any HCSB employee(s) who own directly, or indirectly, an interest in the Proposer or any of its branches or subsidiaries.

#### **SECTION I**

I hereby certify that no official or employee of Hernando County School Board, requiring the goods or services described in these specifications, has a material financial interest in this company.

Williams Company Tampa

Signature of Officer/Agent authorized	Company Name
DIRK HELLEN	291 Southhall Lane
Print Name	Business Address
	Maitland, FL 32751
	City, State, Zip Code
	SECTION II
I hereby certify that the following named Hernando financial interest(s) in this company. (Please use separate)	Approved as to form County School Board official(s) and/or employee(s) having material wrate sheet if needed)  Nancy McClain Alfonso
	General Counsel, HCSB
Name	Title or Position
Name	Title or Position
Signature of Officer/Agent authorized	Company Name
Print Name	Business Address
	City, State, Zip Code

# EXHIBIT F CONSTRUCTION MANAGER STANDARD SPECIFICATIONS



#### SECTION 00 43 20 - CONSTRUCTION MANAGER'S SUBCONTRACT BID PROCEDURE

#### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing the subcontractor bidding process.
  - 1. The Construction Manager is expected to represent the Owner's interest in soliciting competitive bids, including:
    - a. Soliciting a sufficient number of bids to ensure that at least three (3) bids are submitted for each bid package
    - b. Obtaining prior **written** approval from the Owner for any Work that the CM proposes to self-perform.
    - c. Soliciting competitive bids on all biddable scopes of Work.
    - d. Obtaining a minimum of three (3) bids for each bid package, unless specifically exempted in the CM Agreement.
    - e. Delaying the opening of bids for any bid package until three (3) or more bids are received, unless directed otherwise by the Owner.

#### B. Related Requirements:

1. Section 00 43 30 "GMP Submittal" for procedures governing itemization and breakdown of scopes of work.

#### 1.3 PROPOSED BIDDERS LIST

A. Prior to soliciting bids, the Construction Manager shall submit a list of proposed bidders to the Owner and Architect/Engineer. The list must be approved prior to distribution of the Bid Documents to the proposed bidders. Once approved, the list may be modified only with the written consent of the Owner and Architect/Engineer.

#### 1.4 INSTRUCTIONS TO BIDDERS

A. The Construction Manager's Instructions to Bidders shall specify the level of breakdown that the low bidder must provide prior to award of contract. At a minimum, the bid must be broken down into materials and labor, as well as into line items corresponding with the GMP Breakdown.



B. The Construction Manager shall include in the Instructions to Bidders a complete listing of plans & specifications. Construction Manager shall distribute the complete set of plans, specifications and addenda to all subcontract bidders. The subcontractor's bids shall include the listing of plans/specifications/addenda along with a signed statement acknowledging receipt of all listed documents. The bid shall also acknowledge receipt of all addenda and supplemental instructions at the time of the bid.

#### 1.5 BID OPENING

- A. The Owner and Architect must be **invited (at least 48 hours in advance)** to attend each bid opening. Bid openings for all trades should be conducted at the same time and date unless extenuating circumstances exist.
- B. All sub-contractor bids must be submitted to the Construction Manager in a sealed envelope, unless specifically exempted in the CM Agreement. Bids from subcontractors who are not listed on the Proposed Bidder List must not be opened, unless authorized by the Owner. Electronic bid submission & opening is acceptable if prior written approval is given by the Owner and provisions are made for the Design Professional and Owner to observe the opening.
- C. All bidding subcontractors are to list their proposed sub-subcontractor(s) in their bid proposal.

#### 1.6 EVALUATION AND AWARD

- A. The Construction Manager is to evaluate the bids and then submit results for the Owner and Architect/Engineer to review. For each bid package, submit the following documents in a single .pdf file:
  - Recommendation Letter Provide a cover letter which summarizes the scope of work and the recommended bid, including the subcontractor and total amount requested. This amount must match the amount shown on the GMP breakdown.
  - 2. Bid Scoping Spreadsheet This shall be in the format shown in the attached Sample Bid Spreadsheet, no exceptions. The recommended bidder shall be listed first.
  - 3. Subcontractor Bids Attach the recommended bid first, followed by all remaining bids.
    - a. Mark each page of each bid in the upper right hand corner to indicate the bidder's name.
    - b. Attach a written statement from invited bidders who declined to bid.
    - c. Any adjustments to the subcontractor bids made during the bid scoping process must be itemized on the Bid Scoping Spreadsheet and substantiated with a written statement from the bidder attached to their original bid.

- d. In the event multiple bidders excluded scope from their bid, each bidder must be given an opportunity to quote the additional work. This opportunity must be given to the bidder in writing.
- 4. Instructions to Bidders Include any addenda and informal instructions provided to prospective bidders. Attach any documents issued to prospective bidders which were NOT included with the drawings and specifications as issued by the Architect/Engineer. Include signed statement from each bidder per Section 1.4 B
- B. The Architect/Engineer will review the submitted documents for compliance with the requirements of the Drawings and Specifications and then issue to the Owner a written recommendation to either accept or reject the Construction Manager's recommendation for award.
- C. The Owner will then review the Architect's/Engineer's recommendation for final approval.

#### 1.7 ISSUANCE OF SUBCONTRACTS

- A. The Construction Manager shall issue subcontracts for the exact amount approved by the Owner, no exceptions. Any subsequent adjustments to subcontracts must be itemized for the Owner's review on the Schedule of Values and noted as an "After-Bid Adjustment" or "Sub-Change Order."
- B. Provide Owner with a copy of all executed subcontracts prior to the first pay application.

#### 1.8 CLOSEOUT

A. Upon Final Completion, the Construction Manager shall submit to the Owner a tabulation of the final contract amounts for all awarded subcontracts, including subcontractor change orders and adjustments to allowances.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

#### ATTACHMENTS:

1. Sample Bid Scoping Spreadsheet

# SAMPLE BID SPREADSHEET

Bid Package: Gypsum Board	Bidder 1 [name]	Bidder 2 [name]	Bidder 3 [name]	Bidder 4 [name]
Furnish/Install Gypsum Board as specified	\$384,494 <sup>1</sup>	\$390,000¹	\$401,333¹	\$420,890 <sup>1</sup>
Cold formed metal framing	Yes	Yes	Yes	Yes
Building insulation	Yes	Yes	Yes	Yes
Furring and lathing	Yes	Yes	Yes	Yes
Portland cement plaster	Yes	Yes	Yes	Yes
Gypsum wallboard systems	Yes	Yes	Yes	Yes
Install frames	\$12,000 <sup>2</sup>	Yes	Yes	Yes
MR gypsum board	Yes	Yes	Yes	Yes
Gyp board column wrapping	Yes	Yes	Yes	Yes
Rated wall assemblies	Yes	Yes	Yes	Yes
Acoustical sealants	Yes	Yes	Yes	Yes
Level 4 finish	Yes	Yes	Yes	Yes
Install access panels	Yes	\$4,100 <sup>2</sup>	Yes	Yes
Operation/Maint manuals	Yes	Yes	Yes	Yes
Bonds	Yes	Yes	Yes	Yes
Total to GMP	\$396,494 <sup>3</sup>	\$394,100	\$401,333	\$420,890

<sup>&</sup>lt;sup>1</sup> must match the base bid shown on the attached original bid proposal forms from each bidder <sup>2</sup> must be documented and attached <sup>3</sup> this amount to match the amount being requested on the attached approval letter <sup>4</sup> this amount to match amount shown on GMP breakdown or last approved cost estimate



## SECTION 00 43 30 -COST ESTIMATING, GMP SUBMITTAL AND SCHEDULE OF VALUES

## PART 4 - GENERAL

## 4.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 4.2 SUMMARY

- A. Section includes administrative and procedural requirements governing Cost Estimating, GMP Submittal and Schedule of Values
  - To set Owner expectations and provide guidance for cost estimates, Guaranteed Maximum Price submissions and the project's Schedule of Values
- B. Related Requirements:
  - 1. Section 00 43 20 "Construction Manager's Subcontract Bid Procedure" for procedures governing Construction Manager's bidding.

### 4.3 COST ESTIMATING

Schematic Design, Design Development, and 60% Construction Document Cost Estimates

Cost estimates are to be submitted in the attached format. Extraordinary costs, such as offsite work, are to be included within the appropriate line item so that a total project cost is shown on the TOTAL line. Extraordinary costs are also to be itemized separately at the end of the form.

The CM is expected to take applicable codes, statutes, SREF and HCSD standards into account when estimating costs as part of Preconstruction Services, in addition to the information provided on the design documents.

Provide the level of detail that is appropriate at each design phase.

The CM is expected to work with the Design Professional and simultaneously present a budget at the time each phase of the design documents are delivered to the Owner for review. The CM shall have a representative present at all Design Owner-Architect-Contractor (OAC) meetings which will typically be held bi-weekly.

Pre-construction Services are further addressed in the AIA Contract. The CM shall also provide documentation of the expenses for Pre-Construction Services and shall only bill for the actual costs incurred. This amount shall not exceed the amount listed in the Contract without prior written approval by the Director of Facilities and Construction.



## 4.4 GUARANTEED MAXIMUM PRICE (GMP)

The GMP is to be provided to the HCSD Project Manager and Design Professional in the format established in the CM Agreement and below. The CM is to submit one original signed copy and one signed digital copy for review by the HCSD Project Manager and Design Professional. After review and approval by both the HCSD Project Manager and Design Professional the CM will execute the AlA GMP Amendment, which shall be prepared by the Director of Facilities & Construction or his designee. The GMP document will be referenced in the GMP Amendment. The GMP Amendment will be placed on a Board agenda for approval. Upon Board approval of the GMP Amendment the Board Chair will execute the amendment. The Owner may elect to conduct a pre-audit of the GMP using a third party auditor.

The CM will be given a copy of the HCSD Board meeting schedule (with agenda due dates) by the HCSD Project Manager. The CM shall submit the final GMP to the Owner in ample time, prior to the agenda due date, to allow review by the Design Professional, Auditor and HCSD personnel. This shall be two weeks at a minimum or longer if requested by the District.

The cost breakdown in the attached format is to be included with the GMP Amendment. Extraordinary costs, such as offsite work, are to be included within the appropriate line item so that the TOTAL line represents the total guaranteed maximum cost. Extraordinary costs are also to be itemized separately at the end of the form.

The format included herein is intended to capture the actual subcontract values. The CM is required to modify the attached format as needed to reflect the bid packages for the specific project. For example, if Plaster and Gypsum Board are bid as a single package, show these together in one section on the GMP cost breakdown.

Line items may be added and deleted as needed for the specific project scope. Delete line items that don't apply to the project instead of marking them "not applicable".

The format included herein represents the expected minimum level of detail for the GMP breakdown. Where a line item does apply to a specific project, they may not be combined with other lines. For example, do not enter "included in amount above" or similar language on any line item.

The CM is expected to gather this information with the bids.

GMP Amendment exhibits are invalid and will be rejected in cases where they are not consistent with the requirements of the construction documents or the conditions of the CM Agreement.

Exhibit 1: <u>List of Drawings and Specifications</u>: Provide a list of each drawing, specification section and addendum on which the GMP is based, including the date of each document. The Design Professional is specifically required to review and approve Exhibit 1.

Exhibit 2: <u>Alternates</u>: Prior to preparation of the GMP, acceptable alternates will be incorporated into the base scope of the project by addendum. Exhibit 2 is to list the final status of each alternate.

Exhibit 3: Allowances: Allowances are not to be included in the Guaranteed Maximum Price breakdown unless the cost of the work cannot be accurately estimated due to concealed conditions. Allowances are to include the cost for all work that can be reasonably anticipated. Allowances must be specifically approved in writing by the Owner and Design Professional prior to submittal of the GMP.



Exhibit 4: <u>Schedule of Values</u>: GMP cost breakdown. See additional information in this standard related to the required format.

Exhibit 5: <u>List of Itemized General Conditions</u>: CM's proposed staffing and general conditions cost is to be approved prior to submittal of the GMP. Lump sum General Conditions will not be allowed without prior written approval of the Director of Facilities & Construction.

Exhibit 6: <u>Completion Schedule</u>: Provide a detailed critical path schedule ending on the contract completion date, as well as milestone events and phases scheduled to complete earlier.

## Pay Applications

HCSD will make payment in accordance with the AIA contract and Florida Statutes. Processing begins when the correct and complete pay application is received. The pay application is to be certified and sealed by the Design Professional. Submit all original pay applications and invoices to the attention of Tiffany Parnell in the Facilities & Construction office copying the HCSD Project Manager. Delivery to any other office will delay processing.

Facilities & Construction cannot correct minor math errors in order to expedite processing. Corrections must be made by the GC/CM and re-certified by the Design Professional if they deem necessary.

CM/GC Projects – unapproved or pending change orders and Owner Contingency Authorizations are not to be listed on the pay application. Pending changes are not to be recorded on the pay application until executed by the Owner and Design Professional.

CM/GC Projects - Expenditures from the Owner Contingency account are to be itemized and the amounts are to be cross referenced as shown on the attached sample. These expenditures must be approved in advance by the Owner & Design Professional, using the HCSD Owner's Contingency Authorization form.

CM Projects - The Schedule of Values is to be formatted in accordance with the attached Sample.

CM Projects - Submit 1 digital copy to HCSD, with complete back-up documentation in the form of receipts, invoices, subcontractor pay applications, etc., for **every** expenditure with the exception of fee and general conditions. Ensure that the Design Professional has a complete copy (either paper or electronic) in case questions arise during processing.

CM Projects - General Conditions shall be invoiced based on percent complete of the project.

CM Projects - Back up documentation is to be attached in the same order as listed on the Schedule of Values and clearly marked with the line item to which it pertains.

CM Projects - Invoices for reimbursable expenses are to be itemized and sub-totaled for each category on a summary sheet and included in the back-up.

CM Projects – Subcontractor change orders for Owner direct-purchased materials are to be recorded on the Schedule of Values on the pay application or an attached spreadsheet following issuance of the purchase order.

CM Projects - Sub-change orders for direct purchased materials are to be invoiced (credited) in the "this period" column at the same percentage as the percent complete of the overall subcontract to avoid the possibility of overpaying on the lines that include both materials and labor. See attached sample.

CM Projects - Expenditures from the CM Contingency are to be itemized and cross-referenced to the affected subcontract(s).

CM Projects - All expenditures are subject to audit, in accordance with the CM Agreement. General Conditions expenditures will be reviewed at the completion of the project by District staff or District provided third party auditor or CPA. Owner reserves the right to conduct a pre-audit of the GMP by a third party auditor prior to Board approval.

## **ATTACHMENTS:**

Cost Estimate / GMP Breakdown format Schedule of Values sample format

## [Phase \_\_\_\_ COST ESTIMATE] [GMP BREAKDOWN] School Name Date

[note: see instructions on page 1]

General:	
General Conditions Allowance	
CM Fee [enter amount shown in CM Agreement]	
CM Payment and Performance Bond cost	
CM Contingency	
Owner Contingency	
Reimbursable expenses listed as follows:	
Document Reproduction	
Safety Equipment	
Waste Disposal (dumpsters)	
Temporary sanitation	
Other (list):	
Subtotal Reimbursable Items:	
Total General Items	
Sitework:	
Mobilization, Engineering, Submittals	
Construction water and sanitary	
Site Clearing	
Earthwork	
Asphalt Pavement incl striping	
Traffic Signage	



Potable Water Distribution	
Natural Gas (site)	
Sanitary	
Stormwater	
Fire Suppression (site)	
Erosion Control	
Other: (list)	
Total Sitework Subcontract:	[enter amount to be awarded]
Total Olovoli Caboolilada.	terrer amount to be awarded
Surveying	
Surveying (breakdown as needed)	
Total Surveying Subcontract:	[enter amount to be awarded]
	joiner amount to be awarded.
Material Testing	
[enter lists of required tests]	
Total Material Testing Subcontract:	[enter amount to be awarded]
<u></u>	1,5.11.5.11.5.11.5.11.5.11.5.11.5.11.5.
Landscaping and Irrigation	
Plant Materials	
Sod	
Irrigation	
Irrigation well	
Mulch	
Total Landscaping Subcontract:	[enter amount to be awarded]
Termite Treatment	
Termite Treatment (breakdown as needed)	
Total Termite Treatment Subcontract:	[enter amount to be awarded]
Fencing	
Temporary Fencing	
Temporary Fencing Temporary Gates	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing: [enter breakdown of fence types]	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing: [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately)	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops	[enter amount to be awarded]
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete:	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete: Mobilization, Engineering, Submittals	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete: Mobilization, Engineering, Submittals Foundations	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete: Mobilization, Engineering, Submittals Foundations Tie Beams Columns	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete: Mobilization, Engineering, Submittals Foundations Tie Beams Columns Stairs and ramps	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete: Mobilization, Engineering, Submittals Foundations Tie Beams Columns Stairs and ramps Slabs on grade	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete: Mobilization, Engineering, Submittals Foundations Tie Beams Columns Stairs and ramps Slabs on grade Playcourts	
Temporary Fencing Temporary Gates Permanent Chain Link Fencing:  [enter breakdown of fence types] PE Backstops Decorative Fencing and gate hardware (list separately if bid separately) Total Fencing Subcontract:  Concrete: Mobilization, Engineering, Submittals Foundations Tie Beams Columns Stairs and ramps Slabs on grade	



Total Concrete Subcontract:	[enter amount to be awarded]
Hollowcore Charles Cha	
Mobilization, Engineering, Submittals	
Hollowcore	
Total Hollowcore Subcontract:	[enter amount to be awarded]
Tilt Wall	
Mobilization, Engineering, Submittals	
Tilt Wall (provide breakdown as needed)	
Total Tilt Wall Subcontract:	[enter amount to be awarded]
11.24.88	
Unit Masonry	
Mobilization, Engineering, Submittals	
CMU	
Waterproofing	
Insulation	
Veneer Masonry	
Total Masonry Subcontract:	[enter amount to be awarded]
Structural Steel	
Mobilization, Engineering, Submittals	
Anchor bolts and embeds	
Fabrication	
Erection	
Misc steel (ladders, etc., list)	
Other (list):	
Total Structural Steel Subcontract:	[enter amount to be awarded]
Railings, Decorative Metals	
Mobilization, Engineering, Submittals	
Railings	
Sun control devices	
Other (list):	
Total Metals Subcontract:	[enter amount to be awarded]
Roofing:	
Mobilization, Engineering, Submittals	
Lightweight Concrete	
Insulation	
Roofing	
Sheet Metal	
Total Roofing Subcontract:	[enter amount to be awarded]
Thermal and Moisture Protection:	
Insulation	
Sealants (breakdown as needed)	
Elevator Pit waterproofing	
Fluid Applied Air / Water Barrier	
Other (list):	



Total Thermal and Moisture Protection Subcontract:	[enter amount to be awarded]
Doors, Frames, Hardware (material):	
HM Doors	
Wood Doors	
Frames	
Finish Hardware	
Total Doors, Frames, Hardware Material Subcontract:	[enter amount to be awarded]
Total Desic, France, F	[one amount to be awarded]
Coiling Doors (material)	
Coiling Doors and Hardware	
Total Coiling Doors Subcontract:	[enter amount to be awarded]
***	
Doors, Frames, Hardware (installation):	
HM Doors	
Wood Doors	
Coiling Doors	
Finish Hardware	
Total Doors, Frames, Hardware Material Subcontract:	[enter amount to be awarded]
Windows and Storefront:	
Submittals	
Windows	
Misc Glass	
Other (list):	
Total Windows and Storefront Subcontract:	[enter amount to be awarded]
Framing and Gypsum Board	
Mobilization, Engineering, Submittals	
Exterior Framing and Sheathing	
Interior Framing, Gypsum Board	
Other (list):	
Total Framing and Gypsum Board Subcontract:	[enter amount to be awarded]
Plaster and Stucco	
Mobilization, Engineering, Submittals	
Lath	
Plaster and Stucco	
Scaffolding	
Other (list):	
Total Plaster and Stucco Subcontract:	[enter amount to be awarded]
Acoustical Ceilings	
Grid	
Panels	
Other (list):	
Total Acoustical Ceilings Subcontract:	[enter amount to be awarded]
Flooring - Resilient	



Floor Prep	
Carpet	
Vinyl Tile	
Waxing	
Stair accessories	
Vinyl Base	
Protection of finished floor	
Other (list):	
Total Resilient Flooring Subcontract:	[enter amount to be awarded]
Final Clean	
Final Cleaning	
Floor Waxing	
Other (list):	
Total Final Cleaning Subcontract:	[enter amount to be awarded]
<u>Tile</u>	
Surface Prep	
Ceramic Floor Tile	
Ceramic Wall Tile	
Quarry Tile	
Window Sills, floor transitions and Accessories	
Protection of finished floor	
Other (list):	
Total Tile Subcontract:	[enter amount to be awarded]



Painting	
Interior Walls	
Interior Ceilings	
Interior floor sealer and coatings	
Interior Exposed Structure	
Exterior Walls and Columns	
Exterior Soffits	
Traffic Toppings	
Door Frames	
Playcourt Striping	
Other (list):	
Total Painting Subcontract:	[enter amount to be awarded]
Miscellaneous Specialties (group by subcontract):	
Markerboards and Tackboards	
Exterior Louvers	
Lockers	
Fire Extinguishers and Cabinets	
Toilet Partitions and toilet accessories	
Misc (flagpole, bike racks, etc., list)	
Clocks	
PE and Athletic equip (list, ie baskeball goals, scoreboards, etc)	
Other (list)	
Total Miscellaneous Specialties Subcontract:	[enter amount to be awarded]
•	
Signage:	
Signage	
Total Signage Subcontract:	[enter amount to be awarded]
<del> </del>	
Residential Appliances:	
Residential Appliances	
Total Residential Appliance Subcontract:	[enter amount to be awarded]
A.I	
Kitchen Equipment:	
Kitchen Equipment	
Cooler / Freezer	
Exhaust Hood	
Fire Suppression System	
Metal Fabrications	
Total Kitchen Equipment Subcontract:	[enter amount to be awarded]
Library Shelving:	
Library Shelving	
Total Library Shelving Subcontract:	[enter amount to be awarded]
Stage Curtains:	
Stage Curtains	
Total Stage Curtains Subcontract:	[enter amount to be awarded]



	T
Pre-Engineered Walkway Canopy:	
Engineering, Submittals, Mobilization	
Walkway Canopy	
Total Walkway Canopy Subcontract:	[enter amount to be awarded]
Casework:	
Casework	
Total Casework Subcontract:	[enter amount to be awarded]
Lab Equipment:	
Service Islands	
Student Tables	
Fume Hood	
Emergency Shower/eyewash	
Other (list):	
Total Lab Equipment Subcontract:	[enter amount to be awarded]
	[enter amount to be awarded]
Window Treatment	
Vertical Blinds	
Total Window Treatment Subcontract:	[enter amount to be awarded]
Motorized Projection Screens:	
Projection Screens	
Total Projection Screens Subcontract:	Contar amount to be awarded
Total Projection Screens Subcontract.	[enter amount to be awarded]
<u>Elevator</u>	
Elevator	
Elevator Finishes	
12 Month Preventative Maintenance	
Total Elevator Subcontract:	[enter amount to be awarded]
Mechanical	
Engineering, Submittals, Mobilization	
HVAC Equipment	
Ductwork	
Underground Chilled Water Piping	
Above Ground Chilled Water Piping	
Controls	
Other (list)	
Total Mechanical Subcontract:	[enter amount to be awarded]
Test and Balance	
Test and Balance	
Total Test and Balance Subcontract:	[enter amount to be awarded]
Plumbing	
Natural Gas (within building)	
Fixtures	
Water	
Sanitary	



Storm	
Grease	
Condensate	
Insulation	
Total Plumbing Subcontract:	[enter amount to be awarded]
Fire Protection	
Engineering, Submittals, Mobilization	
Fire Protection	
Total Fire Protection Subcontract:	[enter amount to be awarded]
Electrical	
Temporary Construction Power and Lighting	
Power	
Lighting	
Site Lighting	
Other (specify)	
Stage sound and lighting system	
Total Electrical Subcontract:	[enter amount to be awarded]
Low Voltage Systems	
Security	
Voice/Data	
Fire Alarm	
Intercom	
AV System	
Total Low Voltage Systems Subcontract:	[enter amount to be awarded]
Total GMP:	
Extraordinary Costs included above	



2 2 2	AIA DOCUMENT G703, APPLICATION AND CERTIFICATION FOR PAYMENT	)R PAYMENT					<del>-</del>	Page 1 of 7	Pay App #
B	В	С	ם	E	TI	G	I	_	_
			WORK COMPLE	/PLETED					
TEM		SCHEDULED	PREVIOUS		MATERIAL STORED THIS	COMPLETE		BALANCE	
Ö	DESCRIPTION OF WORK	VALUE	APPLICATION THIS	THIS PERIOD	_ _	TO DATE	%	TO FINISH	RETAINAGE
_	GENERAL CONDITIONS	154,222.00	1	- 1	at match of	5			
2	CM FEE	57,000	l ypical.		aniounts must match Givin	=			
ယ	REIMBURSABLE ITEMS								
	Payment and Performance Bond	16,800.00							
	2) Dumpsters	1,500.00							
		200.00	Typical:	<u>.</u>	hiireahla am	the reimbursable amounts in the same order	eme.	order	
	3) Portable toilets	\$3,000.00	> same do	SCric	d same starti	ing value as l	isted i	n the	
	4) Job site office	\$10,000.00	GMP, and ite	nd itemize ad	mize adjustments as shown	shown			10
	5) Printing	10,000.00					<u> </u>	<u> </u>	
	Transfer to line 2.2	-200.00							
	Typical: starting value to match the amount approved on the Plannin	atch the amount app	proved on the P	lanning and C	g and Construction database	database			
4	SITEWORK: \$31,000 [SUBCONTRACTOR NAME]								
	1) Site Clearing	7,000.00							
	2) Earthwork	10,000.00	Typical:	total	natch the am	must match the amount in column B	ם ער	4	
	3) Potable water	1,000.00	l ypical.	יטימו	ומנטו נווכ מווו	outre ill coluit			
	4) Sanitary System	13,000.00							
	Sub CO#1 – OCA 01 - additional clearing	4,000.00							
	Sub CO#2 – Owner Direct Purchase credit	-5,000.00							
	Sub CO#3 – re-grade damaged areas – xfer from line 5	700.00							
	Revised contract value:	\$30,700							



С	8			0	WORK COMPLETED	WORK COMPLETED MATERIAL	WORK COMPLETED
ITEM	DESCRIPTION OF WORK	SCHEDULED	ED	APE	APE	PREVIOUS APPLICATION THIS PERIOD PERIOD	PREVIOUS APPLICATION THIS PERIOD
Ŋ	LANDSCAPE \$7,000.00 [SUBCONTRACTOR NAME]						
	1) Plant Materials	6,000.00	.00	.00	.00	.00	.00
	2) Irrigation	1,000.00	0.00	0.00	3.00	0.00	0.00
	Sub CO#1 – Owner Direct Purchase Credit	-200.00	0.00	0.00	0.00	3.00	0.00
	Sub CO#2 – backcharge for regrading – xfer to line 4	-700.00	00.	1	1	1	1.00 Typical: backcharge subcontractors where appropriate
	Revised contract value:	\$6,100.00	0.00	0.00	0.00	0.00	0.00
6	CONCRETE: \$95,000.00 [SUBCONTRACTOR NAME]						
	1) Foundation	20,000.00	.00	15,000.00		15,000.00 5,0	15,000.00 5,0
	2) Reinforcing Steel	14,000.00	.0	.00 14,000.00	14,000.00	14,000.00	14,000.00
	3) Cast-in-place concrete	21,000.00	.0				
	4) Form Work	21,000.00	9	.00 21,000.00			
	5) Playcourt expansion	15,000.00	).00	0.00	0.00 10,000.00		10,000.00
	6) Sidewalks	4,000.00	00	0.00	0.00	3.00	
	Sub CO#1 - Owner Direct Purchase credit	-30,000.00	0.00	0.00	0.00	0.00	0.00 (20,700.00)
	Sub CO#2 – replace broken sidewalk – xfer from CM cont	801	800.00	0.00	0.00	0.00	0.00
	Revised contract value:	\$64,200.00	0.00	0.00	0.00	0.00	0.00
7	MASONRY: \$188,000.00 [SUBCONTRACTOR NAME]			1		T	
	1) CMU inc. insulation	28,00	28,000.00				
	CMU reinforcing steel	10,00	10,000.00				
	3) Brick masonry	150,000.00	0.00				
	Sub CO#1 – Owner Direct Purchase credit	-50,000.00	0.00				
	Revised contract value:	138,000.00					



AIA DC	AIA DOCUMENT G703, APPLICATION AND CERTIFICATION FOR PAYMENT	PAYMENT						Page 3 of 7	Pay App #
>	В	С	D	E	Ŧ	G		I	
			WORK COMPLETED	APLETED					
		SCHEDULED	PREVIOUS		MATERIAL STORED THIS	COMPLETE		BALANCE	
00	STEEL \$121,000.00 [SUBCONTRACTOR NAME]						è		
	1) Elevated Floor & Roof Framing	10 000 00							
	2) Steel Joists	12,000.00							
	3) Steel Columns	33,000.00							
	4) Steel Beams	66,000.00							
	Sub CO#1 – Owner Direct Purchase credit	-50,000.00							
	Revised contract value:	71,000.00							
9	CARPENTRY: \$12,000 [SUBCONTRACTOR NAME]								
	Rough Carpentry, misc	12,000.00	9						
	Sub CO#1 – additional blocking – xfer from buyout	300.00	<b>▲</b> Typic	Typical: itemize all adjustments and note funding source	ıll adjustmen	ts and note f	undin	g source	
	Revised contract value:	12,300.00			_				
10	ROOFING \$46,000.00 [SUBCONTRACTOR NAME]								
	1) Insulation	10,000.00							
	2) Built Up Roofing	34,000.00							
	3) Preformed Metal Roofing	2,000.00							
	Sub CO#1 – OCA 02 – repair existing roof drains	1,000.00							
	Sub CO#2 Owner Direct Purchase credit	-10,300.00							
	Revised contract value	36,700.00							
1	TOODS EDAMES & LEDING \$40,000 FELDONITHACTOR NAME								
	1) Hollow Metal Frames	5 000 00							
	- 1	0 000 00							
	Z) Wood Doors	2,000.00					L		



Revised 08-14-23

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Revised contract value:	Sub CO#1 – Owner Direct Purchase credit	2) Plaster Ceilings	1) Stucco	PLASTER & STUCCO \$104,000.00 [SUBCONTRACTOR NAME]	Revised contract value:	1) Acoustical Ceilings	ACOUSTICAL CEILINGS \$7,800.00 [SUBCONTRACTOR NAME]	Revised contract value:	Sub CO#1 - Owner Direct Purchase credit	2) Metal Framing & Gyp boards	1) Gyp Board Systems	GYP BOARD & FRAMING - 140,000.00 [SUBCONTRACTOR NAME]	Revised contract value:	ı	) Hard Tile	FLOORING \$15,000.00 [SUBCONTRACTOR NAME]	DESCRIPTION OF WORK			AIA DOCUMENT G703, APPLICATION AND CERTIFICATION FOR PAYMENT	Revised contract value:	Sub CO#1 - Owner Direct Purchase credit	4) Door Installation	3) Finish Hardware
101,000.00	-3,000.00	4,000.00	100,000.00		7,800.00	7,800.00		100,000.00	-40,000.00	40,000.00	100,000.00	MEJ	15,000.00	11,000.00	4,000.00		SCHEDULED		С	PAYMENT	9,600.00	-10,000.00	2,600.00	10,000.00
																	PREVIOUS APPLICATION THIS PERIOD	WORK COMPLETE	D					
																	THIS PERIOD	APLETED	E					
																	MATERIAL STORED THIS PERIOD		П					
																	COMPLETE & STORED TO DATE		G					
																	%							
																	BALANCE TO FINISH		I	Page 4 of 7				
																	RETAINAGE		_	Pay App #				

HERNANDO COUNTY SCHOOL DISTRICT

   	S	2)	1		
evised contract value:	ub CO#1 - caulk exterior expansion joints – xfer from buyout	Interior Painting	Exterior Painting	AINTING \$31,000.00 [SUBCONTRACTOR NAME]	
32,000.00	1.000.00	17,000.00	14,000.00		
	Revised contract value: 32,000.00	ior expansion joints – xfer from buyout			



5 5									
P	8	С	D	П	Г	G	ェ		
			WORK COMPLETED	/PLETED					
					MATERIAL STORED	COMPLETE			
TEM	DESCRIPTION OF WORK	VALUE	APPLICATION THIS PER	THIS PERIOD	PERIOD	TODATE	%	TO FINISH	RETAINAGE
17	CABINETRY \$35,000.00 [SUBCONTRACTOR NAME]								
	) Cabinets	35,000.00							
	Sub CO#1 – repair damage – xfer from line #21	900.00							
	Revised contract value:	35,900.00							
18	MARKERBOARDS \$6,800.00 [SUBCONTRACTOR NAME]								
	) Marker boards	6,800.00							
	Sub CO#1 – Owner Direct Purchase credit	-1,000.00							
	Revised contract value:	5,800.00							
19	SPECIALTIES: \$5,000.00 [SUBCONTRACTOR NAME]								
	1) All Specialties	4,700.00							
	Sub CO#1 – overtime work – xfer from CM contingency	200.00							
	Revised contract value:	4,900.00							
20	SPRAYED FIRE RESISTIVE \$14,000.00 [SUBCONTRACTOR NAME]	AMEI							
	1) Sprayed fire proofing	14,000.00							
	Sub CO#1 - patch beams – xfer from CM contingency	2,000.00							
	Revised contract value:	16,000.00							

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			WORK COM	MPLETED					
					MATERIAL	COMBLETE			
TEX.	DESCRIPTION OF WORK	SCHEDULED	PREVIOUS THIS PERIOD	THIS PERIOD	THIS	& STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
21	HVAC: \$98,000.00 [SUBCONTRACTOR NAME]								
	1) HVAC equipment	53,000.00							
	2) Ductwork	31,000.00							
	3) Piping	1,000.00							
	4) Controls	13,000.00							
	Sub CO#1 - Owner Direct Purchase credit	-7,000.00							
	Sub CO#2 - repair damage to cabinetry - xfer to line #17	-900.00							
	Revised contract value:	90,100.00							
22	ELECTRICAL: \$99,000.00 [SUBCONTRACTOR NAME]								
	1) Power	40,000.00							
	2) Lighting	30,000.00							
	3) Security	4,000.00							
	4) Data/telephones	6,000.00							
	5) Fire alarm	6,000.00							
	6) Intercommunications	13,000.00							
	Sub CO#1 - repair fixtures at kitchen - xfer from CM cont	1,800.00							
	Sub CO#2 – Owner Direct Purchase credit	-10,000.00							
	Revised contract value:	90,800.00							
23	PLUMBING \$34,000.00 [SUBCONTRACTOR NAME]								
	1) Plumbing	34,000.00							
	Devised Contract value:	34,000.00							

DESCRIPTION OF WORK  Contingency \$70,000.00  1 - repair roof drains - to line 10  1 - Ontingency \$70,000.00  1 - repair roof drains - to line 10  1 - Ontingency \$70,000.00  1 - repair roof drains - to line 10  1 - Ontingency \$70,000.00  2 - Ontingency \$70,000.00  2 - Ontingency \$70,000.00  2 - Ontingency \$70,000.00  2 - Ontingency \$70,000.00  3 - Ontingency \$70,000.00  3 - Ontingency \$70,000.00  3 - Ontingency \$70,000.00  3 - Ontingency \$70,000.00  1 - Owner And CM contingencies, CM fee, general conditions, and approved allowances. Transfers out of the buyout are not included in Owner-Approved subcontracts, reimburss incommitted funds. It is the sum of all that are not included in Owner-Approved subcontracts, reimburss incommitted funds. It is the sum of all that are not included in Owner-Approved subcontracts, reimburss incommitted funds. It is the sum of all that are not included in Owner-Approved subcontracts, reimburss incommitted funds. It is the sum of all that are not included in Owner-Approved subcontracts are awarded.  1 - Owner Owner Owner and CM contingencies, CM fee, general conditions, and approved allowances. Transfers out of the buyout are not included in Owner-Approved subcontracts are awarded.  1 - Owner Owner Owner Owner and CM contingencies, CM fee, general conditions, and approved allowances. Transfers out of the buyout are not the owner	A	A B	C	0	m	П	G		H G	l ay room
DESCRIPTION OF WORK  Owner Contingency \$70,000.00  OCA #1 - additional site clearing - to line 4  - 1,000.00  CLM: Contingency \$70,000.00  CLM: Contingency \$70,0				WORK CO	MPLETED					
Owner Contingency \$70,000.00  OCA #1 - additional site clearing - to line 4  -1.000.00  Current Contingency 10 (ine 1)  Curren	ITEM	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS	THIS PERIOD	MATERIAL STORED THIS PERIOD	COMPLETE & STORED	%	BALANCE TO FINISH	RETAINAGE
OCA #1 – additional site clearing – to line 4     4,000.00     List only OCAs that have been executed by the 0CA #2 – repair roof drains – to line 10       OCA #2 – repair roof drains – to line 10     4,000.00     cross reference to the subcontract where the fine of the subcontract where the fine fine fine fine fine fine fine fin	24	Owner Contingency \$70,000.00								
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HERNANDO COUNTY SCHOOL DISTRICT

END OF SECTION 00 43 30

## MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

Account Name		Impact Fees- C					
Account Number	_	3960E	7400	6800	0171	M2340	
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	
215,000.00	\$	0.00	\$ 0.00	\$ 215,000.00	<sub>\$</sub> 215,000.00	\$ 0.00	
Account Name	_						
Account Number							
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Check one:
Prior Year Budget: New for Current Year:

> Prior Year Approved Budget: Prior Year Actual Spent:

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



## Hernando School District

## School Board Regular Meeting

Agenda Item # 22. 24-2366

6/25/2024

## **Title and Board Action Requested**

Approve the Renewal of a Nearpod District License for Grades K-12 and Authorize the Issuance of a Purchase order for an Estimated Amount of \$76,332.00

## **Executive Summary**

The Supervisor of Instructional Technology, on behalf of the Superintendent of Schools, hereby requests the Board to approve the renewal of a Nearpod District License for grades K-12. This license will enhance instruction across all subjects. Students will continue using Nearpod for 3D field trips, interactive activities, and receiving immediate teacher feedback. Teachers will have access to a library of pre-created lessons aligned with Florida standards and benchmarks or can create their own using interactive tools. Nearpod is the supplier and publisher of this proprietary and copyrighted material. The license will be valid for one year.

The cost for the District License is \$76,332.00. It is being paid out of Technology Millage and is subject to collection of that source of revenue and if Millage should change or be discontinued, we would seek alternative funding.

## My Contact

Jesse Diaz Supervisor of Instructional Technology 352-797-7000 ext. 150 diaz\_j@hcsb.k12.fl.us

## 2023-28 Strategic Focus Area

Priority 1: Student Success

## **Financial Impact**

See attached budget sheet.

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

## Nearpod 2023-2024 Usage Data Report

Hernando School District
Academic Services Division
June-4-2024

## What is Nearpod?

- Nearpod is a robust platform that offers teachers multiple ways to teach. Through our multiple, interactive modalities, teachers can seamlessly instruct in the classroom, online, to small groups, and more!
- Nearpod offers real-time insights into student understanding through interactive lessons, interactive videos, gamification & activities.
- Nearpod helps educators make any lesson interactive, whether in the classroom or virtual. A teacher can create interactive presentations that can contain Quizzes, Polls, Videos, Collaborate Boards, and more. They can access thousands of premade K-12 standards-aligned lessons or upload your existing lessons and make them interactive using Nearpod in the classroom. Nearpod makes teaching easier with the interactive tools, resources, and content teachers need, all in one place.

Let's Keep Growing!

August 2023 - May 2024

**712,611 activities** on Nearpod



and students joined in 273,821



Top Subjects: Science ELA Social Studies Nearpod Certified Educators

64



Top Features: Nearpod Lesson Library Videos

Time to Climb

2



# Nearpod "Lifetime\*" Activity Submissions (\*\*since 2021)

 Since 2021, Hernando County Public Schools has launched over 2 MILLION activities across Nearpod!

 While impressive, this usage is not surprising. Teachers are now more comfortable with tech than ever before. Technology offers us so many different choices for increasing engagement in the classroom. And for Hernando, Nearpod is *the* go-to ed-tech tool!



## 2022-2023 to 2023-2024 Usage Comparison

• The following data charts represent Activity Submissions across 2 school years.

• We like to highlight Activity Submissions as it reflects just HOW interactive teachers can make their lessons as the stats are capturing answered quizzes, Draw Its, polls, Matching Pairs submissions and more.



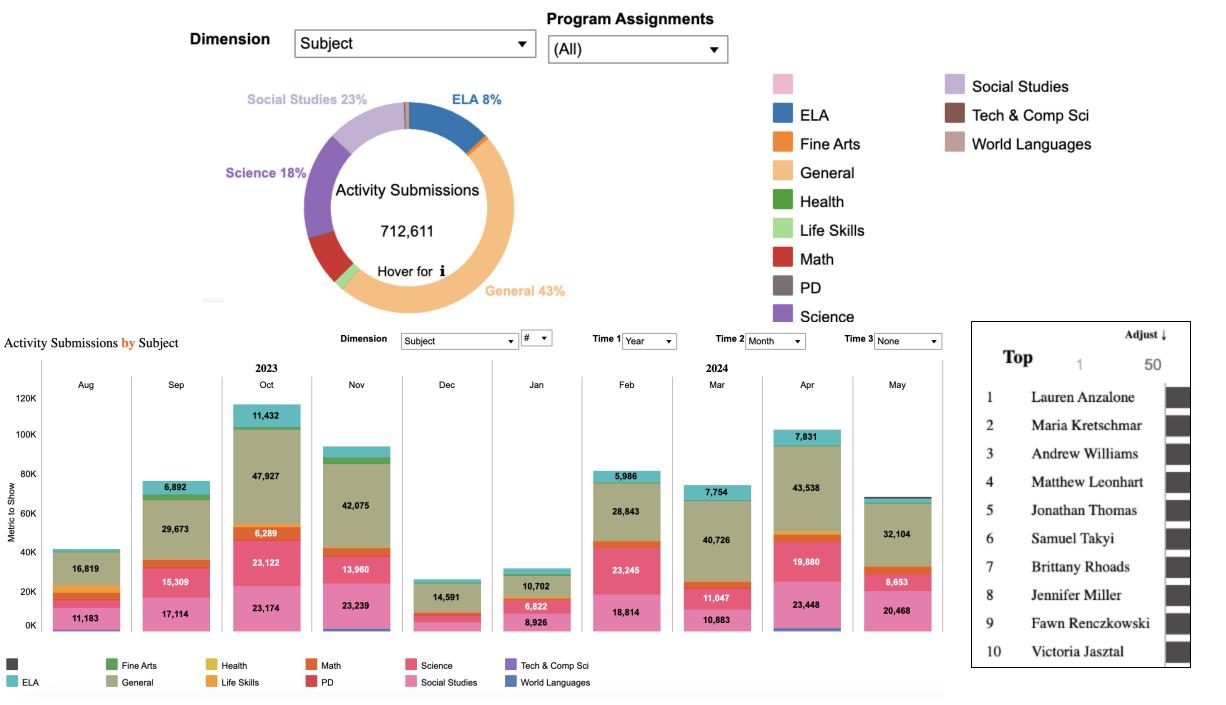
Financial Literacy

Life Skills

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Social Studies

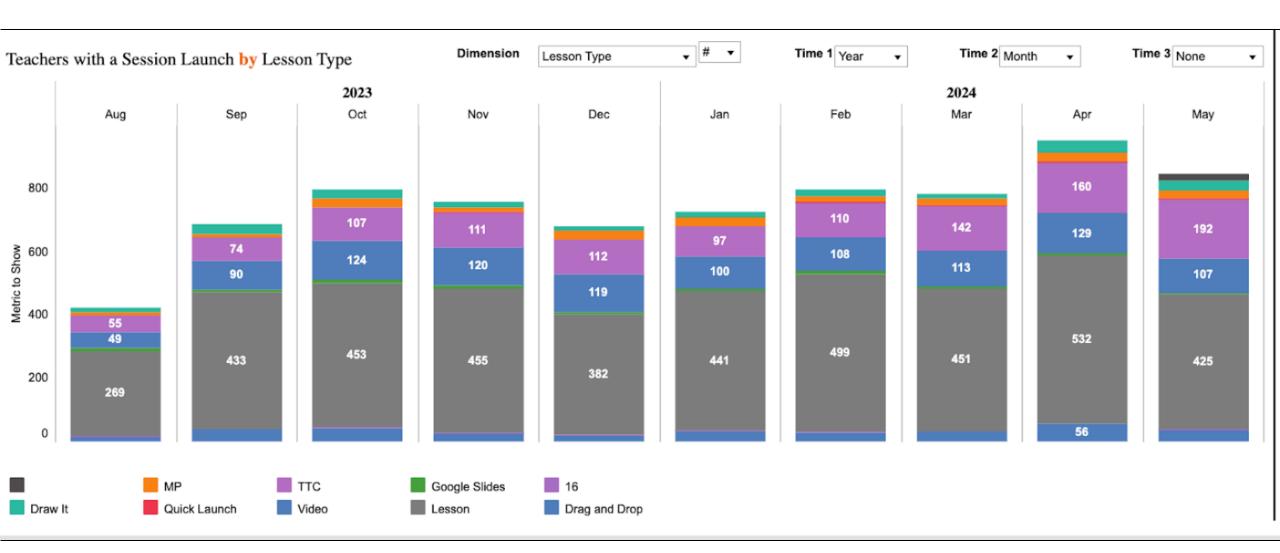
World Languages



# What interactive activities keep learners engaged during a lesson?

• Interactive activities keep students engaged by providing a creative and collaborative learning experience. With our growing options of Drag & Drop, Draw It, Time to Climb, Matching Pairs, Collaborate Board, Quiz, Poll, and Open-Ended Questions, teachers have multiple options to meet the specific needs of the diverse learners in their classrooms.

 The following chart demonstrates how your teachers are leveraging a variety of Nearpod's interactive features to keep students engaged and on pace!







Sales Order For: **Contact Information:** 

Account HERNANDO COUNTY PUBLIC SCHOOLS - FL Company Name Nearpod, LLC

2911 Peach Street Address 919 N BROAD ST Address Wisconsin Rapids, WI 54494

BROOKSVILLE, Florida 34601

**UNITED STATES** Nearpod Contact Leandro Beer – Geina Rotti

Contact Jesse Diaz leandrob@nearpod.com

Company Phone 305-677-5030

**Service Start:** 07/01/2024 **Please Note:** If you are a *Tax-Exempt Customer*, please

include your Sales Tax-Exempt Certificate with signed documents/proof of payment. Otherwise, applicable tax will

be included in your invoice.

Ask your Nearpod Rep about locking in your rate for up to 3 years with multi-year pricing.

## **PRODUCTS**

**Service End:** 06/30/2025

Product	Quantity	List Price	Discount	Total
Nearpod Premium Plus - District	24000 - Students	\$137,760.00	(\$62,328.00)	\$75,432.00
Online Training	2 - Trainings	\$900.00	(\$0.00)	\$900.00
			Total	(USD) \$76,332.00

Quote Date: April 11, 2024

## **Product Description Detail**

## **Nearpod Premium Plus - District**

Nearpod Premium Plus - District:

Nearpod Premium Plus, including unlimited access to:

- Nearpod's lesson, video, and activity creation and delivery platform with 20+ formative assessment and media features
- Nearpod Lesson Library with 8,500+ standards-aligned, interactive lessons for all K-12 subject areas, featuring favorite educational brands
- Nearpod Video & Activity Library with 10,200+ standards-aligned interactive videos and 3,300+ activities for all K-12 subject areas, featuring favorite educational brands, that can be used on their own, or added to Nearpod slides lessons
- District features including larger class sizes, unlimited storage, School and District shared Libraries, LMS integration, and more
- Premium Plus lesson delivery features, including Live Teacher Annotation, Co-Teaching, and Live to Student-Paced

## **Online Training**

Online Training:

Webinar: Up to 2-hour session with a Nearpod Trainer for up to 50 participants.

## **Training Policy**

## **Training Cancellation Policy**

Nearpod requests 48 hours notice to cancel or reschedule a confirmed session. If the session is not canceled but no one attends, this session will be considered expired.

Quote ID: 230404

### **Minimum Attendance Policy**

Nearpod requests that at least 10 participants attend a confirmed training session. If there are fewer than 10 participants, the session may be modified and will not be recorded.

## **Free Training Resources**

Access to daily public webinars, on-demand webinars and how-to resources and videos can be accessed here: <a href="http://nearpod.com/resources">http://nearpod.com/resources</a>

Quote Date: April 11, 2024

### **Terms**

This Sales Order is valid until: 06/31/2024

Service will run from 07/01/2024 until 06/30/2025, or from when customer is first provided access to the purchased service(s) for a length of time equal to the time between the Start Date and End Date, whichever is later. The agreed upon price for this timeframe is (USD) \$76,332.00.

Nearpod price quotes are confidential, unless disclosure is required by subpoena or state law. Education List Pricing is only available for PreK-12 Education customers. Please submit this price quote attachment with your Purchase Order. Tax-exempt customers should include their tax-exempt number on their Purchase Order.

This Sales Order covers the Nearpod and/or Flocabulary Services described herein and is governed by the Terms of Service and License Agreement and Data Protection Addendum available at: <a href="https://docs.renaissance.com/R67464">https://docs.renaissance.com/R67464</a>.

Customers providing a Purchase Order are required to remit payment within 30 days of invoicing. Otherwise, payment is required within 7 business days. Failure to remit payment may cause a disruption in service. By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Sales Order and any documents incorporated herein.

If you are a Tax-exempt customer, please include your Sales Tax-Exempt Certificate with signed documents/proof of payment. Otherwise, applicable tax will be included in your invoice.

## Purchase Order Information (REQUIRED):

res [ ]	- Please provide PO number below
No [ ]	
PO Number:	
	Vendor's proposed Purchase Order terms rejected
Name:	to the extent inconsistent with School Board's purchasing instructions. Purchase subject to
Signature:	terms of School Board Standard Addendum.
Date:	<pre>http://www.hernandoschools.org/departments/ purchasing/vendor-information</pre>
Tax Exempt	#:

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Quote Date: April 11, 2024



## Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

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Form **W-9** (Rev. 3-2024)

Quote Date: April 11, 2024

Cat. No. 10231X

# STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. 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 212.08(6), Fla. Stat.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.
- 12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

- 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.
  - 14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.
  - 15. <u>E-Verify</u>. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
  - 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:
  - Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
  - Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected within a reasonable time at a cost that does not exceed the cost provided in or copied chapter 119, Florida Statutes, or as otherwise provided by law; and
  - Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
  - 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.

- If the Contractor receives any student information / records as a result of this 18. agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

Robert	Blackwood
--------	-----------

Printed Name: Robert Blackwood Title: Senior Manager

Date: 06 / 03 / 2024

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

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

(For Donations, use Section B)

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

B. Item Currently Not Budgeted	d -**					
Funding Source	To be included in t	he 2024-2025 F	iscal Year Budge	t		
Account Name	Add'l Millage Nov 20	Instructional Rela	ated Technology Te	ch Rentals Academi	c Svcs Voted Mill	Technology
Account Number	1120E	6500	3690	9410	00107	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	76,332.00					
Funding Source						
Account Name						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	I MIM	i unouoti	Object	Cost Certier	i ioject	ous i roject

C. History	
Check one:	
Prior Year Budget:	Ø

Prior Year Budget: 
New for Current Year:

 $\begin{array}{ll} \mbox{Prior Year Approved Budget:} & $\underline{67,350.00}$ \\ \mbox{Prior Year Actual Spent:} & $\underline{67,350.00}$ \\ \end{array}$ 

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

### **Agenda Item #** 23. 24-2367

6/25/2024

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

Approve the renewal of Bid #22-961-04 RN, Building Official Services, awarded to M. T. Causley, LLC, and authorize the purchase of services for an estimated annual amount of \$150,000.00.

### **Executive Summary**

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of Bid #22-961-04 RN, Building Official Services, awarded to M. T. Causley, LLC, and authorize the purchase of services for an estimated annual amount of \$150,000.00.

### My Contact

Brian Ragan Director of Facilities & Construction ragan\_b@hcsb.k12.fl.us 352-797-7050

### 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

### Financial Impact

See attached budget sheet.

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

<b>School Board</b>	Approval Meet	ing:	June	25, 2024	•			
<b>Bid No.</b> 22-961-	04 RN		Bid Title: Building Official Services					
Recommend approv	al of this agenda item	under the	specific categor	y below:				
□ Lowest Bid(s) □ Revised Award □ Bid Termination □ Piggyback Cooperat	☐ Request for Proposal ☐ Renewal of Contract ☐ Revisions/Amendme ive		□Low Bid(s) Me □Sole Source □Bid Extension	eting Specifica	tion	□ Rejection/Cancellation □ Re-Award (Partial/Whole) □ Emergency		
Bid Contract Perio	<b>d:</b> 07/20/2024	through	07/19/2025		N/A – One	Time Purchase		
Contract Type:	☐ Estimated Dollar Amount	☐ Firm Dollar <i>i</i>	ı, Fixed Amount	☐ Firm, Fixed Unit Prices		n, Fixed Unit Prices, Rates, Fees and/or tages		
Renewal Options:	No. of Terms <u>Remaining</u>		☐ Length of Each Term (mon		ength of Term (year	⊠ None		
Rationale/Reason	:							
Bidders Electronically Downloaded From Bidn Direct Website:	Bids Received: et - 0 -	<b>No Bids</b> - 0 -	: Late Bid - 0 -	s: Rejec	cted Bids: -	N/A – Bids Not Required: Renewal		
Submitted By:	Christopher Reckner Director of Purchas		arehousing	Sch	ool(s): Di	strict Wide		
Requested By:	Brian Ragan Director of Facilitie	s & Const	truction	Dep	partment(	s): Support Operation:		

Recommended award, description of items and prices: (See attached)

**T/C CODE: 2204** 

This tabulation is to establish a contract with a firm(s) to provide firm hourly rates, to include all supervision, personnel, materials, supplies, equipment, vehicles, etc., in order to provide services as requested, to district sites. All fees, charges and expenses of any kind, (travel time, gas, etc.) shall be included in the hourly rates. No additional costs/expenses shall be permitted, except a stated in the bid documents.

#### PHASE I

Plan Review \$130.00 / Hour

#### PHASE 2

Trip Charge (to include first hour of work)\* \$130.00 / Hour

Additional Hours after Initial Trip Charge \* \$130.00 / Hour

Plan Review / Inspections \$130.00 / Hour

Service Call Charge \$195.00 / Hour – for services provide outside regular business hours

#### **Contact Information:**

M.T. Causley, LLC 4000 Central Florida Blvd. Orlando, FL 32816

Otto Letzelter, Project Manager (954) 921-7781 oletzelter@safebuilt.com

<sup>\*</sup> Note: Trip charge to include round trip from office to job site.

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

(For Donations, use Section B)

. Item Currently Budget  Account Name	ted -										
Account Number											
		Fund		Function		Object		Cost Center		Project	Sub Project
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
3	\$		\$		\$		\$		\$		
Account Name											
Account Number											
Account Number	_	Fund		Function		Object		Cost Center		Project	Sub Project
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
	\$		\$		\$		\$		Φ.		

B. Item Currently Not Budge		_				
Funding Source	Various Funds 2	:024-2025 Bud	get			
Account Name	Various Funds i	ncluding Half-C	Cent, Impact Fee	es, General Funds		
Account Number	1100E/3XXX	7400	XXXX	9009	MXXX	
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	150,000.0					
	0					
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 Yea	ır: ()			
	Prior Year Approved Budget:	<sub>\$</sub> 75,000.00		
	Thor real Approved Budget.			
	Prior Year Actual Spent:	<sub>\$</sub> 70,000.00		
	i noi real Actual Opent.	Ψ = 2,23000		

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

### Agenda Item # 24. 24-2368

6/25/2024

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

Approve the Purchase of Online and Credit Recovery Courses from Imagine Learning, LLC (FKA Edgenuity, Inc.) and Issuance of a Purchase order in an Estimated Amount of \$134,852.50

### **Executive Summary**

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of Imagine Learning Online and Credit Recovery courses. The Florida Statute 1011.61 authorizes the district to provide credit recovery courses to a student who failed to successfully complete a traditional or virtual education course during the regular school year and who must retake the course in order to meet promotion or graduation requirements.

Effective January 1, 2022, Edgenuity, Inc. and Imagine Learning, Inc. merged into Weld North Education, LLC, which changed its name to Imagine Learning, LLC. Imagine Learning, LLC is the supplier and publisher of this proprietary and copyrighted material. Purchase authorized under DOE Florida Administrative code 6A.1.012 and applicable Florida Statutes.

### 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.

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.



# **Price Quote**

100 S. Mill Ave Suite 1700 Tempe, AZ 85281 877-725-4257 

 Date
 5/20/2024

 Quote No.
 Q-40328

 Acct. No.
 12217207

 Total
 134,852.50

 Pricing Expires
 08/10/2024

School Board of Hernando County 8050 Mobley Road Brooksville FL 34601 United States

Payment Term	Contract Start	Contract End
Net 30	7/1/2024	6/30/2025

Site	Description	End Date	Qty	Amount
Hernando County School District				
	Edgenuity 6-8 Comprehensive Concurrent User	06/30/2025	80	32,000.00
	Odysseyware K-8 Single User	06/30/2025	15	4,500.00
	Edgenuity Academic Integrity	06/30/2025	1	2,002.50
	PD Onsite Day (CW-SUPP)	06/30/2025	7	23,100.00
Endeavor and Discovery Academies				
	Edgenuity 6-12 Comprehensive Site License	06/30/2025	1	10,000.00
Central High School				
	Edgenuity 9-12 Core Site License	06/30/2025	1	11,000.00
Hernando High School				
	Edgenuity 9-12 Core Site License	06/30/2025	1	11,000.00
F W Springstead High School				
	Edgenuity 9-12 Core Site License	06/30/2025	1	11,000.00
Weeki Wachee High School				
	Edgenuity 9-12 Core Site License	06/30/2025	1	11,000.00
Wilton Simpson Technical College				
	Edgenuity 9-12 Core Site License	06/30/2025	1	8,250.00
Nature Coast Technical High School				
	Edgenuity 9-12 Core Site License	06/30/2025	1	11,000.00

 Discount
 65,505.00

 Subtotal
 134,852.50

 Tax Total
 0.00

 Total
 134,852.50

Imagine Learning will audit invoice the customer for the

This quote is subject to Imagin terms-and-conditions, may chadocument, Customer explicitly pricing information contained in

Vendor's proposed Purchase Order terms rejected to the extent inconsistent with School Board's purchasing instructions. Purchase subject to terms of School Board Standard Addendum. <a href="http://www.hernandoschools.org/departments/purchasing/vendor-information">http://www.hernandoschools.org/departments/purchasing/vendor-information</a>

s are found to be in use than purchased, Imagine Learning will

and Conditions are available at <a href="www.imaginelearning.com/standard-gning">www.imaginelearning.com/standard-gning</a> this quote or by submitting a purchase order or form purchasing ing agreement. To the fullest extent permitted under applicable law, all ies without Imagine Learning's written consent.

Imagine Learning Representative
Matthew Davenport
Account Executive -
matthew.davenport@imaginelearning.com
imaginethefutureoflearning.com
Thank you for your partnership.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to <a href="mailto:AR@imaginelearning.com">AR@imaginelearning.com</a> or fax to 480-423-0213.

# STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. 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 212.08(6), Fla. Stat.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 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 Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
  - 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. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

### **Contractor:**

Kelly Stanice

Printed Name: Kelly Staniec

Title: Vice President, Controller Date: June 6, 2024

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

### PROGRAM EVALUATION/EVALUATION OF SERVICES

Form Completed by: John Morris Date: 6/10/2024

1. Why is this program being purchased? What need is the program designed to meet? Provide a description of the program and include any relevant data.

Edgenuity/Imagine Learning is an online core curriculum used primarily for credit recovery and grade forgiveness in grades 5-12. The program is also used for initial credit at our alternative school sites, Endeavor/Discovery, and in our EBD classrooms in secondary schools.

2. Who is the target population?

Students in grades 5-12.

3. Is the program in the planning or implementation stage? If it has been implemented, how long has it been in place?

Imagine Learning has been in place as a program since 2015.

4. What resources are needed to support the program (e.g., staff, funding, space, time, technology, etc.)?

Year	Resources	Department	Cost

5. What are the program's intended outcomes?

The programs intended outcome is to increase graduation rates and increase students in lower grades to catch up to their initially enrolled cohorts to graduate with.

6. How do you plan to progress monitor fidelity and effectiveness of the program?

Graduation Rates and Overage Student Reports.

7. What criteria will be used to judge the program performance?

The percentage of students that complete and pass a course for: initial credit, credit recovery, and grade forgiveness.

- 8. Describe what the program must accomplish to be considered successful (Return on Investment).
  - Increase in graduation rates and a decrease of students in the overage reports in secondary schools.
- 9. Is a program evaluation required at this time? If so, complete data summary sheet.

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

(For Donations, use Section B)

A. It	em Currently Budge	ted -										
	Account Name	_										
	Account Number	_	Fund		Function		Object		Cost Center		Project	Sub Project
			i unu		T dilettori		Object		Cost Center		i ioject	Sub i Toject
	Original		Budget		Expenditures /		Current		Present		Remaining	
	Approved	+	Amendments	-	Encumbrances To Date	=	Available Budget	-	Request	=	Balance Available	
	Budget	-			To Date		Buagei				Available	
\$		\$		\$		\$		\$		\$		
	Account Name											
		_										
	Account Number	_	Fund		Function		Object		Cost Center		Project	Sub Project
			i dila		T dilodoii		Object		Oost Ochter		rioject	Oub i roject
	Original		Budget		Expenditures /		Current		Present		Remaining	
	Approved	+	Amendments	-	Encumbrances	=	Available	-	Request	=	Balance	
	Budget	-			To Date		Budget				Available	
\$		\$		\$		\$		\$		\$		
												•

Funding Source	To be included in the	16 2024-2023	Tiscai Teal Dudget			
Account Name	Basic Education	Techno	logy Rentals/Textbooks	Academic S	cs Instruction	nal Materials
Account Number	1100E	5100	3690/5200	9410	50400	
	Fund	Function	Object	Cost Center	Project	Sub Project
<u>-</u>	126,602.50	ne 2024-2025	Fiscal Year Budget			
Funding Source	To be included in the		5 Fiscal Year Budget			
<u>-</u>			i Fiscal Year Budget			
Funding Source	To be included in the		5 Fiscal Year Budget5190	8400	40200	

C. History

Check one:
Prior Year Budget: Prior Year Budget: XO
New for Current Year: O

> Prior Year Approved Budget: \$\_108,733.00 Prior Year Actual Spent: \$\_108,733.00

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

Agenda Item # 25. 24-2376

6/25/2024

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

Approve renewing bid no 21-968-51 RN, Network Cabling Projects to multiple vendors for the installation of network cabling and authorize the purchase of goods and /or services on an as needed basis for an estimated annual amount of \$490,420.85.

### **Executive Summary**

The Director of Technology and Information Services, on behalf of the Superintendent of Schools, hereby requests the Board renew bid number 21-968-51 RN, Network Cabling Projects, to multiple vendors for the installation of network cabling and authorize the purchase of goods and/or services on an as needed basis for an estimated annual amount of \$490,420.85. The listed amount is to cover all costs the District may incur above and beyond the E-Rate grant for planned cabling which covers 80% of cabling costs for student internet access. This amount will also cover costs for any cabling and repairs not covered by E-Rate. The year over year increase for the bid is attributable to district wide expansion of the Wi-Fi network for the one -to-one laptops to provide ubiquitous Wi-Fi in all areas of our schools and for the cabling for the Wilton Simpson Technical college. The total represented does not indicate what will be spent but increase the sum that can be spent under this bid to better align with current needs.

### **My Contact**

Joseph Amato Director of Technology and Information Services (352) 797-7006

### 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

<b>School Board</b>	Approval Meet	ing:	Jun	e <b>25, 202</b>	4	
<b>Bid No.</b> 21-968-	51 RN		Bid <sup>-</sup>	<b>Title:</b> Netw	ork Cablir	ng Projects
Recommend approv	al of this agenda item (	under the spe	cific catego	ry below:		
☐ Lowest Bid(s) ☐ Revised Award ☐ Bid Termination ☐ Piggyback Cooperat	☐ Request for Proposal ☑ Renewal of Contract ☐ Revisions/Amendmentive		Low Bid(s) N Sole Source Bid Extensio	1eeting Specifion	cation	□ Rejection/Cancellation □ Re-Award (Partial/Whole) □ Emergency
Bid Contract Perio	od: 07/19/2024	through 07/	18/2025		N/A – One	Time Purchase
Contract Type:	☐ Estimated Dollar Amount	☐ Firm, Fix Dollar Amou		☐ Firm, Fix Unit Prices		, Fixed Unit Prices, Rates, Fees and/or ages
Renewal Options:	No. of Terms <u>Remaining</u>		Length of ch Term (mo		Length of ch Term (year	⊠ None ]
Rationale/Reason	:					
Bidders Electronically Downloaded From Bidn Direct Website:	Bids Received: et	No Bids:	Late B	ids: Re	jected Bids:	N/A – Bids Not Required: Renewal
Submitted By:	Christopher Reckne	r		Sc	hool(s): Dis	strict Wide
	Director of Purchasi	ng & Wareh	ousing			
Requested By:	<u>Darin Defilippo</u> Manager of Telecon	nmunication	s	De	epartment(s	s): District-Wide

Recommended award, description of items and prices: (See attached)

T/C CODE: 2151

This contract has been established with contractor(s) to provide firm hourly rates, to include all supervision, personnel, materials, supplies, equipment, vehicles, etc., to provide services as requested, to District sites. All fees, charges and expenses of any kind, (travel time, gas, etc.) shall be included in the hourly rates, excluding costs for required parts, supplies and materials, unless supplies and materials are provided by the District. NO additional costs/expenses shall be permitted, except as stated in the bid documents.

### A3 Communications, Inc. (V-50880)

1. Labor Rate (straight time) During Normal or Regular	
Business Hours, Monday-Friday, 7:00 am to 4:00 pm:	
Foreman w/Truck	\$ 125.00 / Hour
Supervisor w/Truck	\$ 85.00 / Hour
Journeyman	\$ 75.00 / Hour
Helper	\$ 65.00 / Hour
2. School not in Session, Nights, Weekends & Holidays:	
Foreman w/Truck	\$ 187.50 / Hour
Supervisor w/Truck	\$ 127.50 / Hour
Journeyman	\$ 112.50 / Hour
Helper	\$ 97.50 / Hour
Percentage Mark-Up on Manufacture(s) List Price for Parts, Supplies & Materials, Regardless of Manufacturer Shall Apply:	20 %

Additional Pricing, if applicable: N/A

### **Contact Information:**

A3 Communications, Inc. 7360 Bryan Dairy Road, Suite 200 Seminole, FL 33777

Kirby Rich (803) 744-5000 ext. 5010 krich@a3communications.com

Norman D'Accardi (904) 886-0080 ext. 202 ndaccardi@a3communications.com

Purchase Order Email: insidesales@a3communications.com

Authorized Repair Facility to perform any/all repairs, warranty & non-warranty work, service, adjustments, etc.

7360 Bryan Dairy Road, Suite 200 Seminole, FL 33777 (904) 886-0080

(21-986-51 RN (06-25-24) P. 2

### **AFL Enterprise Services, Inc. (V-50437)**

1. Labor Rate (straight time) During Normal or Regular	
Business Hours, Monday-Friday, 7:00 am to 4:00 pm:	
Foreman w/Truck	\$ 42.00 / Hour
Supervisor w/Truck	\$ 42.00 / Hour
Journeyman	\$ 42.00 / Hour
Helper	\$ 40.00 / Hour
2. School not in Session, Nights, Weekends & Holidays:	
Foreman w/Truck	\$ 50.00 / Hour
Supervisor w/Truck	\$ 50.00 / Hour
Journeyman	\$ 50.00 / Hour
Helper	\$ 42.00 / Hour
Percentage Mark-Up on Manufacture(s) List Price for Parts, Supplies & Materials, Regardless of Manufacturer Shall Apply:	12 %

Additional Pricing, if applicable: Security, Foreman with Truck - \$55.00/Hour

### **Contact Information:**

AFL Enterprise Services, Inc. 170 Ridgeview Center Drive Duncan, SC 29334

Lewis Barkley (727) 902-7322 <a href="mailto:lewis.barkley@aflglobal.com">lewis.barkley@aflglobal.com</a> Purchase Order Email: Same

Authorized Repair Facility to perform any/all repairs, warranty & non-warranty work, service, adjustments, etc.

6306 Benjamin Road Tampa, FL 33634 (727) 902-7322

(21-986-51 RN (06-25-24) P. 3

### MCS of Tampa, Inc. (V-43427)

1. Labor Rate (straight time) During Normal or Regular	
Business Hours, Monday-Friday, 7:00 am to 4:00 pm:	
Foreman w/Truck	\$ 57.00 / Hour
Supervisor w/Truck	\$ 57.00 / Hour
Journeyman	\$ 50.00 / Hour
Helper	\$ 40.00 / Hour
2. School not in Session, Nights, Weekends & Holidays:	
Foreman w/Truck	\$ 85.50 / Hour
Supervisor w/Truck	\$ 85.50 / Hour
Journeyman	\$ 75.00 / Hour
Helper	\$ 60.00 / Hour
Percentage Mark-Up on Manufacture(s) List Price for Parts, Supplies & Materials, Regardless of Manufacturer Shall Apply:	25 %

Additional Pricing, if applicable: N/A

### **Contact Information:**

MCS of Tampa, Inc. 8510 Sunstate Street Tampa, FL 33634

Kristy McCallum (813) 865-4480

Purchase Order Email: <a href="mailto:KMcCallum@mcsoftampa.com">KMcCallum@mcsoftampa.com</a>

Authorized Repair Facility to perform any/all repairs, warranty & non-warranty work, service, adjustments, etc.

8510 Sunstate Street Tampa, FL 33634 (813) 872-0217

(21-986-51 RN (06-25-24) P. 4

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

A. Item Currently Budge	ted -										
Account Name	_										
Account Number	_										
		Fund		Function		Object		Cost Center	-	Project	Sub Project
Original Approved	+	Budget Amendments	-	Expenditures / Encumbrances	=	Current Available		Present Request	=	Remaining Balance	
Budget	-			To Date		Budget		, 1 <del>2 d</del>		Available	
\$	\$		\$		\$	<del></del>					•
Account Name	_										
Account Number	_										
		Fund		Function		Object		Cost Center		Project	Sub Project
Original Approved	+	Budget Amendments	_	Expenditures / Encumbrances	=	Current Available	_	Present Request	=	Remaining Balance	
Budget	-			To Date		Budget		· · • • • · · · · · · · · · · · · · · ·		Available	
\$			\$	<del> </del>	\$	· · · · · · · · · · · · · · · · · · ·	\$		\$		
B. Item Currently Not Bu	-	 Contingent up	on va	arious fundin	gs, s	uch as gran	ts/ca	pitol outlay/g	eneral	funds/milla	ge
Funding Source Account Name Account Number	\[ \begin{align*} \be		ng will								
Funding Source Account Name Account Number	\[ \begin{align*} \be	Contingent up Network Cablin 11XX/3XXX Fund	ng will	be charged t		rious schools		departments ı		lready appro	ved budgets
Funding Source Account Name Account Number Amount	\[ \begin{align*} \be	Contingent up Network Cablin 11XX/3XXX Fund	ng will	be charged t		rious schools		departments ı		lready appro	ved budgets
Funding Source  Account Name  Account Number  Amount  Funding Source	\[ \begin{align*} \be	Contingent up Network Cablin 11XX/3XXX Fund	ng will	be charged t		rious schools Object		departments ( Cost Center		lready appro	Sub Project
Funding Source Account Name Account Number Amount Funding Source Account Name	\$up1	Contingent up Network Cablin 11XX/3XXX Fund to 490,420.85	ng will	be charged t		rious schools		departments ı		lready appro	ved budgets
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number	\$up1	Contingent up Network Cablin 11XX/3XXX Fund to 490,420.85	ng will	be charged t		rious schools Object		departments ( Cost Center		lready appro	Sub Project
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number	\$up1	Contingent up Network Cablin 11XX/3XXX Fund to 490,420.85	ng will	be charged t		rious schools Object		departments ( Cost Center		lready appro	Sub Project
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount	\$up1	Contingent up Network Cablin 11XX/3XXX Fund to 490,420.85	ng will	be charged t		rious schools Object		departments ( Cost Center		lready appro	Sub Project
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount  C. History Check one: Prior Year Budget:	\$ up 1	Contingent up Network Cablin 11XX/3XXX Fund to 490,420.85	ng will	be charged t	o val	rious schools Object		departments ( Cost Center		lready appro	Sub Project

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

Agenda Item # 26. 24-2378

6/25/2024

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

Approve the renewal of Bid #21-990-06 RN, Service of Fire Extinguishers/Fire Suppression Systems, Related Equipment, Inspections, Repair & Purchase of Parts/Equipment, awarded to Thomas Safety, LLC. (formerly All Florida Fire Equipment Co.) and authorize the purchase of products/services for an estimated annual amount of \$37,000.00.

### **Executive Summary**

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of Bid #21-990-06 RN, Service of Fire Extinguishers/Fire Suppression Systems, Related Equipment, Inspections, Repair & Purchase of Parts/Equipment, awarded to Thomas Safety, LLC. (formerly All Florida Fire Equipment Co.) and authorize the purchase of products/services for an estimated annual amount of \$37,000.00.

### My Contact

William L Hall Fire Official/Plans Examiner hall\_b@hcsb.k12.fl.us 352-797-7050

### 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

### **Financial Impact**

See attached budget sheet.

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

### **PURCHASING AGENDA ITEM**

Hernando County School District

School Board	Approval Meetii	ng:	June 25,	2024			
<b>Bid No.</b> 21-990-0	06 RN		Extinguish Related E	<b>Bid Title:</b> Service of Fire Extinguishers/Fire Suppression Systems, Related Equipment, Inspections, Repairs & Purchase of Parts/Equipment			
Recommend approve	al of this agenda item ur	nder the spe	cific category belo	ow:			
□ Lowest Bid(s) □ Revised Award □ Bid Termination □ Piggyback Cooperati	☐Request for Proposal(s ☑Renewal of Contract ☐Revisions/Amendment ive		Low Bid(s) Meeting Sole Source Bid Extension	Specification	☐ Rejection/Cancellation☐ Re-Award (Partial/Whole)☐ Emergency		
Bid Contract Perio	<b>d</b> : 07/28/2024 tl	nrough 07/	27/2025	□ N/A – Or	e Time Purchase		
Contract Type:	☐ Estimated  Dollar Amount	☐ Firm, Fixe			m, Fixed Hourly Rates, Unit ices and/or Percentages		
Renewal Options:	No. of Terms Remaining		Length of th Term (month)	☐ Length of Each Term (ye	⊠ None ar)		
	Renewal of Contract. act for final renewal, und				nompson Safety, LLC,		
Bidders Electronically Downloaded From Public Purchase Website: n/a	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	N/A – Bids Not Required: Renewal		
Submitted By:	Christopher Reckner			School(s):	District Wide		
	Director of Purchasin	g & Wareh	ousing				
Requested By:	Bill Hall Fire Official/Plans Exa	aminer		Departmen	t <b>(s):</b> Support Operations		

Recommended award to All Florida Fire Equipment, description of items and prices: (See attached)

### T/C CODE: 2106

The purpose and intent of this invitation to bid is to establish a contract for <u>on-site</u> *Fire Extinguisher and Kitchen Fire Suppression Hood Systems* services, as requested in this bid, with experienced, qualified, bonded and licensed contractors to provide for complete installation, annual inspections, recharging, testing, certifications, maintenance and repair services (all labor, personnel, equipment, supplies, and materials, etc.). It is the intention of the District to develop a partnership with the awarded vendor whereby the vendor shall allow the District personnel to work under their license for the inspection and tagging of Portable Extinguishers as long as the District personnel meets the requirements of the Division of the State Fire Marshal as a Portable Fire Extinguisher Permittee outlined in F.S 633.304. The District intents to utilize this option throughout the contract. Fire Extinguisher Inspection would only be provided by the vendor if there are no qualified personnel employed with the school district. For that reason, this bid requests pricing for inspection by both school district personnel and by the vendor.

Services will be required on an as needed basis, county wide. This bid will establish fixed hourly labor rates, firm unit pricing and firm percentage (%) off manufacturers list prices for replacement parts, supplies and materials (unless designated to be provided by the district), for the contract period as specified herein. The following is a minimum listing of services and/or related products to be provided during the contract period and in no way should be considered complete:

- ⇒ Certification and Tagging of Portable Fire Extinguishers by School District personnel (primary method);
- ⇒ Inspection, Certification Tagging, Repair, Preventative Maintenance and Purchase of Portable Fire Extinguishers(only in the event that there are no qualified personnel employed by the school district to perform);
- ⇒ Inspection, Certification Tagging, Repair, Preventative Maintenance and Code Compliant Upgrade of <u>Commercial</u> <u>Kitchen Fire Suppression Hoods and Systems, as well as Fire Hoses</u>. Conduct State Required Twice A Year Fire Inspection and Service.
- ⇒ Hourly Rate For Labor For The Inspection and Service Of Other Fire Related Equipment;
- ⇒ A Percentage Discount Off Manufacturers' List Price For Fire Safety Devices, Parts, Equipment, Etc.

### **Thompson Safety, LLC** (formerly All Florida Fire Equipment)

Description	Firm Pricing
Section I – Hourly Labor Rates	
Straight Time During Normal Hours - Monday-Friday 7:00 am to 4:00 pm	\$0.05/Hour
After Hours/Overtime/Weekend & Holidays - After 4:00 pm or Before 7:00 am	\$0.05/Hour
Helper Rates	\$0.05/Hour

All workmanship on pre-engineered systems have a 1-year warrantee. These labor rates are only valid for work on pre-engineered fire suppression systems.

Item	Description	Firm Pricing
A. Inspe	ection And Service Of Each Portable Extinguisher	
(All Inspe	ction Tags Shall Be Stick On Tags)	
1.	Fire Extinguishers Inspected & Tagged on An Annual Basis	\$6.00/Extinguisher
2.	Fire Extinguishers Inspected & Tagged by School District Personnel	\$3.50/Extinguisher
3.	Fire Extinguishers Six (6) Year Inspection	\$31.50/Extinguisher
4.	Hydrostatic Testing	\$16.80/Extinguisher
B. Fire E	xtinguishers Recharged	
	ABC Dry Chemical Type 2-1/2 LB	\$1.00/Extinguisher
	ABC Dry Chemical Type 5 LB	\$1.00/Extinguisher
	ABC Dry Chemical Type 10 LB	\$1.00/Extinguisher
	BC Dry Chemical Type 2-1/2 LB	\$1.00/Extinguisher
	BC Dry Chemical Type 5 LB	\$1.00/Extinguisher
	BC Dry Chemical Type 10 LB	\$1.00/Extinguisher
	C02 10 LB	\$56.00/Extinguisher

	Class K 6 Liter / 2.5 LB	\$107.80/Extinguisher
Item	Description	Firm Pricing
C. Purchase	Price Of NEW Fire Extinguishers	
	ABC Dry Chemical Type 2 ½ LB	\$30.80/Extinguisher
	ABC Dry Chemical Type 5 LB	\$49.00/Extinguisher
	ABC Dry Chemical Type 10 LB	\$91.00/Extinguisher
	BC Dry Chemical Type 2 ½ LB	\$28.00/Extinguisher
	BC Dry Chemical Type 5 LB	\$49.00/Extinguisher
	BC Dry Chemical Type 10 LB	\$63.00/Extinguisher
	C02 10 LB	\$245.00/Extinguisher
	Class K 6 Liter / 2.5 LB	\$238.00/Extinguisher
D. Inspection	n And Service Of Each Kitchen Hood Suppression System	
-	Semi-Annual Kitchen Hood Inspection	\$105.00/Semi-Annual
	Recharge per Bottle	\$70.00/Bottle
	Fusible Link Replacement	\$21/Link
	Balance Of Line Percentage Discount Off Manufacturer's List Price For Fire Hood Suppression Systems Repair/Replacement Parts & NEW Equipment/Parts For Upgrades To UL 200 Systems (Same Discount Shall Apply Regardless Of Manufacturer)	10%
E. Inspection	and Service of Halon Systems	
	Semi-Annual Halon Fire Suppression System Inspection (Admin. Bldg. Computer Room	NO BID
F. Standard F	Repair and Replacement Parts	
	Universal Cylinder Band(s)	\$9.10/Each
	Snap In Vehicle Bracket(s)	\$16.80/Each
	Extinguisher Cabinet Flush Mount(s)	\$182.00/Each
	Extinguisher Cabinet Surface Mount(s)	\$182.00/Each
	Extinguisher Cabinet Surface Mount with Alarm(s)	\$210.00/Each
	Balance Of Line Percentage Discount Off Manufacturer's List Price For Various Repair & Replacement Parts Not Specifically Identified (Same Discount Shall Apply Regardless Of Manufacturer)	10 %

NOTE: Pricing is based on cost per fire extinguisher unit. However, if the unit inspected also needs servicing, the contract pricing shall prevail, and **NO** inspection fee will be charged.

# Agenda 24-2378 Fire Extinguisher Equip, Inspection, Repair

Complete Section A or B; and C

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

Account Na	ame						
Account Nu							
		Fund	Function	Object	Cost Center	Project	Sub Project
Origin Approv Budge	/ed +	Budget Amendments	Expenditures / - Encumbrances = To Date	Current - Available - Budget	Present - Request =	Remaining Balance Available	
\$		•	\$	\$	\$	\$	
Account Na	ame						
Account Nu	umber						
		Fund	Function	Object	Cost Center	Project	Sub Project
Origin Approv Budge	ved +	Budget Amendments	Expenditures / - Encumbrances = To Date	Current - Available - Budget	Present - Request =	Remaining Balance Available	
\$		;	\$	\$	\$	\$	
B. Item Currently	y Not Budgete	d -**					
B. Item Currently Funding So			eneral Funds				
	ource	2024-2025 G	eneral Funds	on of Fire Exting	uishers		

1100E	8100	3500	9550	4950	
Fund	Function	Object	Cost Center	Project	Sub Projec
37,000.00					
-					
	1100E	1100E 8100 Function	1100E         8100         3500           Fund         Function         Object	Fund Function Object Cost Center	1100E         8100         3500         9550         4950           Fund         Function         Object         Cost Center         Project

C. History		
Check one: Prior Year Budget: New for Current Year:	<b>&amp;</b> O	
	Prior Year Approved Budget:	<sub>\$</sub> 37,000.00
	Prior Year Actual Spent:	\$ 37,000.00

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



### Hernando School District

### School Board Regular Meeting

Agenda Item # 27. 24-2382

6/25/2024

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

Approve the Contract between PACE Center for Girls of Hernando County and the Hernando County School District for services to High Risk Females in Identified Schools with an estimated annual spending of \$77,087.

### **Executive Summary**

The Assistant Superintendent of Teaching and Learning, on behalf of the Superintendent of Schools, hereby requests the Board to approve the contract between PACE Center for Girls of Hernando and the Hernando County School District for providing comprehensive education and therapeutic prevention and intervention services to troubled adolescent girls.

### My Contact

Gina Michalicka Assistant Superintendent of Teaching and Learning 352-797-7000 ext. 404 Michalicka g@hcsb.k12.fl.us

### 2023-28 Strategic Focus Area

Priority 1: Student Success

### **Financial Impact**

The cost for this agenda is \$77,087, see attached budget sheet. The cost for the previous fiscal year was \$198,918.

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

# AGREEMENT between HERNANDO COUNTY SCHOOL DISTRICT, FLORIDA and PACE CENTER FOR GIRLS, INC.

This contract by and between The Hernando County School District, hereinafter referred to as "SCHOOL DISTRICT," and PACE CENTER FOR GIRLS, Hernando County, hereinafter referred to as "PACE."

### WITNESSETH:

Whereas, PACE is a non-profit, non-residential agency contracted by the Department of Juvenile Justice (DJJ) to provide comprehensive education and therapeutic prevention and intervention services to troubled adolescent girls eligible for this program by State Board of Education Rule 6A-1.994 and Florida Statute 1003.52; and,

Whereas, the SCHOOL DISTRICT has the authority as provided by FS 1003.01 (12) and the State Board of Education Rule A-1.994 to engage in a contractual relationship with non-profit corporations which have been formed for providing a cooperative educational service to the district; and,

Whereas, the SCHOOL DISTRICT is committed to providing appropriate educational programs for school age children in Department of Juvenile Justice dropout prevention programs when school enrollment in their regular school program is not desired, available, recommended, or allowed; and,

Whereas, the parties in this Agreement desire a maximum degree of cooperation and administrative planning to provide an effective program of educational services for students placed in this program by eligibility under Florida Statute 1003.52.

IT IS AGREED for and in consideration of the mutual covenants contained herein, the parties agree as follows:

- The term of this contract shall be for the period beginning July 1, 2024, and terminating June 30, 2025. The contract will be reviewed annually. This contract may be modified or amended only with the written consent of the parties consistent with all state and federal statutes, rules, and regulations. Either party may terminate this Contract upon thirty (30) days written notice to the other party.
- 2. PACE agrees to indemnify, defend and hold the School Board harmless from and against all claims, suits, judgements, or damages, including court costs and attorney fees through and including appeals, arising out of or during the provision of the services called for in the agreement. PACE's indemnification obligations shall not extend to any acts or omissions of the School Board or any employee of the School Board. PACE shall execute and maintain in force liability insurance to provide such indemnification amount sufficient to cover the waiver of sovereign indemnity in Florida Statute 768.28. The School Board does not waive any rights or protections under sovereign immunity set forth in Section §768.28, Florida Statutes, as it now exists or as it may be amended.
- 3. The School Board agrees to pay PACE 95% of the weighted Full Time Equivalent (FEFP) revenue generated through the Florida Education Finance Program (FEFP) funds for eligible students enrolled at PACE. FEFP funds will be determined by using the Department of Education's DJJ funding worksheet for the applicable school year. The formula shall be as follows:
  FTE x program cost factor x base student a/location x district cost differential factor= FEFP dollars, including ESE Guaranteed Allocation and DJJ Supplemental Allocation. The FTE is based on the DOE's re-calibration of FTE. The Distribution of funds will be consistent with the School Board procedures and policies. The FEFP funding components shall include the following components: Base Student A/location, ESE Guaranteed Allocation, DJJ Supplemental Allocation, and Discretionary Local efforts.
- 4. PACE will serve a maximum of fifty (50) girls, aged 11-17, during this contract period.
- 5. The District will lease PACE access to five (5) portables at JD Floyd Elementary School (in attached identified area) for its use in conducting its program. The lease shall be a payment of \$12,000 which will be utilized to defray operational costs and to update and repair the five

portables. PACE shall not erect thereon any equipment or structure unless pre-approved by the Facilities Operations Department. The parties acknowledge that the agreement is that these portables are to be used on a temporary basis from July 1, 2024 through June 30, 2025 unless both parties agree to an extension of this agreement.

It must be understood that if the District's obligation to student capacity requirements for educational programs requires additional space, the portables must return to use for JD Floyd students. The District shall notify PACE of the facility need as soon as known in writing. PACE will have sixty (60) days to vacate and return the portables as received.

### RESPONSIBILITIES OF THE SCHOOL DISTRICT:

- Provide PACE staff a contact person for the purpose of accessing student educational data, records, grading system, parent communication tools afforded to Hernando County teachers and administrators.
- 2. Provide PACE a school district contact person on matters pertaining to ESE, 504, ESOL and agreement discussions.
- 3. Provide PACE with a school district contact person to consult with regarding entering schedules and attendance into School District database.
- 4. Provide a contact for Guidance services to consult with regarding enrollment transitions to and from PACE school or other post PACE placements and for course/credit recovery, scheduling, graduation requirements, etc., as needed.
- 5. Provide testing materials as required by Florida Statute 1008 and allow PACE staff responsible for test administration to attend District training sessions for administering thetests.
- 6. Provide training and access to school district educational, student, and record keeping systems.
- 7. Provide timely testing by SCHOOL DISTRICT psychologists for PACE students who may be ESE eligible.
- 8. Provide PACE a contact person to assist in identifying girls to receive PACE services and to approve of final PACE placement.
- 9. The Florida Department of Education provides a detailed calculation worksheet for DJJ programs. (see <a href="http://www.fldoe.org/finance/fl-edu-finance-program-fefp/department-of-juvenile:justice-revenue.stml">http://www.fldoe.org/finance/fl-edu-finance-program-fefp/department-of-juvenile:justice-revenue.stml</a>). The SCHOOL DISTRICT agrees to pay PACE revenue earned through the Florida Education Finance Program as a result of weighted Full Time Equivalency (FTE) counts of eligible students taught by PACE during the period of this contract. Payments will be made monthly during the months of July, August, September, October, November, December, January, February, March, April, May and June on the basis of a 230-day student calendar year. The June payment will be adjusted to reflect payment for the actual number of FTE counted during July, October, February, and June. In the event of a state holdback or a pro-ration which reduces the SCHOOL BOARD'S funding, PACE's monthly funding will be reduced proportionately.
- 10. Education Accountability for DJJ Programs-Whereas Rule 6A-1.099812, F.A.C., establishes a performance rating system for DJJ education programs that measures performance on twelve (12) components. Ratings are based solely upon data submitted to FDOE. To support compliance with this rule, the SCHOOL BOARD shall grant access to specific student data files for user access for PACE National Office designees to enter, retrieve and verify such data in system(s) used to submit PACE data to FDOE regarding FTE and DJJ accountability reporting. A school district designee shall work with a PACE designee(s) assigned by its National Office to verify that all such data, including student-enrollment data, accurate and reported timely to the FDOE. PACE shall comply with all applicable provisions and requirements of the Family Educational Rights and Privacy Act (FERPA), and shall provide to the SCHOOL BOARD verification of such compliance upon request.

#### **RESPONSIBILITIES OF PACE:**

- 1. PACE shall provide a program of education, training, and related services to the referred students. PACE will at all times provide sufficiently trained and qualified professional staff for the proper instruction and supervision of students in the PACE program. Professional staff must be certificated or eligible to meet the certification requirements as required by Chapter 1012, Florida Statutes, FDOE State Board Rule. PACE will not employ or engage any person who has been terminated or non-renewed for poor performance by the SCHOOL DISTRICT. PACE will also not employ or engage any person who has resigned from his or her employment by the SCHOOL DISTRICT in lieu of disciplinary action with respect to child welfare or safety, or has been dismissed for just cause. The qualification of PACE's employees and independent contractors shall be released to the SCHOOL DISTRICT and to parents as required by Federal and Florida Statutes. PACE agrees to follow SCHOOL DISTRICT policies and procedures when hiring both short-term and long-term substitutes.
- 2. PACE shall ensure Florida certified teachers are responsible for the supervision of instructional activities and student performance objectives of courses for credit toward a standard high school diploma, or when warranted, a GED.
- 3. PACE shall ensure that a minimum of one certified and highly qualified Exceptional Student Education (ESE) teacher will be available to provide resource services to ESE students through the support/facilitation model. The SCHOOL BOARD will continue to provide support and oversight of the delivery of ESE services as well as drafting IEPs, Speech Language, ESOL and other services as needed in compliance with all state and federal statutes related to ESE.
- 4. PACE shall make efforts to recruit and identify students who have dropped out of school and determine their eligibly and appropriateness for reentry into the PACE program.
- 5. PACE agrees to provide the School District with quarterly financial reports that include detailed information related to the expenditures of funds provided by the SCHOOL BOARD. These reports will be submitted according to the following timeline: July-September Quarter Due October 30; October-December Quarter Due January 30; January-March Quarter Due April 30; April June Quarter Due July 30.
- PACE will notify the SCHOOL DISTRICT within 48 business hours if an employee who PACE
  has certified as completing the background check and meeting the statutory standards then
  is convicted of any disqualifying offense.
- PACE will obtain current Individual Education Plans of the student's entry into the program. The SCHOOL DISTRICT will provide regularly scheduled ESE consultant services, English for Speakers of Other Language (ESOL) available resources, as needed, at no cost to PACE. PACE will comply with all IEP/ESOL requirements.
- 8. PACE shall appoint a person/persons responsible for administering all assessments, inform the District of the person/persons in charge of administering assessments and ensure they have been trained to administer and as appropriate score the test instrument.
- 9. PACE shall enter all appropriate student data into the District's SIS.
- 10. PACE shall maintain student records in accordance with State requirements for Dropout Prevention/Juvenile Justice Programs, as well as the information for data reporting requirements requested by the SCHOOL BOARD and State and Federal agencies, and shall follow Florida Department of Education and SCHOOL DISTRICT policies and procedures relating to Dropout Prevention Juvenile Justice Programs. Follow Florida Administrative Code 6A- 6.05281; Educational Programs for Students in Department of Juvenile Justice Detention, Prevention, Residential or Day Treatment Programs.
- 11. At PACE's discretion, PACE students shall have the opportunity to be involved in the School District, or other qualified providers', breakfast and lunch program. PACE shall provide transportation of breakfasts and lunches from a satellite school or other provider as necessary.

- 12. PACE shall comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1974 and Section 504 of the rehabilitation Act of 1973 and with local or state standards for health and safety of students.
- 13. PACE agrees not to disclose any information concerning a recipient of services under this contract for any purpose not in conformity with State and Federal regulations except with written consent of the recipient or his parent/guardian where authorized by law.
- 14. The designee of the SCHOOL DISTRICT shall be permitted to review the program and other performance reports for PACE and confer with its staff at reasonable times. Results of these reviews will be considered in the determination of contract renewals.
- 15. PACE shall prepare for the SCHOOL DISTRICT designee's review the educational exit portfolio, which is to include items in the student's DJJ discharge packet. These items shall include: a copy of the student's exit plan; current permanent record information; a school district withdrawal form that includes grades in progress for the program; a current IEP and/or PMP; all entry and exit assessment data on reading, writing, and math; length of participation in the program (entry and exit dates); and copies of certificate/diplomas earned at the program.
- 16. PACE agrees to provide a 250 day instructional calendar, or the equivalent expressed in hours as specified by the State Board of Education, of which twenty (20) days, or its hourly equivalent, may be used for in-service training and planning in day treatment programs according to PACE"s academic calendar.
- 17. PACE is responsible for custodial task and cleaning of the portables.
- 18. PACE agrees that regarding any incidents requiring law enforcement, it is the responsibility of PACE to contact the Hernando County Sheriff's Office for support.
- 19. Pursuant to Section 119.0701, Florida Statutes, any party contracting with the School Board is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that the School Board would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (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; and (d) meet all requirements for retaining public records and transfer, at no cost, to the School Board all public records in that party's possession upon termination of its contract with the School Board and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

#### RESPONSIBILITY OF BOTH THE SCHOOL DISTRICT AND PACE:

- PACE and the SCHOOL BOARD agree to coordinate the preparation and planning for student movement in and between programs, involving educational, site, and re-entry staff, in addition to appropriate significant others and program or agency representatives.
- Shall have access to DJJ commitment files for planning transitional services and progress monitoring in accordance with 6A-6.05281(5) of Florida Code.
- 3. Internet Access & Protection. PACE and the SCHOOL DISTRICT mutually agree and understand that to provide personalized educational services, access to online, web-based, teaching, learning and assessment resources is critical. PACE shall provide educationally appropriate internet access for use by students, teachers and school administrators at the school campus as required to meet the noted educational needs while complying with the tenets and requirements of the CIPA (Child Internet Protection Act).
- Agree to abide by all procedures and guidelines developed and mutually agreed upon by both parties regarding the implementation of this contract.

Neither party shall individually assign this agreement; however, the parties may modify it in writing or attach an addendum, if changes are mutually agreed upon and signed by persons of authority in both organizations.

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 4:39 pm, Jun 12, 2024

**HERNANDO COUNTY SCHOOL DISTRICT** 

Linda Prescott, Board Chair	Date:
PACE CENTER FOR GIRLS, INC.	
Thresa Gles (Jun 5, 2024 15:49 EDT)	
Thresa Giles, Chief Financial/Business Operations Officer	<b>Date:</b> Jun 5, 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.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- 2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. 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 212.08(6), Fla. Stat.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 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 Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
  - 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. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

#### **Contractor:**

080	<i>L</i>	
Thresa Giles (.	lun 5, 2024 16:25 EDT	)
Printe	d Name:	Thresa Giles
Title:	CFO	
Date:	Jun 5, 2024	

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

# Complete Section A or B; and C

# MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

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<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

Agenda Item # 28. 24-2384

6/25/2024

# **Title and Board Action Requested**

Accept notification of the Annual Comprehensive Safety Inspections for district schools and facilities for the 2023-2024 school year.

## **Executive Summary**

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby notifies the Board of compliance and required issuance of certifications for all schools and facilities for the 2023-2024 school year. No additional action is required by the Board for this informational item.

Florida Administrative Code 6A-2.0010, Florida Administrative Code 69A-58.004, Florida Statute 1013.12 and the State Requirements for Educational Facilities combine to require the School Board to provide for annual inspections to determine compliance with fire safety, casualty safety and sanitation standards of all facilities.

These inspections are encompassed within the district's Annual Comprehensive Facility Inspection Report. Each year, the Board is required to certify to the State Fire Marshal's Office that these inspections have been completed. The certification for each school facility is submitted electronically through the State Fire Marshal's website shortly upon completion of each inspection by an HCSD fire inspector duly authorized to conduct such inspections under applicable Florida law.

Copies of the Annual Comprehensive Facility Inspection Report for the 2023-2024 school year are maintained by the District Fire Official. The public may review the report upon request to Facilities & Construction Office, located at 8016 Mobley Road, Brooksville, FL, 34601.

# **My Contact**

William L Hall Fire Official/Plans Examiner hall\_b@hcsb.k12.fl.us 352-797-7050

#### 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

## **Financial Impact**

See attached budget sheet.

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

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

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Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount	\$ OO	Fund									

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

Agenda Item # 29. 24-2390

6/25/2024

## **Title and Board Action Requested**

Award Bid #24-918-37: Emergency Response Restoration Services, to Fantastic Five (Servpro), Global Disaster Recovery, Hydradry, Inc. and Lemoine Disaster Recovery, LLC and authorize the purchase of services for an estimated amount to be determined by the post disaster recovery assessment.

# **Executive Summary**

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board Award Bid #24-918-37: Emergency Response Restoration Services, to Fantastic Five (Servpro), Global Disaster Recovery, Hydradry, Inc. and Lemoine Disaster Recovery, LLC and authorize the purchase of emergency services for an estimated amount to be determined by the post disaster recovery assessment.

## My Contact

William L Hall Fire Official/Plans Examiner hall\_b@hcsb.k12.fl.us 352-797-7050

## 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

## **Financial Impact**

See attached budget sheet.

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

# **PURCHASING AGENDA ITEM**

Hernando County School District

School Board	Approval Meetii	ng:	Jun	e 25, 2	024		
<b>Bid No.</b> 24-918-	37			<b>Title:</b> E toration			sponse
Recommend approve	al of this agenda item ur	nder the s	pecific categ	ory below.	•		
☐ Lowest Bid(s) ☐ Revised Award ☐ Contract Termination ☐ Reversed Auction	☐ Request for Proposal(s) ☐ Renewal of Contract ☐ ☐ Amendments to Contrac ☐ Piggyback Cooperative	ct	⊠Low Bid(s) N □Sole/Single S □Extension of □Responsive/	Source Contract			☐ Rejection/Cancellation☐ Re-Award (Partial/Whole)☐ Emergency
Bid Contract Perio	<b>d:</b> 06/25/2024 th	nrough 0	6/24/2027		□ N/A	A – One	Time Purchase
Contract Type:	☐ Estimated Dollar Amount	☐ Firm, F		☐ Firm Unit Pr	-	-	Fixed Unit Prices, Rates, Fees and/or ages
Renewal Options:	No. of Terms Remaining - 3-		□ Length of Each Term (m	onth)		gth of erm (year) 1 -	□ None
Rationale/Reason	: Emergency Response	Recovery	Services.				
Bidders Electronically Downloaded From Bidnet Direct Website: 4	Bids Received: - 7 - 42	<b>No Bids:</b> - 0 -	<b>Late E</b> - 0 -	Bids:	Rejected	d Bids:	☐ N/A – Bids Not Required:
Submitted By:	Christopher Reckner Director of Purchasin	g & Ware	ehousing		Schoo	l(s): Dis	trict Wide
Requested By:	Bill Hall Fire Official/Plans Exa	aminer			Depar	tment(s	): Support Operation

Recommended award, description of items and prices: (See attached)

**T/C CODE: 2437** 

This tabulation established a contract with licensed and qualified firms to provide the District with emergency recovery services. Such services include, but are not limited to full-service water extraction, mold remediation services, fire restoration, shelter recovery, and other emergency response services as described by the Facilities and Construction authorized personnel. Services will be provided on an as-needed basis, districtwide. Firms will furnish all materials, labor, supervision, equipment, tools, travel, fuel, etc. necessary to provide full-service restoration with emergency response services 24-hours a day, 7-days a week at various locations district-wide.

## Fantastic Five, Inc. dba SERVPRO

## **SERVICES**

Item	Description	All Inclusive Hourly Rate
1	Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$77.00
2	Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$115.50
3	Laborer, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$42.00
4	Laborer, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$63.00
5	Project Manager, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$115.00
6	Project Manager, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$172.50
7	Certified Industrial Hygienist, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$86.40
8	Certified Industrial Hygienist, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$110.00
9	HVAC Technician/Field Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$90.00
10	HVAC Technician/Field Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$140.00
11	Environmental Cleaning Technician/Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$69.00
12	Environmental Cleaning Technician/Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$103.50
13	Mold Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$69.00
14	Mold Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$103.50
15	Administrative/Clerical, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$57.00

<sup>\*</sup> Overtime rates must be in accordance with current US Department of Labor legislation.

#### **MATERIALS**

16	Materials are to be billed at net cost. A <b>MAXIMUM OF 10% MARK-UP</b> of materials will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.	10%
	A copy of the itemized materials invoice from the supplier must be included with all billings submitted to the District.	

#### **RENTAL EQUIPMENT**

On occasion, it is recognized that rental of equipment may be necessary. This category is for special rental equipment that is used on occasion, not in the regular course of restoration services. This does not include equipment owned and used by the company during the regular course of restoration services. This rental equipment can only be used with prior written approval from the Facilities & Construction Department. Rental is for active use of equipment. Payment for inactive use will not be allowed.

Rentals are to be billed at net cost. A MAXIMUM OF 10% MARK-UP of cost of rental equipment will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.

A copy of the itemized rental invoice from the supplier must be included with all billings submitted to the District.

#### SUBCONTRACTED SERVICES

On occasion, it is recognized that subcontracted services may be necessary. This category is for special subcontracted services that are used on occasion, not in the regular course of restoration services, and only used with prior written approval from the Facilities & Construction Department.

Subcontracted services are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of subcontracted services will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.

A copy of the itemized subcontracted services invoice from the Subcontractor must be included with all billings submitted to the District.

NOTE: Contractor(s) agree that any services provided because of and during a declared disaster will not include any mark-up and will bill the District at actual cost (no mark-up permitted).

Contact Information:
Jeremy George
(727)919-3234
jeremy@servprowestpasco.com

# **Global Disaster Recovery, Inc.**

# **SERVICES**

Item	Description	All Inclusive Hourly Rate
1	Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$75.00
2	Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$112.50
3	Laborer, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$35.00
4	Laborer, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$52.50
5	Project Manager, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$85.00
6	Project Manager, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$127.50
7	Certified Industrial Hygienist, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$60.00
8	Certified Industrial Hygienist, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$90.00
9	HVAC Technician/Field Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$60.00
10	HVAC Technician/Field Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$90.00
11	Environmental Cleaning Technician/Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$50.00
12	Environmental Cleaning Technician/Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$75.00
13	Mold Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$60.00
14	Mold Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$90.00
15	Administrative/Clerical, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$35.00

<sup>\*</sup> Overtime rates must be in accordance with current US Department of Labor legislation.

#### **MATERIALS**

16	Materials are to be billed at net cost. A <b>MAXIMUM OF 10% MARK-UP</b> of materials will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.	10%
	A copy of the itemized materials invoice from the supplier must be included with all billings submitted to the District.	

#### RENTAL EQUIPMENT

On occasion, it is recognized that rental of equipment may be necessary. This category is for special rental equipment that is used on occasion, not in the regular course of restoration services. This does not include equipment owned and used by the company during the regular course of restoration services. This rental equipment can only be used with prior written approval from the Facilities & Construction Department. Rental is for active use of equipment. Payment for inactive use will not be allowed.

Rentals are to be billed at net cost. A MAXIMUM OF 10% MARK-UP of cost of rental

17	Rentals are to be billed at net cost. A <b>MAXIMUM OF 10% MARK-UP</b> of cost of rental equipment will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.	10 %
	A copy of the itemized rental invoice from the supplier must be included with all billings submitted to the District.	

#### SUBCONTRACTED SERVICES

On occasion, it is recognized that subcontracted services may be necessary. This category is for special subcontracted services that are used on occasion, not in the regular course of restoration services, and only used with prior written approval from the Facilities & Construction Department.

Subcontracted services are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of subcontracted services will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.

18

10 %

A copy of the itemized subcontracted services invoice from the Subcontractor must

be included with all billings submitted to the District.

NOTE: Contractor(s) must agree that any services provided because of and during a declared disaster will not include any mark-up and will bill the District at actual cost (no mark-up permitted).

Contact Information: Travis Tuccillo (305)743-1914 (239)412-4111 travis@gdrcat.com

# Hydradry, Inc.

# **SERVICES**

Item	Description	All Inclusive Hourly Rate
1	Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$65.00
2	Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$65.00
3	Laborer, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$45.00
4	Laborer, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$50.00
5	Project Manager, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$50.00
6	Project Manager, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$55.00
7	Certified Industrial Hygienist, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$150.00
8	Certified Industrial Hygienist, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$150.00
9	HVAC Technician/Field Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$150.00
10	HVAC Technician/Field Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$150.00
11	Environmental Cleaning Technician/Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$60.00
12	Environmental Cleaning Technician/Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$65.00
13	Mold Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$60.00
14	Mold Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$65.00
15	Administrative/Clerical, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$30.00

<sup>\*</sup> Overtime rates must be in accordance with current US Department of Labor legislation.

#### **MATERIALS**

16	Materials are to be billed at net cost. A <b>MAXIMUM OF 10% MARK-UP</b> of materials will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.	10%
	A copy of the itemized materials invoice from the supplier must be included with all billings submitted to the District.	

## **RENTAL EQUIPMENT**

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Rentals are to be billed at net cost. A MAXIMUM OF 10% MARK-UP of cost of rental

17	Rentals are to be billed at net cost. A <b>MAXIMUM OF 10% MARK-UP</b> of cost of rental equipment will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.	10 %
	A copy of the itemized rental invoice from the supplier must be included with all billings submitted to the District.	

#### SUBCONTRACTED SERVICES

On occasion, it is recognized that subcontracted services may be necessary. This category is for special subcontracted services that are used on occasion, not in the regular course of restoration services, and only used with prior written approval from the Facilities & Construction Department.

Subcontracted services are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of subcontracted services will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.

A copy of the itemized subcontracted services invoice from the Subcontractor must be

included with all billings submitted to the District.

NOTE: Contractor(s) must agree that any services provided because of and during a declared disaster will not include any mark-up and will bill the District at actual cost (no mark-up permitted).

Contact Information: Elizabeth Rodriguez (407) 290-0567 Eli@hydradry.com

# Lemoine Disaster Recovery, LLC

# **SERVICES**

Item	Description	All Inclusive Hourly Rate
1	Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$80.00
2	Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$120.00
3	Laborer, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$46.00
4	Laborer, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$69.00
5	Project Manager, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$95.00
6	Project Manager, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$142.50
7	Certified Industrial Hygienist, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$135.00
8	Certified Industrial Hygienist, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$202.50
9	HVAC Technician/Field Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$90.00
10	HVAC Technician/Field Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$135.00
11	Environmental Cleaning Technician/Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$60.00
12	Environmental Cleaning Technician/Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$90.00
13	Mold Remediation Technician, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$70.00
14	Mold Remediation Technician, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$105.00
15	Administrative/Clerical, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$60.00

<sup>\*</sup> Overtime rates must be in accordance with current US Department of Labor legislation.

#### **MATERIALS**

16	Materials are to be billed at net cost. A <b>MAXIMUM OF 10% MARK-UP</b> of materials will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.  A copy of the itemized materials invoice from the supplier must be included with all billings submitted to the District.	10%	
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### **RENTAL EQUIPMENT**

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Rentals are to be billed at net cost. A MAXIMUM OF 10% MARK-UP of cost of rental equipment will be allowed. Indicate this percentage in the space to the right. No

17	Rentals are to be billed at net cost. A MAXIMUM OF 10% MARK-UP of cost of rental equipment will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.  A copy of the itemized rental invoice from the supplier must be included with all billings submitted to the District.	10 %	
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#### SUBCONTRACTED SERVICES

On occasion, it is recognized that subcontracted services may be necessary. This category is for special subcontracted services that are used on occasion, not in the regular course of restoration services, and only used with prior written approval from the Facilities & Construction Department.

Subcontracted services are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of subcontracted services will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed.

A copy of the itemized subcontracted services invoice from the Subcontractor must be included with all billings submitted to the District.

NOTE: Contractor(s) must agree that any services provided because of and during a declared disaster will not include any mark-up and will bill the District at actual cost (no mark-up permitted).

Contact Information: Robert "Mike" Rice (225)383-3710 disaster@1lemoine.com

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

Account Name	_		INC	Financial I	прас	<u>l</u>					
Account Number	_	Fund	_	Function		Object		Cost Center		Project	Sub Project
										-	Sub Project
Original Approved	+	Budget Amendments	_	Expenditures / Encumbrances	=	Current Available	_	Present Request	=	Remaining Balance	
Budget	-			To Date		Budget		'		Available	
\$	\$		\$		\$		\$		\$		
Account Name											
	_										
Account Number	_	Fund	_	Function		Object		Cost Center		Project	Sub Project
Original		Budget		Expenditures /		Current		Present		Remaining	
Approved Budget	+	Amendments	-	Encumbrances To Date	=	Available Budget	-	Request	=	Balance Available	
Budget	-			10 Date		Budget					
										,a	
3. Item Currently Not Bu	\$ udgeted -	**	\$		\$		\$		\$	, , , , , , , , , , , , , , , , , , , ,	
B. Item Currently Not Bu		·*	\$		\$		\$		\$		
		rit	\$		\$		\$		\$		
B. Item Currently Not Bu Funding Source Account Name		r*	\$		\$		\$		\$		
3. Item Currently Not Bu		·* Fund	\$	Function	\$	Object	\$	Cost Center	\$		Sub Project
B. Item Currently Not Bu Funding Source Account Name	udgeted -'				\$		\$	Cost Center	\$		
B. Item Currently Not Bu Funding Source Account Name Account Number	udgeted -'	Fund			\$		\$	Cost Center	\$		
Funding Source  Account Name  Account Number  Amoun	udgeted -'	Fund			\$		\$	Cost Center	\$		
Funding Source  Account Name  Account Number  Amount	udgeted -'	Fund		Function	\$	Object			\$	Project	Sub Project
Funding Source  Account Name  Account Number  Amount  Funding Source  Account Name	udgeted -'	Fund			\$		\$	Cost Center  Cost Center	\$		

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

Agenda Item # 30. 24-2391

6/25/2024

## **Title and Board Action Requested**

Award Bid #24-918-39, Emergency Response & Disaster Recovery - Vegetative Debris, to CTC Customer Tree Care, Inc. (dba CTC Disaster Response, Inc.), and Merion Landscape Services, LLC, for Emergency Vegetative Debris Removal Services for and estimated amount to be determined by the post disaster recovery assessment.

# **Executive Summary**

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board award Bid #24-918-39, Emergency Response & Disaster Recovery - Vegetative Debris, to CTC Customer Tree Care, Inc. (dba CTC Disaster Response, Inc.), and Merion Landscape Services, LLC, for Emergency Vegetative Debris Removal Services for and estimated amount to be determined by the post disaster recovery assessment.

## My Contact

William L Hall Fire Official/Plans Examiner hall\_b@hcsb.k12.fl.us 352-797-7050

## 2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

## **Financial Impact**

See attached budget sheet.

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

# **PURCHASING AGENDA ITEM**

Hernando County School District

<b>School Board</b>	Approval Meeti	ng:		June	25, 20	)24		
<b>Bid No.</b> 24-918-	39						ncy Resp tive Deb	onse & Disaster ris
Recommend approv	al of this agenda item u	nder the	specific (	category	below:			
□ Lowest Bid(s) □ Revised Award □ Contract Termination □ Reversed Auction	☐ Request for Proposal(s) ☐ Renewal of Contract n ☐ Amendments to Contra ☐ Piggyback Cooperative	ct	□ Sole/S □ Exten	id(s) Mee Single Sou sion of Co insive/Res	rce ntract		[	□Rejection/Cancellation □Re-Award (Partial/Whole) □Emergency
Bid Contract Perio	od: 06/25/2024 t	hrough (	06/24/2	2027		□ N/	A – One T	ime Purchase
Contract Type:	☐ Estimated Dollar Amount	□ Firm, Dollar A			☐ Firm, Unit Pric			ixed Unit Prices, tes, Fees and/or ges
Renewal Options:	No. of Terms Remaining - 3 -		☐ Leng	th of rm (mont		⊠ Len <sub>€</sub> Each Te - 1 -	gth of erm (year)	□ None
Rationale/Reason	: Emergency Response	Services	for Vege	tative De	ebris.			
Bidders Electronically Downloaded From Bidnet Direct Website:	Bids Received: - 3 - 20	<b>No Bids:</b> - 0 -		Late Bids: - 0 -	:	Rejecte	d Bids:	☐ N/A — Bids Not Required:
Submitted By:	Christopher Reckner Director of Purchasir	ng & Wa	rehousi	– ng		Schoo	o <b>l(s):</b> Disti	rict Wide
Requested By:	Bill Hall Fire Official/Plans Ex	aminer		_		Depar	rtment(s):	Support Operations

Recommended award, description of items and prices: (See attached)

T/C CODE: 2439

# CTC Customer Tree Care, Inc. dba CTC Disaster Response, Inc.

#### **SERVICES**

Item#	Description	Price
1.	Price per ton of debris to be cleared and hauled	\$ 145.00 /per ton
2.	Price per cubic yard of debris to be cleared, chipped, and hauled	\$ 40.00 /per c. yard
3.	Laborer, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$ 50.00 /per hour
4.	Laborer, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$ 60.00 /per hour
5.	Price per hour truck driver and equipment operator	\$ 60.00 /per hour
6.	Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$ 70.00 /per hour
7.	Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$ 85.00 /per hour
8.	Price per mile for transporting debris	\$ 35.00 / mile

<sup>\*</sup> Overtime rates must be in accordance with current US Department of Labor legislation.

## RENTAL EQUIPMENT

Special rental equipment that is used on occasion, not in the regular course of restoration services. This does not include equipment owned and used by the company during the regular course of restoration services. Prior written approval from the Facilities & Construction Department is required. Rental is for active use of equipment. Payment for inactive use will not be allowed.

mactive as without be allowed.	
Rentals are to be billed at net cost. A MAXIMUM OF 10% MARK-UP of cost of rental equipment	
will be allowed. No mark-up of sales tax allowed. A copy of the itemized rental invoice from the	10 %
supplier must be included with all billings submitted to the District.	

#### SUBCONTRACTED SERVICES

On occasion, it is recognized that subcontracted services may be necessary. This category is for special subcontracted services that are used on occasion, not in the regular course of restoration services, and only used with prior written approval from the Facilities & Construction Department.

Subcontracted services are to be billed at net cost. Include a percentage allowed for overhead	
and profit. A MAXIMUM OF 10% MARK-UP of subcontracted services will be allowed. Indicate	
this percentage in the space to the right. No mark-up of sales tax allowed. A copy of the itemized	10 %
subcontracted services invoice from the Subcontractor must be included with all billings	
submitted to the District.	

NOTE: Contractor(s) must agree that any services provided because of and during a declared disaster will not include any mark-up and will bill the District at actual cost (no mark-up permitted). All fees, charges, and expenses of any kind, (travel time, gas, etc.) shall be included in the rates. NO additional costs/expenses shall be permitted, except as stated in the bid documents

#### **Contact Information:**

Greg Gathers (785)478-9805

ggathers@ctcdisaster.com

## Merion Landscape Services, LLC

#### **SERVICES**

Item #	Description	Price
1.	Price per ton of debris to be cleared and hauled	\$ 650.00 /per ton
2.	Price per cubic yard of debris to be cleared, chipped, and hauled	\$ 150.00 /per c. yard
3.	Laborer, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$ 75.00 /per hour
4.	Laborer, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$ 150.00 /per hour
5.	Price per hour truck driver and equipment operator	\$ 200.00 /per hour
6.	Supervisor, standard working hours (Monday through Friday 7:00 a.m 5:00 p.m.); hourly rate, all inclusive.	\$ 150.00 /per hour
7.	Supervisor, non-standard working hours (Monday through Friday prior to 7:00 a.m. and after 5:00 p.m., and Saturday and Sunday); hourly rate, all inclusive. *	\$ 225.00 /per hour
8.	Price per mile for transporting debris	\$ N/A /per mile

<sup>\*</sup> Overtime rates must be in accordance with current US Department of Labor legislation.

## RENTAL EQUIPMENT

the District.

Special rental equipment that is used on occasion, not in the regular course of restoration services. This does not include equipment owned and used by the company during the regular course of restoration services. Prior written approval from the Facilities & Construction Department is required. Rental is for active use of equipment. Payment for inactive use will not be allowed.

Rentals are to be billed at net cost. A MAXIMUM OF 10% MARK-UP of cost of rental equipment will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed. A copy of the itemized rental invoice from the supplier must be included with all billings submitted to

## SUBCONTRACTED SERVICES

On occasion, it is recognized that subcontracted services may be necessary. This category is for special subcontracted services that are used on occasion, not in the regular course of restoration services, and only used with prior written approval from the Facilities & Construction Department.

Subcontracted services are to be billed at net cost. Include a percentage allowed for overhead and profit. A MAXIMUM OF 10% MARK-UP of subcontracted services will be allowed. Indicate this percentage in the space to the right. No mark-up of sales tax allowed. A copy of the itemized subcontracted services invoice from the Subcontractor must be included with all billings submitted to the District.

NOTE: Contractor(s) must agree that any services provided because of and during a declared disaster will not include any mark-up and will bill the District at actual cost (no mark-up permitted). All fees, charges, and expenses of any kind, (travel time, gas, etc.) shall be included in the rates. NO additional costs/expenses shall be permitted, except as stated in the bid documents.

## **Contact Information:**

Gregory Pearson, Tree Division Manager (813)374-6408 / (813)505-2455 (Cell) gpearson@merionls.com admin@merionls.com

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

Account Name	_		INC	Financial I	прас	<u>l</u>					
Account Number	_	Fund	_	Function		Object		Cost Center		Project	Sub Project
										-	Sub Project
Original Approved	+	Budget Amendments	_	Expenditures / Encumbrances	=	Current Available	_	Present Request	=	Remaining Balance	
Budget	-			To Date		Budget		'		Available	
\$	\$		\$		\$		\$		\$		
Account Name											
	_										
Account Number	_	Fund	_	Function		Object		Cost Center		Project	Sub Project
Original		Budget		Expenditures /		Current		Present		Remaining	
Approved Budget	+	Amendments	-	Encumbrances To Date	=	Available Budget	-	Request	=	Balance Available	
Budget	-			10 Date		Budget					
										,a	
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B. Item Currently Not Bu Funding Source Account Name Account Number	udgeted -'	Fund			\$		\$	Cost Center	\$		
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Funding Source  Account Name  Account Number  Amount	udgeted -'	Fund		Function	\$	Object			\$	Project	Sub Project
Funding Source  Account Name  Account Number  Amount  Funding Source  Account Name	udgeted -'	Fund			\$		\$	Cost Center  Cost Center	\$		

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

Agenda Item # 31. 24-2394

6/25/2024

# **Title and Board Action Requested**

Approve the Adoption and Purchase of K-12 Science Materials from the Florida School Book Depository and Authorize the Issuance of Purchase Orders for an Estimated Amount of \$2,230,324.00

# **Executive Summary**

The Directors of Elementary and Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the adoption and purchase of Science instructional materials per the Department of Education adoption cycle. A review team consisting of instructional personnel from all school district support staff collaborated in the selection of the materials. Florida Statute 1006.28 requires districts to select and provide instructional materials aligned to the Florida Standards for all students. The 2024-2025 Science adoption is aligned to the Florida Science Next Generation Sunshine State Standards as required by the Florida State Department of Education.

# **My Contact**

Tiffany Howard Director of Elementary Programs 352-797-7000 ext. 433 howard\_t@hcsb.k12.fl.us

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

# 2023-28 Strategic Focus Area

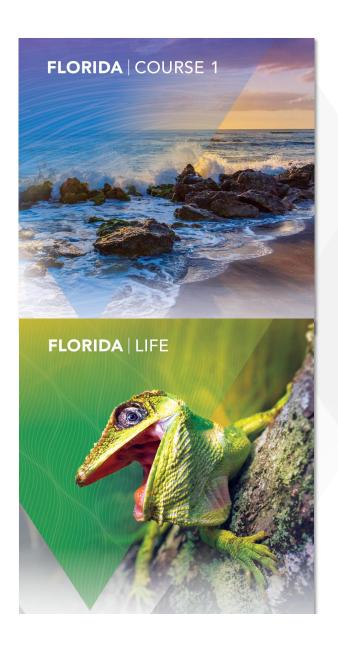
Priority 1: Student Success

# **Financial Impact**

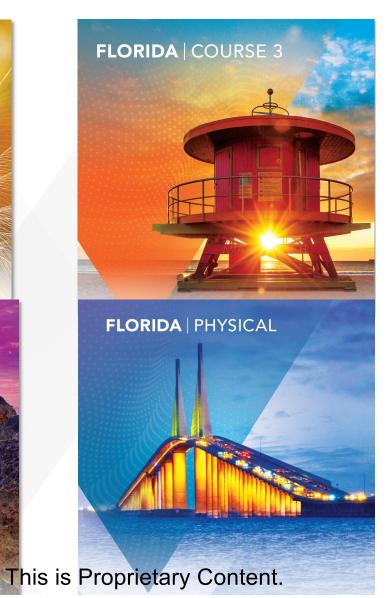
See attached budget sheet.

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.

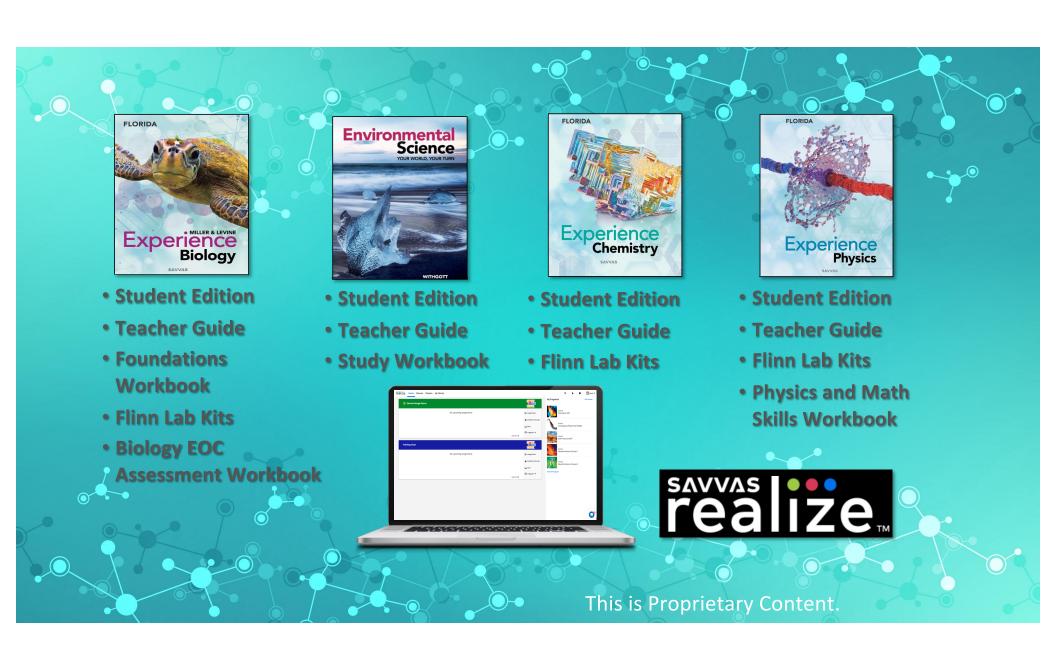




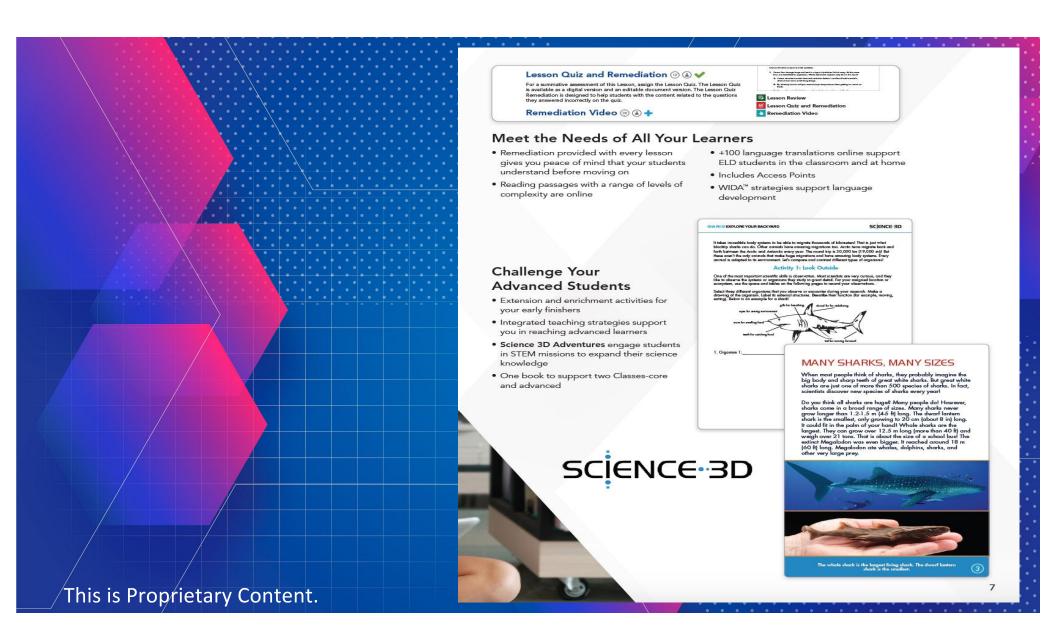












# Your **Ready-to-Go** Florida Resources

Science Explorations is fully accessible on the award-winning Savvas Realize® digital platform. It seamlessly integrates with your district's learning management system (LMS) for easy workflows and learning experiences.

#### Online Resources



Presentations
Use 5E mini-lesson presentations
with embedded videos and
classroom activities.



Interactivities
Assign labs, hands-on activities,
and digital interactivities to
engage students.



Videos, Animations, and Songs Reinforce concepts with videos, animations, and songs.



Games
Bring science to gamers and
augment academic vocabulary
instruction.



Book-Reader Includes Teacher Editions, reading passages, and selections.



Practice
Enhance critical thinking skills
with writing activities and other
applications.

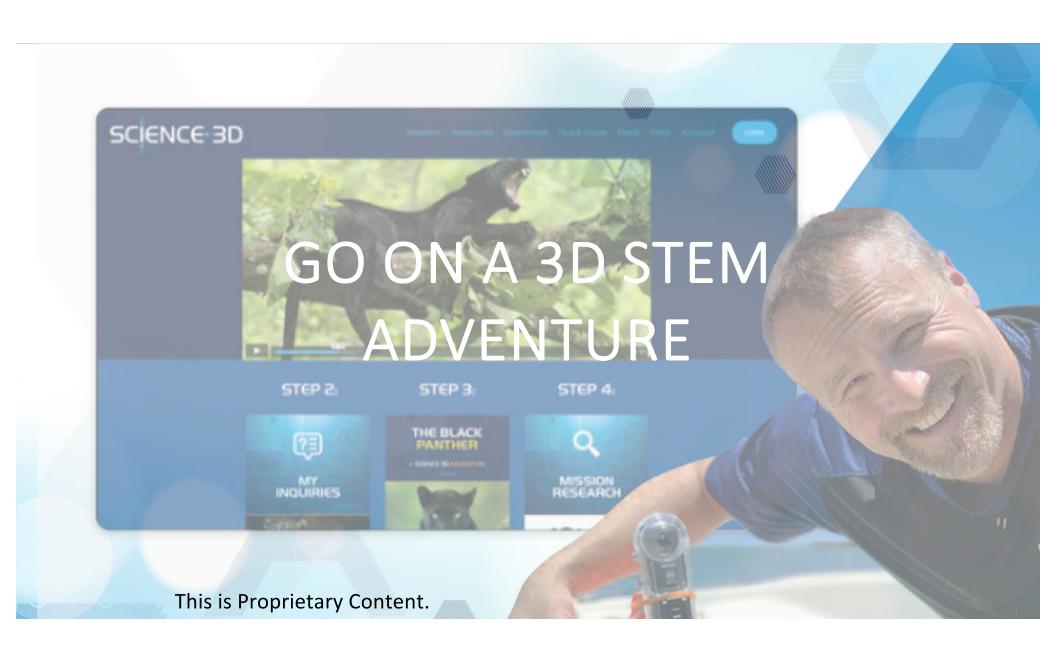


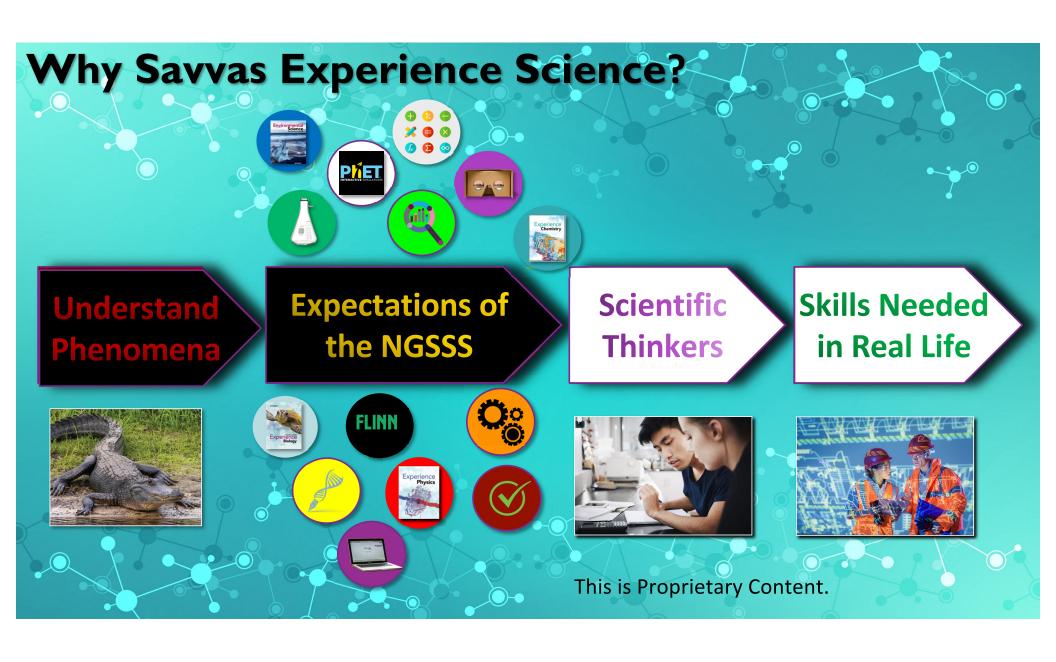
Assessment
Monitor progress with formative,
summative, performance tasks,
and alternate forms of assessment.



Teacher Support
Enrich your teaching with
professional learning videos
and best practices in science
instruction.

This is Proprietary Content.









#### Florida K-5 Science 5-Year Price Estimate

#### **INSTRUCTIONS FOR USING ESTIMATE TOOL:**

- Click on to estimate bundles by type. Add quantities to yellow cell to see what is included in your bundle.
- Click on Components tab to add individual grade level components to your estimate.
- SUMMARY tab will add up all bundles and items to show costs.
- All orders will be placed through FSBD.

School	Hernando County Elementary Schools
Attention	
Address	
City/ZIP	
Email	

	FL Science Grade K	FL Science Grade 1	FL Science Grade 2	FL Science Grade 3	FL Science Grade 4	FL Science Grade 5
Florida Science 5-Year Print/Digital Student Bundle	\$124,215.00	\$124,215.00	\$127,054.20	\$134,862.00	\$132,022.80	\$123,505.20
Florida Science 5-Year Student Digital						
Florida Science Individual Components	\$6,082.89	\$7,741.86	\$8,847.84	\$6,635.88	\$6,082.89	\$11,612.79
			ļ			
Grade Level Totals	\$130,297.89	\$131,956.86	\$135,902.04	\$141,497.88	\$138,105.69	\$135,117.99

Florida K-5 Science Grand Total

\$812,878.35



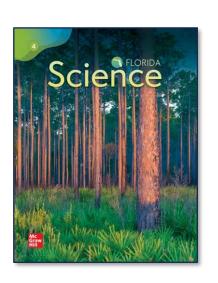














Aligned to Florida's State Academic Standards for Science





- ✓ Aligned to FL State Academic Standards
- ✓ Interactive Student Experience
- ✓ Offline Access for Students
- ✓ PowerPoint & Google Presentations
- ✓ Hands-on Labs & Investigations
- √ Canvas Integration
- √ State Assessment Prep
- ✓ Auto-Grading
- ✓ Data Reports
- ✓ Print & Digital



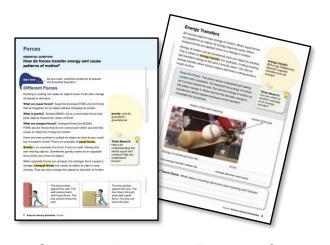
### Comprehensive Print and Digital Experience



Consumable
Student Edition



**Teacher Edition** 



Science Literacy Essentials written at a lower Lexile level

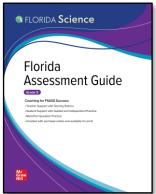




McGraw Hill K-12 Portal App Offline Access



STEAM Investigators (4 Levels)



FL Assessment Guide K-5

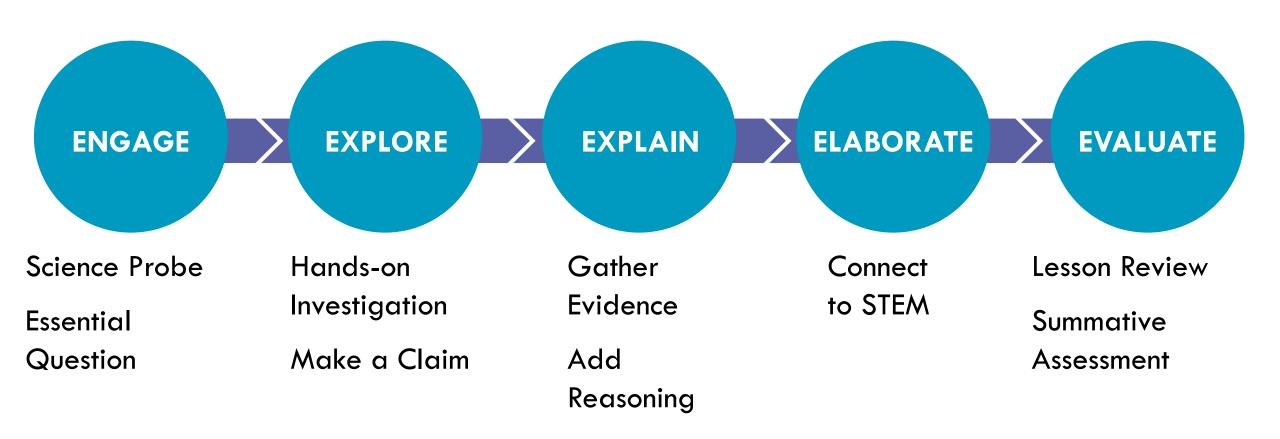


**Digital Access** 





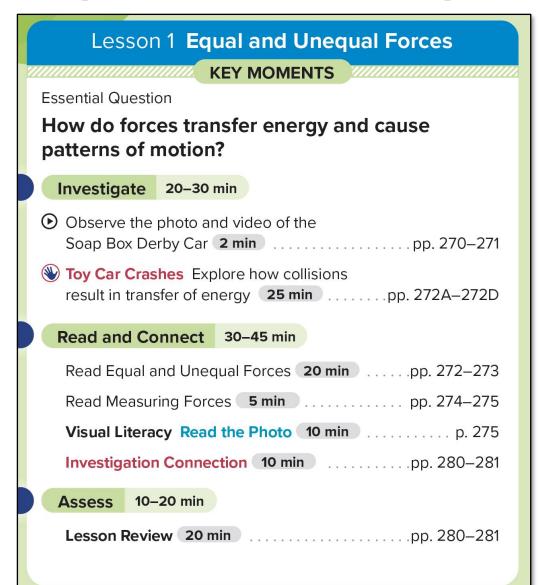
### **5E Lesson Model**







### **Key Moments Pathway**



Focus on the **Key Moments** in each lesson to cover the Florida Science Standards in as little as 60 minutes per week!





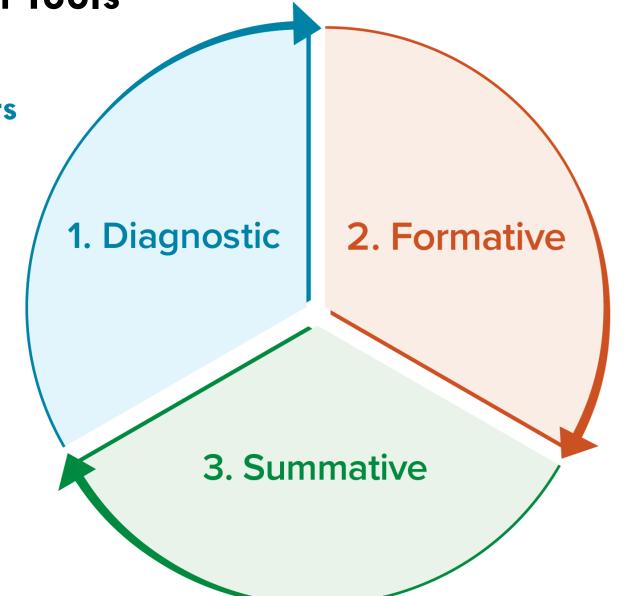
### **Assessment Tools**

Chapter Pretests

Quick Checks

FL State Test Prep

- Chapter Tests
- STEM Projects



- FSAS Refresh
- Page KeeleyScience Probes
- Talk About It Questions
- Kahoot!









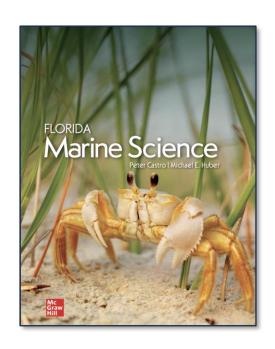
**Excited to Partner** 

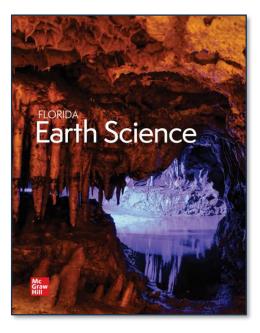
with Hernando County

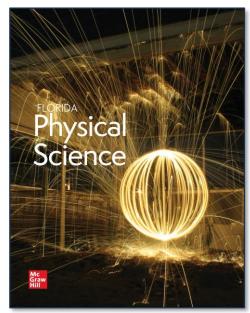
K-5 educators.













## FLORIDA Science

**Fully Aligned to Florida's State** Academic Standards for Science 946

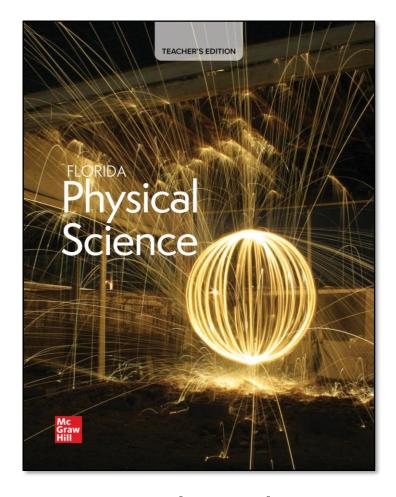
# High School Science

- Aligned to FL State Academic Standards
- ✓ Interactive Student Experience
- ✓ Offline Access for Students
- ✓ PowerPoint Presentations
- ✓ Editable Hands-on Labs
- ✓ Canvas Integration
- ✓ Auto-Grading
- ✓ Data Reports
- ✓ Print & Digital



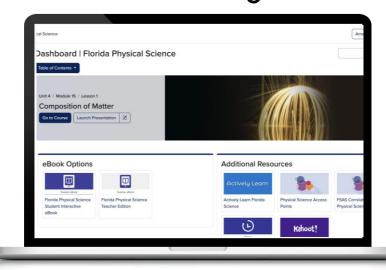


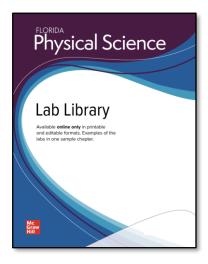
### Teacher Comprehensive Print and Digital Experience

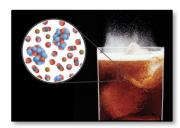


Print Teacher Edition Including Honors

### **Digital Resources**







Multimedia & Videos

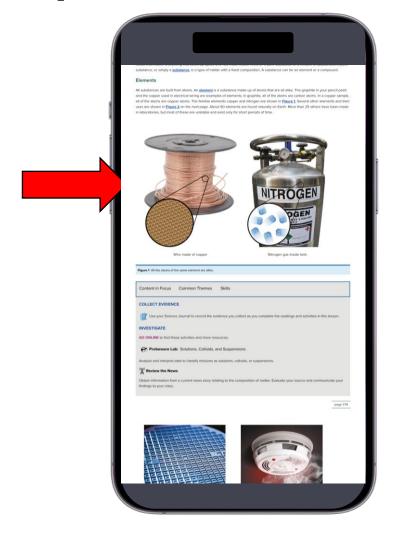


Virtual Labs & Simulations





### Anytime - No Internet Connection Needed!





McGraw Hill K-12 Portal App Offline Access







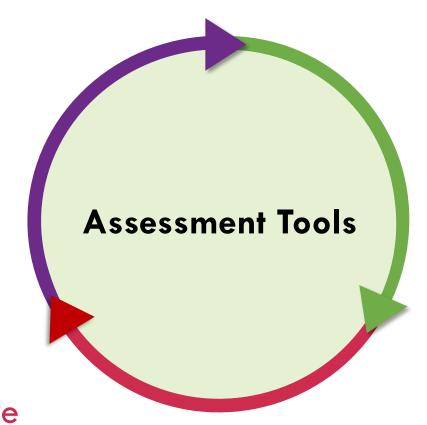


### **Diagnostic**

- Science Probe
- **❖** SmartBook

### **Summative**

- ❖ Module Test
- Vocabulary Practice
- **STEM Projects**



### **Formative**

- Science Probe
- **❖** SmartBook
- Lesson Checks
- **❖** Kahoot!
- **Labs**

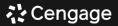
## **Excited to** partner with Hernando High School educators!

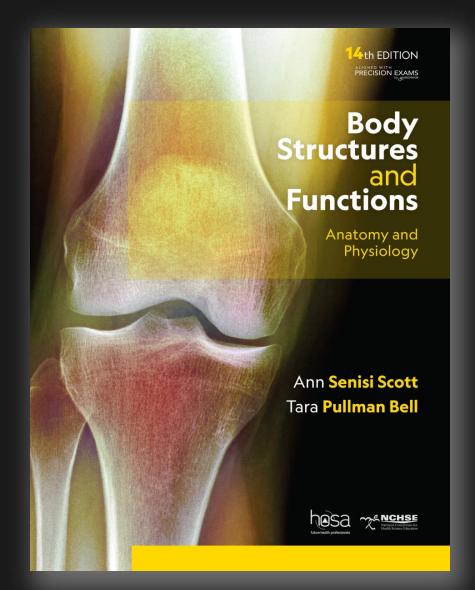


- ✓ User Friendly Student Edition
- ✓ Science Probes
- ✓ Assessment Platform
- ✓ PhET Simulations
- ✓ Tuva Interactive Data Sets
- √ SmartBook
- ✓ Science Notebook
- Reading Essentials
- ✓ Kahoot! Premium Partnership
- Actively Learn

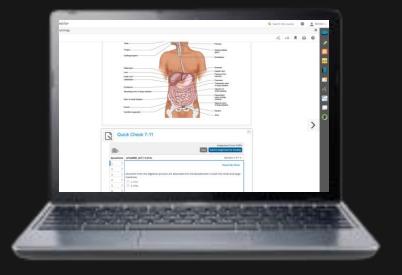
McGraw Phice







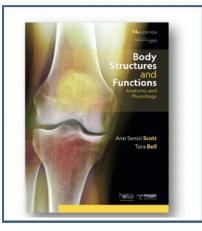
### Body Structures and Functions





ANATOMY AND PHYSIOLOGY

### ALIGNED TO THE NGSSS FLORIDA STANDARDS



## FLORIDA Standards Correlations



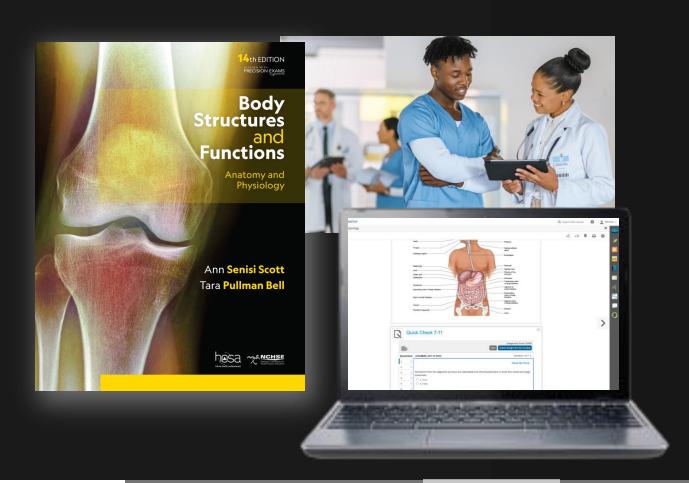
#### **Next Generation Sunshine State Standards**

STANDARD	STUDENT/TEACHER EDITION	MTRs and EEs	
SC.912.L.14.11 Classify and state the defining characteristics of epithelial tissue, connective tissue, muscle tissue, and nervous tissue	Chapter 5. Pages: 67-78 - Students describe and define function and location of epithelial, connective, muscle, and nervous tissue. Describe the process involved in tissue repair.	MA.K12.MTR.1.1 ELA.K12.EE.1.1	
SC.912.L.14.12 Describe the anatomy and histology of bone tissue.	Chapter 5. Pages: 67-78 - Students describe and define function and location of epithelial, connective, muscle, and nervous tissue. Describe the process involved in tissue repair.	MA.K12.MTR.1.1 ELA.K12.EE.1.1	
SC.912.L.14.13 Distinguish between bones of the axial skeleton and the appendicular skeleton.	Chapter 7. Pages: 105-108. Lab Activity 7-1, p. 135. Students learn the function of the skeletal system. Bone structure and formation. Lab activity to examine the histology of a long bone.	MA.K12.MTR.1.1 ELA.K12.EE.3.1	
SC.912.L.14.14 Identify the major bones of the axial and appendicular skeleton.	Chapter 7. Pages: 109-118. Lab Activity 7-2, p. 135. Students distinguish parts of the skeletal system: axial and appendicular skeleton. Lab	MA.K12.MTR.1.1 ELA.K12.EE.1.1	



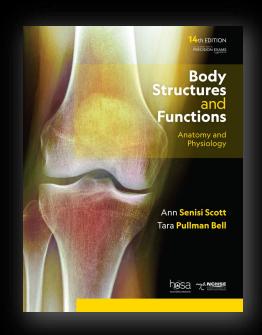
### Body Structures and Functions





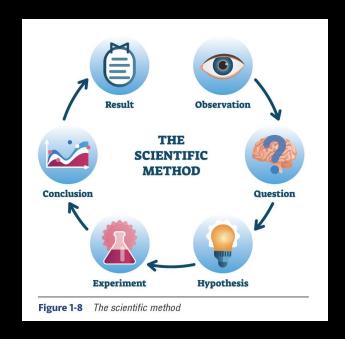
Engage

Prepare Succeed Developed specifically for High School students, *Body Structures & Functions* offers hands-on learning to understand body systems and their interrelationships, with a focus on clinical applications.





### Chapter 1 – Scientific Investigation and Lab Practices Table 1-7 Investigation Steps of Scientific Investigations (Designs)



#### **WORKING ON A TEAM**

Communication is fundamental when working as a part of a team (Figure 1-11). Dissemination of information comes in different forms, with each being as important as the next.

#### Communication

Communication amongst team members is essential to reach goals. There are skills that may come naturally for some, whereas other skills must be practiced. See Figure 1-12 for examples of barriers to effective communication.

Listening is one of the most important components of communication. Communication cannot occur



idents working together as a team

SCRIPTIVE	COMPARATIVE	EXPERIMENTAL	OBSERVATIONA

DESCRIPTIVE	COMPARATIVE	EXPERIMENTAL	OBSERVAT
<ul> <li>observations</li> </ul>	<ul> <li>observations</li> </ul>	<ul> <li>observations</li> </ul>	<ul><li>observat</li></ul>
<ul> <li>hypothesis or exploration</li> </ul>	<ul> <li>scientific research question</li> </ul>	<ul> <li>scientific research question</li> </ul>	<ul><li>objective</li></ul>
<ul> <li>conduct background research</li> </ul>	<ul><li>hypothesis</li></ul>	<ul><li>hypothesis</li></ul>	<ul><li>underlyir</li></ul>

- procedures variables (independent and · variables (independent and dependent) dependent)
- qualitative and/or quantitative data
- conclusion

procedures

dependent)

conclusion

variables (independent and

qualitative and/or quantitative

control and experimental group

quantitative data

conclusion

- research procedures
  - procedure
  - qualitative and/or quantitative data
  - conclusion

#### Key Words continued

tricuspid atresia tunica adventitia (externa) tunica intima tunica media

varicose veins vascular malformations

venipuncture ventricular septal defect white-coat hypertension

Blood vessels circulate blood through two major circulatory systems (Figure 15-1):

- 1. Cardiopulmonary circulation—blood from the heart to the lungs for oxygen and back to the heart
- 2. Systemic circulation—blood from the heart to the tissues and cells and back to the heart

Specialized systemic routes are as follows:

- a. Coronary circulation-brings blood from the heart to the myocardium
- b. Portal circulation-takes blood from the organs of digestion to the liver through the portal vein

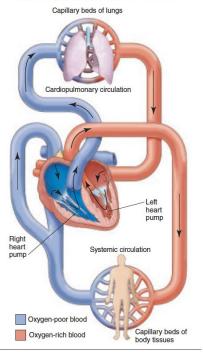


Figure 15-1 Systemic circulation

c. Fetal circulation-occurs in the pregnant female; fetus obtains oxygen and nutrients from the mother's blood

#### CARDIOPULMONARY CIRCULATION

Cardiopulmonary circulation takes deoxygenated blood from the heart to the lungs, where carbon dioxide is exchanged for oxygen. The oxygenated blood returns to the heart. As stated in Chapter 14, blood enters the right atrium, which contracts, forcing the blood through the tricuspid valve into the right ventricle.

The right ventricle contracts to push the blood through the pulmonary valve into the main pulmonary artery. The main pulmonary artery bifurcates, or divides in two. It branches into the right pulmonary artery, bringing blood to the right lung, and into the left pulmonary artery, bringing blood to the left lung (Figure 15-2).

Inside the lungs, the pulmonary arteries branch into countless small arteries called arterioles (ar-TEE-reeohlz). The arterioles connect to dense beds of capillaries lying in the alveoli lung tissue. Here, gaseous exchange takes place by the process of diffusion. Carbon dioxide leaves the red blood cells and is discharged into the air in the alveoli, to be excreted from the lungs. Oxygen from air in the alveoli combines with hemoglobin in the red blood cells. From these capillaries, the blood travels into small veins or venules (VEN-youls) (Figure 15-3). Venules from the right and left lungs form large pulmonary veins. These veins carry oxygenated blood from the lungs back to the heart and into the left atrium.

The left atrium contracts, sending blood through the bicuspid, or mitral valve, into the left ventricle. This chamber then acts as a pump for newly oxygenated blood. When the left ventricle contracts, it sends oxygenated blood through the aortic semilunar valve into the aorta.

#### SYSTEMIC CIRCULATION

The function of the general circulation, or systemic circulation, is fourfold: it circulates chemicals, such as nutrients, oxygen, water, and secretions, to the tissues

### Thoughtfully Designed for Ease of Learning



CHAPTER 15

### Chapter Introduction

Circulation and Blood

### **Objectives**

#### **Objectives**

- Trace the path of cardiopulmonary circulation.
- Name and describe the specialized circulatory systems.
- Trace the blood in fetal circulation.
- List the types of blood vessels.

#### **Key Words**

aneurysm
aphasia
arteries
arterioles
arteriosclerosis
atherosclerosis
atrial septal defect
atrioventricular septal defect
brachial artery
capillaries
cardiopulmonary circulation

coronary circular cyanosis diastolic blood pressure dorsalis pedis ar ductus arteriosu ductus venosus dysphasia femoral artery fetal circulation foramen ovale

• Trace the path of car

Naispe

Tra circList

portal vein pulse pulse pres radial artei shock **Key Words** 

aneurysm aphasia

arteries

arterioles

arteriosclerosis atherosclerosis

atrial septal defect

Identify the principal arteries

coronary circulation

cyanosis

diastolic blood pressure

dorsalis pedis artery

ductus arteriosus

ductus venosus

mean arterial pressure (MAP)

peripheral vascular disease (PVD)

phlebitis

popliteal artery

portal circulation

portal vein

Tricuspid atresia (try-cusp-id uh-TREE-zuh) is the

third most common form of congenital heart defect. The



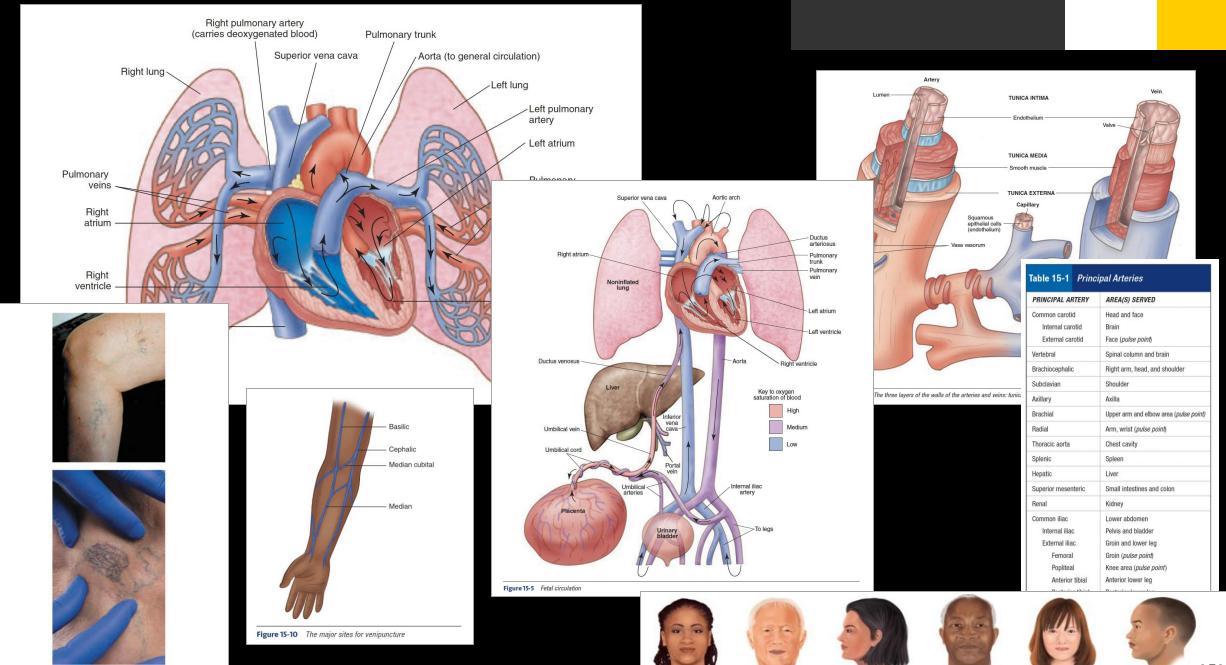


Table 15-1 Princ	ipal Arteries		
PRINCIPAL ARTERY	AREA(S) SERVED		
Common carotid	Head and face		
Internal carotid	Brain		
External carotid	Face (pulse point)		
Vertebral	Spinal column and brain		
Brachiocephalic	Right arm, head, and shoulder		
Subclavian	Shoulder		
Axillary	Axilla		
Brachial	Upper arm and elbow area (pulse point		
Radial	Arm, wrist (pulse point)		
Thoracic aorta	Chest cavity		
Splenic	Spleen		
Hepatic	Liver		
Superior mesenteric	Small intestines and colon		
Renal	Kidney		
Common iliac	Lower abdomen		
Internal iliac	Pelvis and bladder		
External iliac	Groin and lower leg		
Femoral	Groin (pulse point)		
Popliteal	Knee area (pulse point)		
Anterior tibial	Anterior lower leg		
Posterior tibial	Posterior lower leg		
Dorsalis pedis	Ankle (pulse point)		

Table 15-2 Prin	cipal Veins
PRINCIPAL VEIN	AREA(S) SERVED
External jugular	Face
Internal jugular	Head and neck
Subclavian	Shoulder and upper limbs
Brachiocephalic	Head and shoulder
Cephalic	Shoulder and axilla
Axillary	Axilla
Brachial	Upper arm
Radial	Lower arm and wrist
Superior vena cava	Upper part of body
Inferior vena cava	Lower part of body and abdomen area
Hepatic	Liver
Renal	Kidney
Hepatic portal	Organs of digestion
Splenic	Spleen
Superior mesenteric	Small intestine and colon
Common iliac	Lower abdomen and pelvis
Internal iliac	Bladder and reproductive organs
External iliac	Lower limbs
Great saphenous	Upper leg
Femoral	Upper leg and groin
Popliteal	Knee
Posterior tibial	Posterior leg
Dorsal venous arch	Foot

### Tables and Charts



#### The Effects of Aging

#### on Circulation and Blood Vessels

The arteries that are pliable and elastic when young become less elastic, dilated, and elongated with age. These physiological changes mean the heart has to work harder to push blood through the arteries. Arterial changes appear to be widespread and result in diminished circulation to organs and tissues.

A frequent cardiovascular measure is blood pressure (BP). It is debatable how aging affects this measure of cardiovascular status. Some researchers believe normal BP for older people is typically 140 mm Hg systolic (ventricle contraction) and 90 mm Hg (ventricle relaxation) diastolic (140/90).

Some researchers think systolic increases are due to reduced aortic elasticity which can cause an increase in pulse pressure, the difference between the systolic and diastolic pressure; others believe that peripheral resistance in the vessels causes an increase in systolic and diastolic pressures and an increased mean arterial pressure, which is the average arterial pressure throughout one cardiac cycle.

In the carotid arteries, the baroreceptors—the neural receptors sensitive to blood pressure—become rigid and less sensitive to pressure changes with aging. This results in a slow response to postural changes, which may cause dizziness and fainting. This hypotensive response is called orthostatic hypotension. Under normal circumstances, the heart continues to adequately supply blood to all parts of the body. However, an aging heart may be less able

### The Effects of Aging





#### REGISTERED NURSE AND NURSE PRACTITIONER

Registered nurses (RNs) provide for the physical, mental, and emotional needs of their patients. They observe, assess, and record symptoms, reactions, and progress; they also assist physicians during treatments and examinations, administer medications, and assist in convalescence and rehabilitation. Registered nurses develop nursing care plans, instruct patients and their families in proper care, and help individuals and groups improve and maintain their health.

Registered nurses work in hospitals, the home, offices, nursing homes, public health services, and industries.

In all states, students must graduate from an accredited school of nursing and pass a national licensing examination to become an RN. There are three major educational paths to nursing: associate's degree

in nursing (ADN) prog years, Bachelor of Sc ing (BSN) degree prog years, and diploma p in hospitals last two to

The employmen expected to be abo the coming years. The job outlook is best for the nurse with a BSN.

A nurse practitioner or nurse clinician is an RN with a master's degree and clinical experience in a particular branch of nursing. The nurse practitioner has acquired expert knowledge in a specific



### Career Profile

#### LICENSED PRACTICAL NURSE

Licensed practical nurses (LPNs), or licensed vocational nurses (LVNs) as they are called in Texas and California, care for people who are sick, injured, convalescing, or handicapped under the direction of a physician or registered nurse.

Most LPNs provide basic bedside care. They take vital signs, treat bedsores, prepare and give injections, and administer some treatments. They collect laboratory specimens, observe patients, and report any adverse reactions. They help patients with activities of daily living, keep them comfortable, and care for their emotional needs. In states where the law allows, they may administer prescribed medicines.

Licensed practical nurses in nursing homes also evaluate residents' needs, develop care plans, and supervise nursing aides.

All states require LPNs to graduate from an accredited practical nursing program and pass a national licensing examination.

The job outlook for the practical nurse is good and is expected to increase faster than the average during the next few years.



### One BODY

### How the Cardiovascular System Interacts with Other Body Systems

The cardiovascular system plays a role in the maintenance of all body systems by carrying oxygen, nutrients, and hormones to all cells and carrying away cellular waste products and carbon dioxide for excretion by the body.

#### **INTEGUMENTARY SYSTEM**

 The capillary network in the skin helps maintain body temperature.

#### **SKELETAL SYSTEM**

- Red bone marrow produces blood cells.
- The bones of the thoracic cavity protect the heart and major blood vessels.

#### **MUSCULAR SYSTEM**

 The action of the muscles helps return venous blood to the heart.

#### **NERVOUS SYSTEM**

 The autonomic nervous system influences the heart rate and blood pressure.

#### **ENDOCRINE SYSTEM**

- The blood serves as the transport medium for hormones produced by the endocrine system.
- The hormones adrenaline and thyroxine affect the heart rate.

#### LYMPHATIC SYSTEM

 Lymphocytes are carried by the blood to sites of infection and inflammation.

#### **RESPIRATORY SYSTEM**

 The exchange of gases between carbon dioxide and oxygen takes place in the capillary network of the lungs.

#### **DIGESTIVE SYSTEM**

 Blood picks up the end products of digestion for distribution to other organs of the body.

#### **URINARY SYSTEM**

- Blood pressure affects the filtration rate in the kidneys.
- As the blood is filtered through the kidneys, waste products, excess electrolytes, and excess fluid are removed; this action preserves blood volume.

#### **REPRODUCTIVE SYSTEM**

- Estrogen maintains vascular health in women.
- Engorgement of the blood vessels in the male maintains erection of the penis.



### **Medical Terminology**

a-	without	dys- difficult	
phas	speech	dys/phas/ia	pertaining to difficulty in speech
-ia	abnormal condition of	embol	plug or clot
a/phas/ia	abnormal condition of being	-ism	condition of
	without speech	embol/ism	condition of having a blood clot
arterio	arteries	hemi-	half
-sclerosis	hardening	-plegia	paralysis
arterio/sclerosis	hardening of the arteries		condition of paralysis on one
athero	fatty	hemi/plegia	side or half
athero/sclerosis	hardening of the arteries by fat	hyper-	over or excessive
cerebr	main brain	tens	condition of tension or pressure
-al	pertaining to	-ion	process of
vascular	blood vessels	hyper/tens/ion	condition of excessive blood pressure
cerebr/al vascular accident	accident pertaining to the blood vessels in the main brain	hypo-	under or low
cyan	blue	hypo/tens/ion	condition of low blood pressure
-osis	process of becoming	phleb	vein
cyan/osis	process of becoming blue	-itis	inflammation of
diastol	relaxation	phleb/itis	inflammation of a vein
-ic	pertaining to	systole	contraction
diastol/ic pressure	pertaining to the relaxation phase of the heart cycle	systol/ic pressure	pertaining to the contraction phase of the heart cycle

### End-of-Chapter Content



#### **REVIEW QUESTIONS**

Sele	ct the l	MATCHIN				
1.	The n	MATCHIN	NG			
	a. cor b. bra c. aor d. sub	Match each te	SH			SWER
2.	Specia		1.	Comparateries,		PLYII
2	a. cor b. feta c. car d. por		2.	Explain gasses, a and exte layers, c		You are arch of great to which y
3.	The ma. por b. dor c. rad d. tem		3.	Describ and blo	<b>4</b> .	You are need ox Trace ye
4.	The bl the he a. pul b. pul c. cor d. cor			8. p 9. s 10. a	ι	lungs. N through chemics system? Your gr
5.	a. tuni b. tuni	ner layer of the arte ca adventitia. ca intima. ca media. rna.	ery is c	called the		vascular result of arterios

### End-of-Chapter Content

#### APPLYING THEORY TO PRACTICE

1. You are a red blood cell, and you are leaving the arch of th

following arteries are affected—carotid artery,

#### **CASE STUDY**

great toe. which yo

need oxy

Trace you

lungs. Na

through

chemical

system?

vascular d

result of a

arterioscl

3. Your grar

2. You are a

Mrs. William arrives in the emergency department with her son George. She cannot speak, and there is weakness and numbness on her right side. She is seen by Victoria, the nurse practitioner, who also notices a drooping on the right side of Mrs. William's face. George states that his mother was fine and eating her breakfast when this occurred. Victoria checks the woman's blood pressure, and it is 200/100. The emergency department physician and Victoria examine the patient, and the physician makes the diagnosis of a CVA.

- 1. Describe what a CVA is. What is the other name given to a CVA?
- 2. What is the correlation between Mrs. William's blood pressure and her CVA?

- 3. What other body systems will be affected because of the CVA?
- **4.** What is the major cause of strokes?
- 5. Investigate and report the simple diagnostic tests Victoria will do to determine Mrs. William's state of paralysis.
- **6.** Mrs. William cannot speak. Which side of her brain was affected?
- 7. Investigate and report some of the therapeutic technologies that will help Mrs. William in her recovery.
- **8.** Explain some of the actions people can take to avoid a CVA.

### Structure of Blood Vessels

• Objective: To o

Materials neede

Step 1: Put on

Step 2: Observartery.

Step 3: Observ Record see.

Step 4: What is the vei

LAB ACTIVITY

Step 2:

**15-2** 

### Principal Arteries and Veins

Objective: To locate and identify the principal arterios and vains within the hady

• Materials needed:

Step 1: Locate and n

chart that su

regions with

upper arm, rastomach, spl

fibula, and pe

arteries in th

Compare you

chapter of th

blood to the

Step 3: Locate and r

a

B | 1

-3

### Vital Signs

- *Objective:* To determine the pulse points in the body and to take a pulse
- Materials needed: wristwatch with second hand, textbook, paper, pencil
- Note: This activity must be done with a lab partner.
  - **Step 1:** Have your lab partner sit with the wrist resting on a table.
  - **Step 2:** Locate your partner's radial pulse with the pads of your first three fingers. (Remember: Do not use the thumb because it has its own pulse.)
  - **Step 3:** Gently compress the radial artery to feel the pulse.
  - **Step 4:** Count the pulse for one full minute. Take notice of the rhythm and volume. Record the pulse and describe any irregularities you notice.

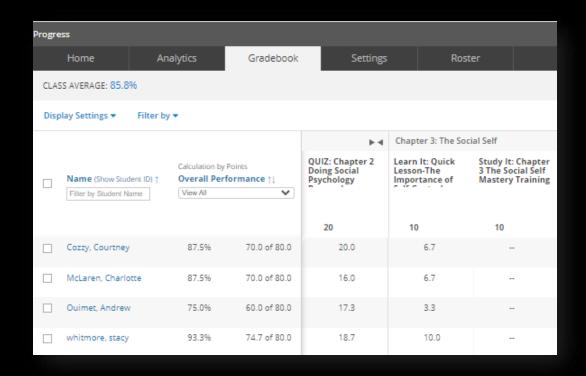
Step 5: On your lab partner, locate and take the pulse at the following pulse points: temporal, carotid, brachial, popliteal, and dorsalis pedis. Compare locations with the diagram in this chapter of the textbook. Record the count at each pulse point. Record and explain any differences in your answer.

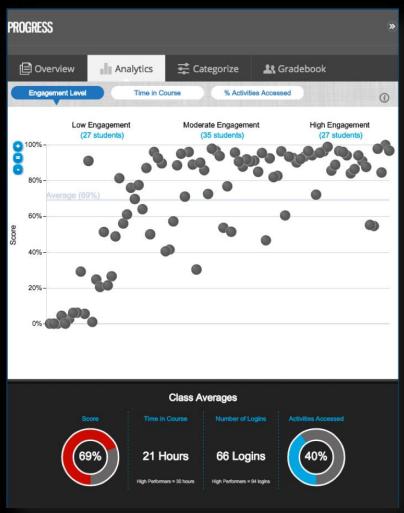
**Step 6:** Switch places with your lab partner and repeat steps 1–5.





## Cengage MindTap



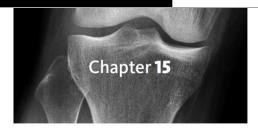






### Student Workbook

CHAPTER 15 Circulation and Blood Vessels O. Label the diagram of affected sites and resulting complications of atherosclerosis. Affected site Potential complication



#### Circulation and Blood Vessels

#### **OVERVIEW**

The arteries, capillaries, and veins circulate the blood to all parts of the body through cardiopul-

In cardiopulmonary circulation, blood travels from the heart to the lungs and back to the heart. In systemic circulation, blood travels from the heart to tissues and back to the heart. Specialized systemic routes are coronary circulation, portal circulation, and fetal circulation.

#### CARDIOPULMONARY CIRCULATION

In cardiopulmonary circulation, deoxygenated blood returns to the heart through the superior and inferior vena cava to the right atrium, through the tricuspid valve to the right ventricle, through the pulmonary semilunar valve to the pulmonary artery, and finally to the lungs.

The gaseous exchange between carbon dioxide and oxygen takes place in the alveoli of the lungs. Oxygenated blood returns from the lungs through the pulmonary veins to the left atrium, through the bicuspid valve to the left ventricle, through the aortic semilunar valve to the aorta, and then to all parts of the body.

#### SYSTEMIC CIRCULATION

System circulation has four functions. It circulates chemicals, such as nutrients and oxygen, to tissues and back to the heart. It also carries wastes away from the tissues, helps regulate body temperature, and protects the body from bacteria.

The aorta, the largest artery in the body, emerges from the heart, and the first branch, the coronary artery, goes to the heart muscle. The aorta artery then forms an arch called the aortic arch. Three arterial branches from the aortic arch are the brachiocephalic, the common carotid, and the left subclavian arteries. The aortic arch descends, and many more arteries branch from it; these arteries go to the chest, organs of digestion, reproductive organs, and the rest of the body.

Deoxygenated blood travels through increasing larger veins and empties into either the superior vena cava or the inferior vena cava, which brings the blood back to the heart.

#### **Coronary Circulation**

Two branches of the coronary artery, right and left, come from the aorta. Their branches feed the muscles of the heart. Blood returns to the right atrium through the coronary sinus, into which the coronary veins empty.

or symptom in the following list with the

hypoperfusio phlebitis orthostatic h

f body tissue due to insufficient blood sup

is on one side of the body

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B. Complete the following instructions and answer the question. 1. Label the diagram of fetal circulation from the mother to the heart of the fetus and back to the mother. Trace the flow of blood from the placenta to the umbilical arteries.

CHAPTER 15 Circulation and Blood Vessels

rate blood supply to organs and body syste

bility to say what one wishes to say

, grayish, or greenish discoloration of the speech or memory

in blood pressure that occurs when rising

mmation of the lining of a vein

2. Describe the function of the ductus venosus, foramen ovale, and ductus arteriosus. Do these structures have a function in the general circulation of the infant at six months of age? Does any blood circulate to the developing lungs of the fetus?

Key to oxygen saturation of blood

High

Medium

- C. Fill in the blanks to complete the following statements.
- 1. After going through cardiopulmonary circulation, the blood then goes to the major artery, the
- The first branch is the \_ artery, which takes blood to the The aorta then forms an arch.

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#### APPLYING THEORY TO PRACTICE

CHAPTER 15 Circulation and Blood Vessels

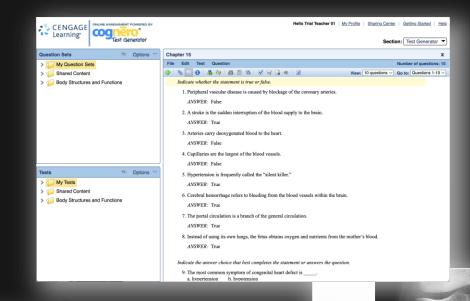
Prepare a presentation for junior high school students regarding nursing careers, including registered nurses, nurse clinicians, licensed practical nurses, and nurse aides. Describe the
educational requirements, the roles, and the future employment possibilities.
Answer the following questions: a. Why is hypertension called the "silent killer"?
a. why is hypertension cancil the shell affect ?
b. What risk factors predispose people to hypertension?
b. What fisk factors predispose people to hypertension?
c. What are the complications of hypertension?
3
d. How can hypertension be prevented?
You are taking the blood pressure of a patient in the HMO where you are employed. The rea
ing is 150/90. After they have rested for five minutes, you retake their pressure. It is the sar The patient states that it has never been that high. You suspect they may have white-coat hypertension.
a. Describe white-coat hypertension.





### Teacher Resources

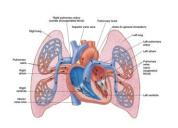
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  - ✓ Educator's Guide
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  - ✓ Standards Correlations
  - ✓ PowerPoint Slides
  - ✓ Answer Keys
- ✓ Cengage Testing, Powered by Cognero



#### **Cardiopulmonary Circulation**

- Deoxygenated blood from the heart flows to the lungs, where carbon dioxide is exchanged for oxygen
- Oxygenated blood returns to the heart
- Arterioles: small branches of an artery
- · Venules: small veins

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Chapter 15

#### Circulation and Blood Vessels

#### OVERVIEW

The arteries, capillaries, and veins circulate the blood to all parts of the body through the cardiopulmonary and systemic circulations.

Present a modified lecture using charts and diagrams to explain the cardiopulmonary an systemic circulations. Include the specialized systems: coronary, portal, and fetal.

#### Cardiopulmonary Circulation

PreP (Pre-reading plan): Brainstorm what the students already know about cardiopulmonary circulation.

Project or display an image to map the route of the blood from the right ventricle to the lungs from the lungs to the left atria, to the left ventricle, to the aorta, and to the rest of the body.

#### Systemic Circulation

Coronary Circulation

Cooperative/collaborative learning: Have students trace blood through the coronary circulation

#### Portal Circulation

Cooperative/collaborative learning: Have students trace blood through the portal circulation.

Question: Why is it important for venous blood to go through the liver before returning to the heart?

#### Fetal Circulation

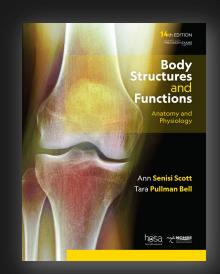
Explain how the fetus obtains oxygen and nutrients from the mother's circulation, stressing hor the mother's and baby's blood do not mix.

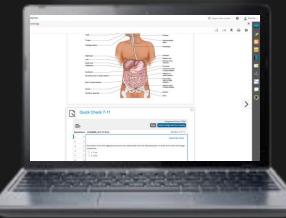
Trace the fetal circulation as it goes through the specific fetal structures: the ductus venosus ductus arteriosus, and foramen ovale.

Discussion question: What happens to the fetal structures after birth?

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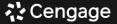
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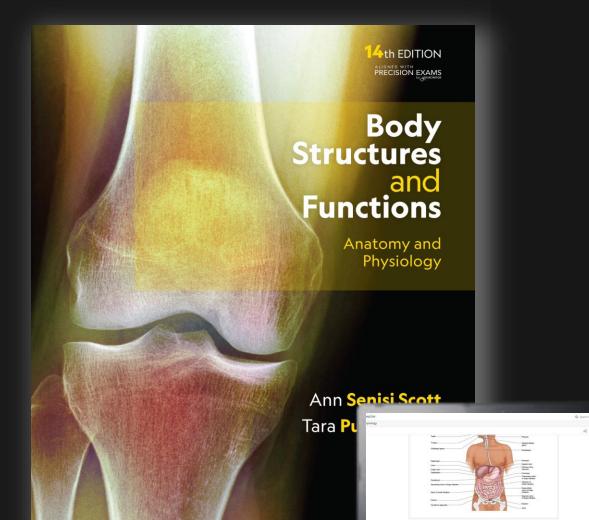












## Thank you.

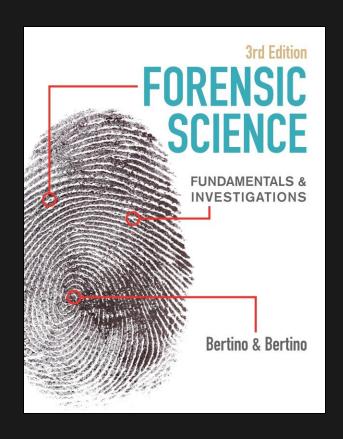
Vote <u>Body Structures</u> for A&P, and let's partner for student success!

ANATOMY AND PHYSIOLOGY





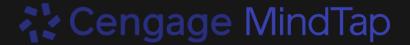
### **Cengage**



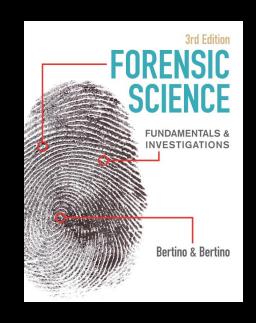
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#### Blood-Droplet Impact Angle Obj. 8.3, 8.9

#### Objectives:

By the end of this activity, you will be able to:

- 1. Create blood-spatter patterns from different angles of impact.
- 2. Examine the relationship between angle of impact and blood-spatter
- 3. Calculate the angle of impact from bloodstains.

#### Time Required to Complete Activity:

Two 45-minute class periods

First period: Create blood-spatter patterns from different angles. Second period: Measure bloodstains and calculate the angle of impact.

#### Materials:

#### (per group of two students)

Act 8-5 WKST Data Tables

1 dropper bottle of artificial or simulated blood (per two groups) (2) 5  $\times$  8-inch index cards

2 metric rulers and one 30-cm or 12-inch ruler

Newspapers

2 cardboard apparatuses (with string or twine)

1 protractor with 0-degree line along bottom edge

1 roll masking or drafting tape SAFETY PRECAUTIONS:



Cardboard apparatus for dropp

Cover the floor in the work area with newspaper.

Artificial blood can stain clothing and furniture, so care should be taken t spills.

#### Scenario:

Two police officers walk into a neighborhood convenience store. They dis blood-spatter patterns on the walls and ceiling. "What happened here?" so ne officer as she walks around the store. The officers call in the situatio forensics team is dispatched to the scene. Investigators will examine the scene and seek answers to the following questions:

- Whose blood is this?
- Does it belong to just one or to several people?
- · How many people were injured?

#### **ACTIVITY**

S-D

- · If more than one person was injured, is it possible to tell who was injured first?
- · What type of injury caused the blood loss?
- What type of weapon caused the injury?
- If the weapon was a gun, from which direction was the bullet fired? Did the shooter point the gun upward, downward, or straight ahead?
- · In what direction(s) did the injured person(s) move?

#### Background:

Blood-spatter analysis is a powerful forensic tool that helps investigators reconstruct what happened at a crime scene. In this activity, you will drop blood from different angles and observe how the size of the blood droplet is used to calculate the angle of impact.

#### Procedur

#### PART A: PRACTICE DETERMINING ANGLE OF IMPACT FROM MEASUREMENTS

Using the measurements in Data Table 1 and a calculator, determine the angle of impact for the five bloodstain measurements given.

#### Data Table 1: Calculation of Impact Angle from Bloodstains

Stain	Width (mm)	Length (mm)	Width/Length (sine)	Decimal	Impact Angle (inverse sine)
1	8	10			
2	3	4			
3	5	9			
4	2	10			
5	8	9			

#### PART B: CALCULATING IMPACT ANGLE FROM DROPPED BLOOD

In this activity, each group drops artificial blood from two different angles of impact determined by your instructor. Measure each bloodstain and calculate the angle of impact based on the length and width of each blood drop. Blood will be dropped 30 centimeters above the target. Share and record the results from all groups, so data represent the impact angles from 10, 20, 30, 40, 50, 60, 70, and 80 degrees.

Group 1: 10 and 50 degrees Group 2: 20 and 60 degrees

Group 3: 30 and 70 degrees Group 4: 40 and 80 degrees

332 Chapter Activity

#### 1. Labeling the Cards and Setting Up the Cardb

Note: Use two different cardboard setups; one for one other setup for your other angle of impact. There will be each cardboard setup.

- a. Obtain two 5  $\times$  8-inch index cards; turn the cards of
- b. Label each card with your initials and angle of impa with small letters and numbers.
- c. Obtain two cardboard apparatuses. Note that one apparatus is shorter than the other side. Tape the ! the shorter side of one of the cardboard apparatus align the top of the card to the top of the cardboan
- d. Place your cardboard setup with your  $5\times 8$ -inch  $c_1$  location where you can leave it undisturbed while t blood droplets dry for at least 30 minutes. (Refer the cardboard apparatus photo.) The longer end of the board should be on your desk or floor, and the she piece of cardboard with the  $5\times 8$ -inch card should elevated.
- f. Repeat Steps 3 and 4 for your other angle of impact should have two cardboard setups with one card or

#### 2. Using a Protractor to Establish the Desired Angle of Impact

 Place the protractor so that the center zero mark is cardboard apparatus. The angle of impact is meast

#### Example 1: To obtain an angle of impact of 20 d

Desired impact angle is 20 degrees measured from the Protractor reading is 90 minus the angle of impact, or 9

#### Example 2: To obtain an angle of impact of 30 degrees

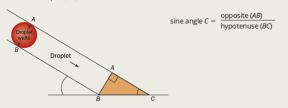
Desired impact angle is 30 degrees measured from the vertical.

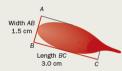
Protractor reading is 90 minus the angle of impact, or 90 - 30 = 60 degrees.

- b. After setting the protractor for one of the desired impact angle:
- (1) Use the string or twine to anchor the cardboard in position. Secure the string or twine to the bottom cardboard by inserting the dental floss in the notch in the bottom cardboard and passing the string or floss under into the opposite notch. This will lock the cardboard end to the cardboard in case the card slipped, and



impact by measuring the width of the blood droplet (AB) divided by the length of the blood droplet (B $\Omega$ .



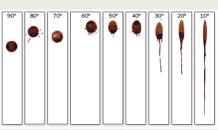


Note that the opposite side AB is the width of the bloodstain, and the hypotenuse BC is the length of the bloodstain.



inverse sine 0.5000 = 30 degrees

2. Refer to the photos of a student's bloodstains produced by dropping the blood at different angles using the "cardboard setup." The drops were produced by students using the cardboards setups used in this activity. Measure each of the bloodstains and calculate the actual angle of impact for each of the droplets using their width and length. Compare the calculated angle of impact.



culated angle of impact with

Student samples of bloodstains dropped from 90 to 100-degree angles of impact.

If they differ, suggest possible sources of error and how they could be avoided to ensure more reliable results.

336 Chapter Activity 976

Instructions  any activities are required to be completed in the classroom environment. These forms offer an option to submit your data, analysis, and other results of the activity electronically to your structions for uploading to the MindTap at the end of the activity. Please submit the activities according to your instructor's preference.    Blood-Spatter Pattern	ood-Spatter Patterns
Redium velocity  3. Low velocity  4. Arterial gush  5. Contact  6. Wipe	ood-Spatter Patterns
Blood-Spatter Patt Type Name Entered Data  1. High velocity Entered Data  2. Medium velocity  3. Low velocity  4. Arterial gush 5. Contact 6. Wipe	ood-Spatter Patterns
Type         Name         Name           1. High velocity         Entered Data         Entered Data           2. Medium velocity             3. Low velocity             4. Arterial gush             5. Contact             6. Wipe	
Type	
1. High velocity Entered Data Entered Data  2. Medium velocity  3. Low velocity  4. Arterial gush  5. Contact  6. Wipe	me
2. Medium velocity 3. Low velocity 4. Arterial gush 5. Contact 6. Wipe	
3. Low velocity 4. Arterial gush 5. Contact 6. Wipe	
4. Arterial gush 5. Contact 6. Wipe	
5. Contact 6. Wipe	
6. Wipe	
7. Swipe	
8. Cast-off pattern	
9. Dripping blood, walking	
10. Dripping blood, running	
11. Void pattern	
12. Expired blood	
13. Other	





#### The Science of Blood obj. 8.2

Prior to DNA I vidual or link a blood type, this could not identi exclude a perso the blood type a vides individual at a crime scene (or victim). As personal identif the biology of b

#### **Blood Cells**

Blood is a circu cells, white blo forms a differe liquid known a

FIGURE 8-1 Circle graph showing proportions of the components of blood.

Plasma
Platelets
Red blood cells

nutrients such a minerals throu ports wastes aw

Red blood mainly oxygen of the body. Th is an iron-conta gen in the lung cells in all the t in red blood cel color in blood. and foreign elclotting and are blood vessels.

#### FIGURE 8-5 Rh factor and ABO blood type examples.



Rh factor present

Antigen A present Rh factor absent Type A— a protein called *Rh factor* on their red blood cells. This factor is independent of the A and B antigens. Blood that has the Rh factor is designated Rh+ (positive), while blood that does not have this factor is designated Rh– (negative) (Figure 8-5).

#### Antigen-Antibody Response

To help white blood cells identify foreign elements, B-lymphocytes, specialized white blood cells, secrete antibodies. An antibody is a Y-shaped protein molecule that binds to the molecular shape of specific antigens, fitting like jigsaw puzzle pieces. The binding sites of the antibody are located on each tip of the Y-shaped molecule (Figures 8-6 and 8-7).

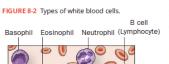


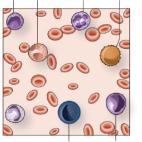
#### White Blood Count and Immune Res

White blood cells

Our bodies have the ability to discriminate betwe (self) and foreign elements called antigens (non tions to protect our bodies by identifying cells or as viruses, bacteria, fungi, parasites and proteins ognizes the presence of foreign elements or antigin the location of the invading material. Some w

he invading material. Some wy foreign elements. Other ty proteins, known as antibod response by identifying and that they can be destroyed. for a particular type of ant only blood components tha sources of DNA for profiling of white blood cells. Figure 1 blood components in a micr





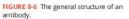
(Lymphocyte)

#### Discovery of Blood T

In 1900, Karl Landsteiner fo did not always freely mix w Instead, clumping of red might occur, resulting in de antigens, substances that tr red blood cells determines Landsteiner described the A antigens, such as the Rh fact

#### A and B Antigens

As Karl Landsteiner discovered, reactions to a blood blood proteins can have fatal consequences durin antigens, foreign antigens (or proteins) on blood ce



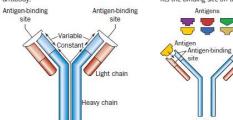
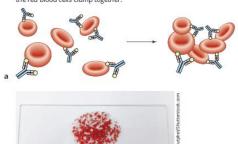


FIGURE 8-7 The shape of the antigen fits the binding site on the antibody.

FIGURE 8-8 a. An antibody reaction to surface antigens on red blood cells causes agglutination, or clumping, of the cells. Agglutination of blood cells inside a body can be fatal. b. Note during agglutination how the red blood cells clump together.



#### **Blood Typing Tests**

When a patient needs a blood transfusion, their blood needs to be typed to ensure that the blood to be transfused does not contain any blood antigens that will cause agglutination. The person's blood is tested for the presence of three antigens: A, B, and Rh.

Three separate tests are performed. First, the patient's blood is mixed with antibodies that bind to the A antigen. If the patient's

#### When a foreign element is re system responds. This is called the recognize the foreign antigen, an be viruses, bacteria, fungi, or eve different blood type.

#### Agglutination

There are many antigens on the sone arm of a Y-shaped antibody a the antibody can attach to another clumping together of red blood ce

If agglutination occurs within blood transfusion, blood could cea by clumped red blood cells. With not receive oxygen or eliminate ca

#### **Probability and Blood Types**

Given the frequency of different alleles (variation of a gene) within a population, it is possible to determine the probability that a particular blood type will appear within a particular population. To determine the probability of two simultaneous events, multiply their individual probabilities. In **Table 8-2**, you can see the percentages of Americans who have the alleles for the A and B antigens and the Rh factor.

292 Chapter 8 294 Chapter 8 Blood and Blood Spatter 978

## **Support for teachers**

#### **Enrich**

Consider replaying the antibody scenario, except this time when the antibodies have identified the red-capped antigen, have another white blood cell, known as a killer or cytotoxic killer T-cell, approach the antigen surrounded with antibodies. The role of the killer T-cell is to secrete digestive enzymes on the antigen. One of the jobs of white blood cells is to identify and destroy foreign antigens.

#### **ACTIVITY**

Consider introducing Activity 8-8 ACT: Antigens and Antibodies at this point in the lesson. This additional activity can be found on the Companion Site.

#### Teach

Discuss the medical history of bloodletting and the use of leeches. Ask students why they think blood has been studied much longer than DNA.

#### **Teach**

Help students understand how blood typing is used as evidence by discussing these questions:

- What kind of evidence is a blood type?
- How can a blood type be used to exclude a suspect in a case?
- Compare and contrast the use of blood typing to DNA profiling as a forensic tool to identify suspects and victims.

#### **Academic Connections**

#### **BIOLOGY**

Blood is an important tissue that is responsible for transporting nutrients, water, and oxygen to all of the cells in the body and for transporting carbon dioxide and wastes away from all of the cells in the body.

- The immune system depends upon circulating white blood cells to identify and destroy pathogens. This might also be a good time to discuss the overall importance of blood banks.
- In addition to transporting nutrients, water, and oxygen to the cells, blood carries hormones, vitamins, and minerals to nourish and regulate certain bodily functions.
- The movement of hormones through the blood enables one organ to control the function of another organ, even though the two organs might be located far apart. In this way, blood acts not just as a means of transportation but also as a communication system.
- Blood is responsible for delivering all of the body's wastes to the appropriate location for disposal. Waste gases, such as carbon dioxide, are delivered to the lungs, where they are exhaled. Other wastes are filtered from the blood in the kidneys, where they are dissolved in water and excreted as urine.

#### Assess

To assess students' understanding of the relationship between blood and DNA, ask them the following questions:

- What component of blood can be used for DNA analysis?
- How long has DNA analysis been possible?
- Why is DNA an important tool for forensic scientists?

#### **Explore**

For additional information on genes and blood type, refer to Learn.Genetics "Genes and Blood Type" (University of Utah).

#### Differentiated Learning

#### **Additional Support for Learners**

To help students visualize the quantity of blood in an average adult, show them 5.5 liters of water with red food coloring.

#### **Academic Connections**

#### **MATHEMATICS**

To illustrate how blood types are inherited, show (using a Punnett square) a cross between a mother who has blood type O and a father who has type AB. Genes are inherited through independent assortment. The mother can contribute only an O allele. The father can contribute either an A or a B allele. This couple could have children of either blood type A (O from the mother and A from the father) or B (O from the mother and B from the father). Point out that there is a 50% probability of these parents having a child with type A blood. Explain why these parents could not have a child with blood type O.



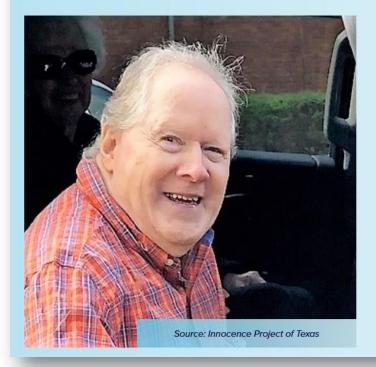


**Joe Bryan** (1985, 2019)

Joe Bryan, a Texas high school principal convicted of murdering his wife Mickey, is serving over 30 years in jail. Bryan has always maintained his innocence of this crime. In 2018, the Texas Forensic Science Commission, an organization that investigates complaints about the misuse of forensic testimony and evidence in criminal cases, agreed to reopen his case based

## Joe Bryan

Time Served: 32



**CHARGE:** Murder

**CONVICTED: 1988** 

**SENTENCE:** 99 Years

RELEASED: 2020

**COUNTY:** Bosque



Discuss why the type O blood evidence found on the flashlight is considered a weak form of evidence tying Joe Bryan to the murdered victim.





#### ACTIVITY

#### Sorting of Sand by Size and Shape Obj. 13.3, 13.4, 13.8

#### Objectives:

By the end of this activity, you will be able to:

- 1. Compare and contrast sand samples using photographs of sand.
- 2. Estimate the size of sand grains.
- 3. Identify different shapes of sand grains.
- 4. Determine how well a sand sample is sorted.

#### Time Required to Complete Activity:

60 minutes

#### Materials:

Act 13-3 WKST Sand Descriptions

Act 13-3 WKST Reference

Stereomicroscope (or hand lens)

#### SAFETY PRECAUTIONS:

Wear safety eyewear. Carry the microscope using two hands.

#### Background:

The solid portion of the earth is made up of rocks and minerals. Sand is formed by the weathering of rock. As the fragments of rocks and minerals travel away from the source, they are subjected to wind, rain, freezing/thawing, and moving water and air. The greater the distance traveled, the more the rock fragments will be separated by size and the greater the degree of rounding of the edges of the rock fragments.

The following chart is a *simplified* reference describing four different sources of sand.

SOURCES OF SAND								
Characteristics	Continental	Volcanic	Skeletal	Precipitate				
Color	Light with some darker minerals	Darker	Light	Light				
Quartz (clear)	Mostly	Small amount	Some	Some				
Distinguishing Traits	Light color	Dark color	Shells or skeletons	Round shape				

Refer to the reference charts and Act 13-3 WKST *Reference* to help with this activity. A PowerPoint presentation of the sand images used in this activity is available on the Companion Site.

572 Chapter Activity

#### **ACTIVITY**

13-3

#### Procedure:

Refer to the photographs of sand samples. For each photograph, record the sand sample's size, degree of sorting, shape of sand grains, and source on Act 13-3 WKST Sand Descriptions. Refer to the reference chart Size, Sorting, Shape, and Source or Act 13-3 WKST Reference. The ruler in photographs 1-12 uses millimeters as the unit of measurement. The ruler in photographs 13-15 uses centimeters as the unit of measurement.

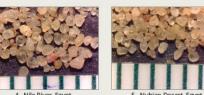
- 1. Size: Approximate size in mm OR variable
- 2. Sorting: Well sorted, moderately sorted, poorly sorted
- 3. Shape: Angular, subangular, subrounded, rounded
- 4. Source: Continental, volcanic, skeletal, precipitate

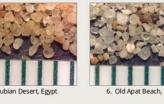












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574 Chapter Activity







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Chapter Activity 575







Japanese Fire Balloons—First Intercontinental Weapon (1944–1945) In 1944, a young minister and his pregnant wife drove into the forests of Oregon for a church picnic. As the minister was parking the car, five teenagers and the minister's wife ran to a mysterious large white cloth entangled in the trees. Tragically, when one of the teens touched the cloth, a bomb exploded and killed them. Over the next year and a half, similar stories of people hearing bombs exploding or seeing fires starting were reported to the military. Fortunately, no other deaths occurred. Each incident was kept secret; nothing appeared in the news for fear that acknowledgment of these bombs would affect the war effort. Solving the mystery of the origin of the bombs and the cause of these explosions involved an incredible amount of detective work, consultations with geologists (who analyzed the sand's composition), military, and international collaboration.

During World War II, the Japanese created hot air balloons filled with hydrogen gas to transport fire and antipersonnel bombs to the United States. The Japanese were retaliating for the Tokyo bombing raids initiated by the United States in response to the Japanese bombing of Pearl Harbor in 1941.

Young Japanese high school girls constructed the balloons from mulberry bark made into paper (washi). The young girls worked long hours in dark, secret factories sewing and gluing the paper with a potato-like paste. Each balloon was 33 feet in diameter.

The Japanese understood that between 25,000 and 30,000 feet above sea level, the trade winds blew from Japan to the United States and could provide the force to transport the balloon and its bombs across the ocean. These were the first intercontinental bombs!



ASSOCIATED PRESS/AP In

The Japanese had to solve the problem of the balloons rising during the warmer daylight hours and falling at night. During the warmer hours of the day, the temperature of the air increased. When the temperature increased, the volume of the air inside the balloons would increase, resulting in lower air pressure inside the balloons. As a result, the balloons would rise. As the air temperature decreased at night, the volume inside the balloons decreased (Charles's law). When the volume decreased, the air pressure inside the balloons would increase, causing them to sink.

Using a complicated series of controls, altimeters, and a series of 32 five- to seven-pound sandbags, the Japanese were able to get the balloons to stay at an altitude of around 25,000 feet, where the trade winds would continuously blow. At night, when the balloons would start to sink, a

Using a complicated series of controls, altimeters, and a series of 32 five- to seven-pound sandbags, the Japanese were able to get the balloons to stay at an altitude of around 25,000 feet, where the trade winds would continuously blow. At night, when the balloons would start to sink, a constant altitude was maintained by systematically dropping some of the sandbags. When all sandbags had been dropped, the fire balloons would land, setting off the fire balloons and the antipersonnel bomb.

The key to solving this mystery lie in the sandbags. Geologists analyzed the sandbags and determined that the sand came from several possible beaches in Japan. The unusual mixture of trace minerals along with the type of diatoms and forams indicated that the sand came from the northeastern shores of Japan.



#### The Science of Soil Obi 122

Soil, one of nature's most basic and essenti taken for granted. Consider the many wa provides the following:

- · Source of minerals essential for crop gro
- Source of fuel
- · Home for many animals
- · Substrate for maintaining a balanced ec-
- · Place to bury our dead
- · Materials for the creation of pottery
- · Materials used to construct buildings, l glass

In this section, you will examine how chemical, physical, and biological ways in soil are the basis for the forensic analysis of

Soil is the top layer of the earth's crust that usually covers bedrock. Soil is a mixture of weathered rock, microorganisms, decaying organic matter, water, and air. The chemical composition of soil depends on the following:

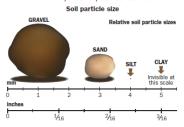
- Mineral content (the naturally occurring crystalline structure found in soil)
- Type of rocks that formed the soil
- · Local climate
- · Type of the environment

Soil formation is a long and complicated process, developing over time as a result of the interaction of biological, physical, and chemical weathering. The formation of soil is affected by temperature, rainfall, ice, wind, and wave action. Animals also affect the soil: Plants, animals, fungi, and other living organisms add organic material, or carbon-based materials derived from living things, to the soil. Animals that dig or burrow in the soil help with the aeration (air circulation) and the mixing of soil. Physical weathering results in breaking larger rocks into smaller rocks as a result of abrasion (rocks colliding from falling, wave, or wind action), frost, and plants splitting rocks as their roots grow in cracks of rock. Chemical weathering changes the mineral content of the soil. For example, iron in rocks forms rust in the presence of water. Olivine, a greenish mineral found deep in the earth, weathers to form clay when brought to the surface. Note that some minerals, such as quartz, do not easily undergo chemical weathering and are therefore more commonly found on a beach with strong

#### Soil Texture

The size and shape of the particles found in the soil vary depending on the type of minerals originally found in the rocks and the type of weathering of the rocks. Soil texture (how the soil feels between your fingers) describes the size of the mineral particles that make up soil. There are three main soil textures based on the size of the granules: sand, silt, and clay (Figure 13-1). Sand is the coarsest texture, and clay is the finest texture. Table 13-1 contains more information about soil textures. Most soil samples are mixtures that contain a combination of

FIGURE 13-1 A comparison of particle sizes in soil.



#### TABLE 13-1 Soil textures based on size

Soil Texture	Particle Size (mm)	Feels Like	Location	Characteristics
Sand	Coarse (2.0-0.05 mm)	Coarse granular	Deserts, beaches, riverbeds	Loses water, air circulates easily
Silt	Medium (0.05–0.002 mm)	Gritty	Sediment in riverbeds	Retains water
Clay	Fine (Less than	Sticky when wet, smooth	Varies	Retains water

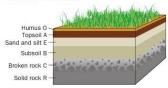
#### DID YOU KNOW?

Stratigraphy is the study of how soil and rock layers have formed and are arranged. A soil profile can be described as a soil layer cake. The U.S. Department of Agriculture (USDA) has identified more than a thousand soil profiles in the United States, Visit the USDA's website usda.gov and follow the link to their Web Soil Survey to learn more about soil profiles in your area.

types of plants growing in the soil also affect the pH of the soil or its level of acidity or alkalinity (basicity). The pH scale ranges from 0 to 14. A pH higher than 7 is basic, and a pH lower than 7 is acidic. Evergreen needles will make the soil more acidic. Soils with a humus layer greater than 20 percent tend to be acidic as well. On the other hand, chalk-a white, porous carbonite rock derived from the skeletal remains of sea organisms-tends to make the soil more basic. The pH of soil plays a part in determining which organisms can survive in that soil and affects the type and rate of decomposition.

Sand, silt, or clay that is deposited by wind or water is called sediment. Sediment on dry land will settle into soil horizons, or layers, that are more or less parallel to the earth's surface. The soil in each horizon has characteristic properties, as described in Figure 13-3. The soil in a given geographic area will have a unique soil profile, or sequence of layers. Each soil horizon within the profile is labeled with an uppercase letter-commonly O, A, E, B, C, and R, from top to bottom. The three main soil profiles are A, B, and C. The top layer, O, is the organic layer. The E layer refers to soil formed by eluviation, or the movement of organic matter and minerals due to the downward movement of water. The R layer refers to rock.

FIGURE 13-3 Soil profile key.



Layer	Common Name	Description
0	Humus	Decaying organic matter
A	Topsoil	Dark; mixture of humus and minerals; plants sprout here
E	Sand and silt	Light; water leaches away most minerals
В	Subsoil	Clay and mineral deposits
С	Broken rock	No plant growth, little humus
R	Solid rock	Solid rock

#### Soil and Decomposition

The type of soil has an effect on the rate and manner of decomposition. In turn, a decomposing body has an effect on soil. Understanding this interaction is useful when trying to investigate crimes.

#### Effects of Decomposing Bodies on Soil

When a body is buried directly in the soil, it affects the soil chemistry in a complex series of ways. Toxic chemical products of decomposition, along with nutrient-rich decomposition fluids, seep out of the body and enter the soil. A cadaver decomposition island (CDI) (Figure 13-4) is formed by a unique concentration of decomposition products that initially kills vegetation. An isolated area barren of plant growth reveals that plant growth has been disturbed and has not resumed. It could mark a recent burial.

tors, and scaven waste products i becomes aerated a lation. Following fertility, the area and succession d increased insect a ing different plant arises, potentially

#### Effect of Soil on Not only does a effect on the soil the rate and ma body. The burial

- oxygen level all af · Burial depth an courage some more exposed body is buried, A burial of thre tions. Bodies for a greater level of
- · Soil moisture a increase the lik Chapter 12, is decomposition.
- · Soil texture, Cla ture, and they o and contracting reducing the sur Bodies in coarse buried in sandy preserved for hu mified corpse.
- · Soil pH. Acidic can preserve bo reduce decomp isms are most a
- · Oxygen level. In and putrescine stench can attr dogs, with their

#### DID YOU KNOW?

Many studies have been performed on the ancient "bog people" human cadavers buried in acidic peat bogs in Northern Europe. The oldest skeletal remains of bog people have been dated to 8000 B.C. The oldest fleshed bog body was dated to 2000 B.C. The acidic peat bogs prevented decomposition and mummified their bodies.

The Science of Ballistics Obl. 183

As a basketball is thrown toward a hoop, it takes a downward curved path. The trajectory of any propelled object is described as a parabolic (curved) path (Figure 18-2).

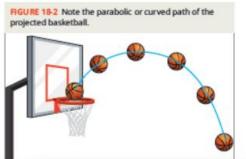
Bullets fired from a firearm differ in velocity and distance traveled before they ultimately fall to the ground or embed in a target. The path of the bullet, known as the bullet's trajectory, is not straight; rather it curves as the bullet travels through the air. Many forces act on that bullet as it leaves the barrel of the firearm, affecting the bullet's trajectory or path.

The first force to act on the bullet is the pressure of expanding gases released when gunpowder is ignited. This explosion propels the bullet forward at a high velo of the firearm. The greater the amount of gunpowder used, th motion of the bullet. As the bullet exits the gun barrel, the bullet subject to the forces of air resistance and wind and the downw

In 1609, Galileo, an Italian astronomer, physicist, and er to describe a parabolic trajectory or path of a projectile. Ga with Sir Isaac Newton's explanation of the Three Laws of Mot the basis for the physics and mathematics of ballistics. Newt every action, there is an equal and opposite reaction," can be the recoil, kickback or backward movement of a firearm w

The explosive force of the ignitions of the gunpowder within the cartridge produces forward propulsion (action) to the bullet, while a backward force (the recoil) is absorbed in the firearm. hands, and arms of the shooter (reaction).

Before discharging a firearm, the shooter makes adjustments for the height and distance of target, wind, and weather conditions (Figure 18-3). The longest distance recorded of a sniper hitting a target using a rifle is approximately 2 miles.



#### The Science of Fingerprints obj. 6.2

Look at the surface of your fingers. Are they smooth and shiny? No. All fingers, toes, feet, and palms are covered in small ridges. These are raised portions of skin, arranged in connected units called dermal, or friction, ridges. They help us with our grip on objects that we touch. When these ridges press against things, they leave marks. A finger leaves an impression called a fingerprint.

The imprint of a fingerprint consists of natural secretions of the sweat glands that are present in the friction ridge of the skin (Figure 6-4). These secretions are a mixture mainly of water, oils, and salts. Dirt from everyday activities is also mixed into these secretions. Anytime vou touch something, you may leave behind traces of these substances in the unique pattern of your dermal ridges. Due to the uniqueness of fingerprints to an individual, this type of dual evidence.

our fingers moist and able to grip better. Skin surface with friction ridge patterns

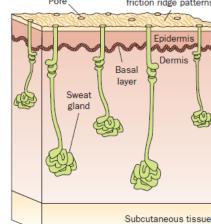


FIGURE 6-4 Our fingertips are covered with

hundreds of microscopic sweat pores that make

**A** 



feed on decomposition fluid seepage.

#### The Science of Forensic Entomology: Insects and Decomposition obj. 11.3

All organisms have specific requirements for survival. A habitat must be favorable, or the organisms will not survive. The most important factors for most organisms to survive are suitable temperatures, the correct amount of moisture, a suitable

> food source, and sufficient oxygen and a favorable environment to raise their young (Figure 11-4). Other factors affecting survival are the presence of other organisms competing for food and living space, predation, reproduction limitations, and toxic effects of wastes due to crowding.

When two different organisms have the same habitat requirements, they compete. For example, both fly larvae and beetle larvae compete for the decomposing flesh (Figure 11-3). The adult beetle reduces this competition by consuming fly larvae, which provides more food for the developing beetle larvae.

FIGURE 11-4 Odors of decomposing liver attract blow-

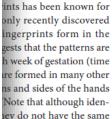
flies (shiny) and the larger flesh fly (encircled). Clusters of

white, blowfly eggs are visible on the right. Adult blowflies

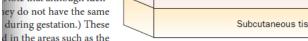
#### Decomposition

In this chapter, you will study the primary insects of decomposition with an emphasis on flies and beetles. After death, a decomposing body undergoes a

terns happens in the basal layer of skin, where e basal layer grows, unique ridge patterns form, rrounding the fetus. The pattern can be altered In injury of this type may create an alteration ears on the original pattern.

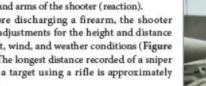


lines on the surfaces of











Ten Capstone
Projects integrate
the concepts
learned
throughout the
course

### CAPSTONE PROJECT 3

#### How Reliable Is the Evider

#### **LEARNING OBJECTIVES:**

By the end of this project, you will be able to:

- 1. Discuss the reliability of different types of physical evidence.
- 2. Debate the reliability of different types of physical evidence use

#### Time Required

Varies depending on if research is conducted during class time (three 45-minute class periods).

#### Materials

- CP-3 WKST Table 1: Debate Strategy Form
- CP-3 WKST Table 2: Performance Evaluation Form (two copies
- Computer with Internet access (Optional)

#### Safety Procedures

None

#### Introduction

The validity of many different forms of physical evidence has been able is the evidence? Have innocent people been convicted becaudled or improperly interpreted evidence?

In this project, you will debate the reliability of different type criminal cases today.

#### PROJECT 5

#### Analysis of a Forensic Science Movie or TV Show Episode

#### **LEARNING OBJECTIVES:**

By the end of this project, you will be able to:

- Identify contrived or misrepresented procedures or events portrayed in an episode of a forensic science television program.
- Document the correct method for the procedure the event.

#### Time Required

Two 45-minute periods

#### Materials

- CP-5 WKST Table 1: TV Episode/Movie Summary
- · CP-5 WKST Table 2: TV Episode/Movie Evaluation
- · Computers with Internet access (Optional)
- Reference materials, such as Katherine Ramsland's C.S.I. Effect, and True Stories of C.S.I. (Optional)

#### Safety Precautions

None

#### Introduction

Television provides us with many hours of forensic invescience shows have searched high and low for ideas an niques and forensic science concepts demonstrated in or misrepresented for the sake of entertainment and froject, you will be charged with detecting and docur crime-scene investigation varies from what happens in

### PROJECT 7

## Forensic Science Career Exploration

#### **LEARNING OBJECTIVES:**

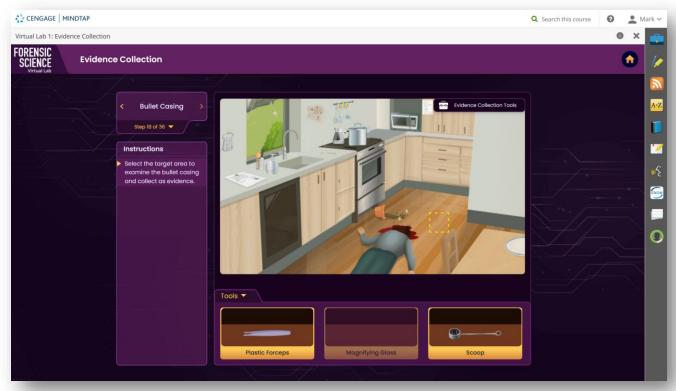
By the end of this project, you will be able to:

- Identify different types of careers in forensic science.
- Discuss the education requirements, job skills, job training, salary ranges, and so on of different careers in forensic science.
- 3. Present your research to the class.

Capstone Projects 833





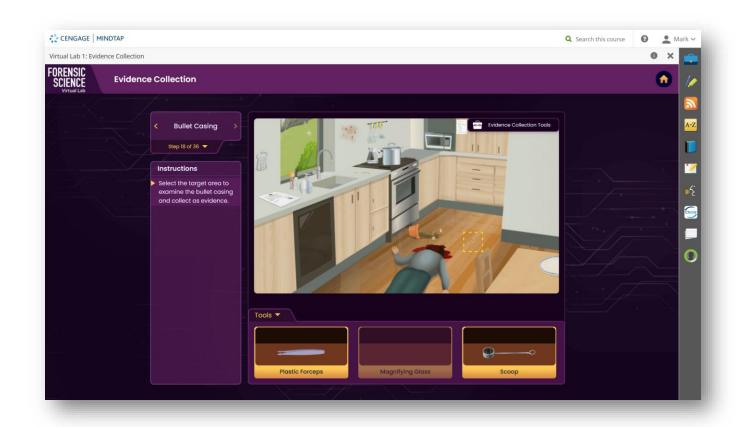


- Virtual Lab The Death of Rose Cedar (series of 10 labs using skills to solve a murder case)
  - Interactive Labs for each chapter
- Lab worksheets are fillable PDF's
  - Additional lab activities (23 more) not included in print book



#### Virtual Lab - The Death of Rose Cedar

- Virtual Lab 1: Evidence Collection
- Virtual Lab 2: Suspect Identification
- Virtual Lab 3: Fingerprinting
- Virtual Lab 4: Hair Analysis
- Virtual Lab 5: Fiber Analysis
- Virtual Lab 6: Handwriting Analysis
- Virtual Lab 7: Glass Density
- Virtual Lab 8: Soil Analysis
- Virtual Lab 9: Blood Spatter
- ∨ ☐ Virtual Lab 10: Ballistics
- Virtual Lab: Final







Interactive Labs for each chapter



# Chapter Opening Scenarios highlight intriguing news shaping forensic science today

#### Who Are You? Cold Cases Solved Using Forensic Genealogy

n April 1981, the body of a young girl with red, braided hair wearing a buckskin jacket (known as the "Buckskin Girl") was found murdered by the side of an Ohio road. Detailed fingerprint analysis; dental record comparisons; hair, pollen, and isotope analysis; and facial reconstructions completed by the National Center for Missing and Exploited Children (NCMEC) network failed to identify the young woman until 2018. At that time, a volunteer group known as John and Jane Doe Project used the stored 37-year-old blood sample with its degraded DNA to compare the unidentified person's DNA with the DNA found in public genealogical databases (GEDmatch provides tools for DNA and genealogical analyses). Based on that search, relatives were identified from the public genealogical database, family trees were viewed, interviews were conducted by detectives, and ultimately, the "Buckskin Girl" was identified as 21-year-old Marcia L. King from Arkansas.

This was one of the many cold cases solved by using public genealogical databases and SNPs (single nucleotide polymorphisms) to analyze DNA. You may have heard of genealogy searches through Ancestry.com and 23andMe. As of 2019, over 26 million people have submitted their DNA to undergo this genetic screening. To collect an individual's DNA, the mouth is swabbed, and then the sample is mailed to the company for analysis. They analyze the DNA to trace ancestry and help locate relatives. This same amazing technology is being used to solve many cold case crimes because SNP analyses use shorter DNA fragments. Degraded or damaged DNA evidence, once thought to be useless, can now be reevaluated and used to identify perpetrators of crime who have eluded capture. It can also be used to identify the remains of unknown deceased individuals such as the "Buckskin Girl."



Artist sketch of the unidentified murder victim known as the "Buckskin Girl."



Marcia Lenore King's remains were identified 37 years after her murder using public genealogy

din Lloyd's body was found in an industrial park with gunshot wounds to his

Aaron Hernandez: Murderer or Victim of Chronic Traumatic

miprofessional football player visitarea during the off-season. Car tread the murder scene were photographed irch for a unique tread pattern.

back and chest in 2013. Lloyd was a

**Encephalopathy?** 

y was found about a mile away from leboro, Massachusetts, residence of idez, a football player for the New ots. On June 18, 2013, as part of the investigation, the police searched the in Hernandez, who had a history of roblems working with his teammates. In Lloyd's body was found, investined that Hernandez destroyed his system and cell phone and employed



eaners to thoroughly clean his residence. By June 26, Hernandez was arrested for the minutes after his arrest, the Patriots released Hernandez as a player.

e evidence in the case was circumstantial. Prosecutors stated that Hernandez's DNA he crime scene. Four stones wedged in a tire of Hernandez's rental car created a pression. When investigators compared the crime-scene photographs of tire impresthe crime scene with Hernandez's rental car tire impressions, they were consistent o line up perfectly. On April 15, 2015, Hernandez was found guilty of murder in the charge that in Massachusetts automatically carries a sentence of life in prison withy of parole. No motive for the murder was ever substantiated.

9, 2017, correction officers found Hernandez in his cell, an apparent victim of suiig. After his death, Boston University researchers studied his brain and diagnosed
nic traumatic encephalopathy (CTE). Researchers stated that Hernandez's CTE may
sed by repeated head trauma during football practice and games. They suggested
which results in poor judgment, aggression, paranoia, anger, emotional instability,
explain some of Hernandez's criminal acts and other behavior.





The latest **advances** in forensic technique and tools.

- Advances in forensic science procedures and techniques
- Students learn the newest technologies



#### Advances in Forensic Toxicology Obj. 9.7

New rapid, noninvasive, and portable drug-testing devices may soon replace breathalyzer, blood, and urine tests. One of these devices is a postage-stamp-sized, paper-based device that analyzes oral fluids (saliva). The saliva moves through six different channels of the device. Each channel is specific for identification of a different drug. A color change results if the sample contains any of the

Another device uses a person's fingerprint to identify the use of dil As drugs, such as cocaine, heroin, and morphine, are metabolized (b by your body, some of their metabolites are excreted through the drug metabolites resist washing and are detected on the touch test (I A paper spray mass spectrometry analyzes the metabolites found on to identify specific drugs. Tests are quick, and there is no chance for substitute the sample. Although traces of metabolites can be transf drug user to a nondrug user during a secondary transfer, the quan found in the drug user's fingerprint is 100× more than the trace an drug found as a result of a secondary transfer.

A new technique called *TD-DART-MS* is a rapid screening pressusing real-time mass spectrometry that requires minimal to no presamples. Samples can be analyzed from alcohol swipes of the outside. This can be performed in the lab, or it can be performed by law en the field if they have the device. Unfortunately, most law-enforcer ments cannot afford this technology.



## print revosting. cted could of s, beniphet-



#### Advances in Tool Mark Analysis Obj. 17.7

Forensic experts have traditionally used visual pattern recognition to compare marks found at crime scenes with those made with suspect tools. This method was challenged in a famous 2000 Florida court case, which established that knife blade tool mark evidence was inconclusive because of inadequate scientific testing. In response, the U.S. Department of Energy's Ames Laboratory at Iowa State University began developing new technology to scientifically determine the uniqueness of tool marks.

Researchers at the Ames Laboratory built a large tool image database that includes examples of screwdrivers, pliers, wire cutters, bolt cutters, tin snips, wood chisels, crowbars, and other tools. A forensic comparison microscope is used to compare crime-scene tool marks with the images of the different tools found in the database. This comparison identifies the type of tool used to produce the tool mark. An algorithm developed by researchers statistically analyzes the tool images and the crime-scene tool mark evidence. Using artificial intelligence, the computer takes objective mathematical relationships and develops degrees of consistency between the tool image and the crime-scene tool mark evidence.

Another research project at the Ames Laboratory involves the use of 3-D characterization methods and statistical methods to distinguish tool marks. The researchers use a *profilometer*. This rapid, nondestructive technique requires no contact with the tool and magnifies, scans, and measures the surface contours (irregularities) of a sample in either two or three dimensions. The profilometer uses the information to create a contour map of the marks from the scan to precisely identify a tool mark. This technology reduces the subjective nature of tool mark comparisons and replaces it with a more objective and statistical comparison. This technology also allows forensic specialists to objectively compare marks on a tool to the marks made by a tool at the crime scene.





## Careers in Forensics focus on trending careers:

- Meet real forensic scientists
- Job requirements
- Preparation
- Education required
- Challenges/rewards

#### Careers IN FORENSICS

#### Dr. Rob Fitzpatrick

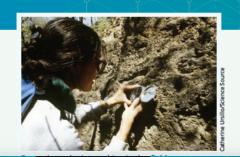
FORENSIC GEOLOGIST

Forensic geologists use earth science and logic materials, such as soil and rocks, to solve criminal and civil cases. To becon forensic geologist, you need to take college-courses in geology, mathematics, chemi law, and forensic science. Some laborate that employ forensic geologists include the Laboratory in the United States, La Polizia Stifica in Italy, the Centre of Forensic Science Toronto, and the National Research Institut Police Science in Japan.

Dr. Rob Fitzpatrick, an Australian soil chemist, is one of the leading forensic science experts. Dr. Fitzpatrick has been director of the CAFSS for more than 10 y and recently developed a manual to as other forensic soil examiners. The double r der case involving Matthew Holding in the studies was solved with the help of Dr. patrick's soil analyses, which linked the so the shovel in the suspect's car to a quari Australia.

Forensic geologists like Dr. Fitzpatrick o work primarily in areas outside of law enforment. They may help authenticate painting identifying the amount of mineral or org material used to make the paints. This infoition is used to determine when the painting painted and possibly by whom.

Forensic geologists may be hired to test soil and rocks in an area being sold as a mine.



## Careers IN FORENSICS

#### T. Paulette Sutton

**BLOODSTAIN PATTERN ANALYST** 

T. Paulette Sutton, one of the world's leading experts on bloodstains, is the former Assistant Director of Forensic Services and Director of Investigations at the University of Tennessee, Memphis. She has been involved in nationally known murder cases and has worked hard during a long career to make a positive contribution to the legal system. "It's best for my fellow man that we get killers off the street," she says. Since her official retirement in 2006, she has continued to teach, consult, and testify about her area of expertise.

Sutton began her career by training as a the rock formation. His expertise helped harrow the search area for Osama bin Laden.



"There's nothing I love more than feeding questions to investigators."—T. Paulette Sutton

Cutton's analysis comptimes finds truth rather





## **Accessible to ALL Students**

- Scientific **terms and** vocabulary defined in text
- New English/Spanish **Glossary**

#### **KEY TERMS**

- arch a fingerprint pattern in which the ridge pattern originates from one side of the print and continues to the other side
- biometrics uses measurements and statistical analyses of someone's physical characteristics to aid in their identification
- core a center of a loop
- delta a triangular ridge pattern created when ridge patterns diverge
- fingerprint an impression left on any surface that consists of patterns made by the ridges on a finger
- Integrated Automated Fingerprint Identification System (IAFIS) FBI-developed national database of more than 76 million criminal fingerprints and criminal histories
- latent fingerprint a concealed fingerprint that is made visible through the use of powders or forensic techniques
- loop a fingerprint pattern in which the ridge pattern flows inward and returns in the direction of the origin

- shapes and positi makes each uniqu
- patent fingerpris when fingers coat other substance t print to that surfa
- plastic fingerpri fingerprint made soap, or putty
- ridge count the center of a delta
- **≡** ridge pattern th lines on the surfa whorls. They are

- minutiae the co

- ridges found in th They fall into thre and bottoms of to

- magazine cartridge storing device that feeds cartridges into semiautomatic and fully automatic firearms
- cargador dispositivo de almacenamiento de los cartuchos por el cual los cartuchos ingresan en las armas de fuego automáticas y semiautomáticas
- maggot wormlike fly larva
- larva de braquícero larva con forma de gusano de los insectos del orden de los dípteros
- manner of death one of five ways in which a person's death is classified (i.e., natural, accidental, suicidal, homicidal, or undetermined)
- manera de muerte alguna de las cinco formas en que se clasifica la muerte de una persona (por ejemplo, muerte natural, muerte accidental, suicidio, homicidio o muerte indeterminada)
- mechanism of death the specific physiological, physical, or chemical event that stops life
- mecanismo de muerte hecho específico de carácter fisiológico, físico o químico que interrumpe la vida
- medical examiner a physician who performs autopsies deter-
- ten print card a form used to record and preserve a person's fingerprints
- whorl (plain whorl) a fingerprint pattern that resembles a bull's-eye





## **Accessible to ALL Students**

Teacher's
Edition
support for
different levels
of students
and ELL

#### **Differentiated Learning**

#### **Additional Support for Learners**

discussing the topic of fingerpr

employment.

During classroom discussions, encourage all students to share prior knowledge. Tell students that when a classmate is sharing, they should listen carefully, then write down a follow up question. When the classroom discussion is complete, encourage students to research the answers to their follow up questions. This strategy is particularly useful for

#### **Differentiated Learning**

#### **English-Language Learners**

Students may have difficulty distinguishing between the terms *latent* and *patent* because they only differ by one letter. Try to come up with a clever way for them to remember these terms. For example, because latent begins with an L, that L could refer to investigators having to LOOK for these kinds of prints. Latent prints are invisible prints.

#### **Differentiated Learning**

#### Accelerated Learners

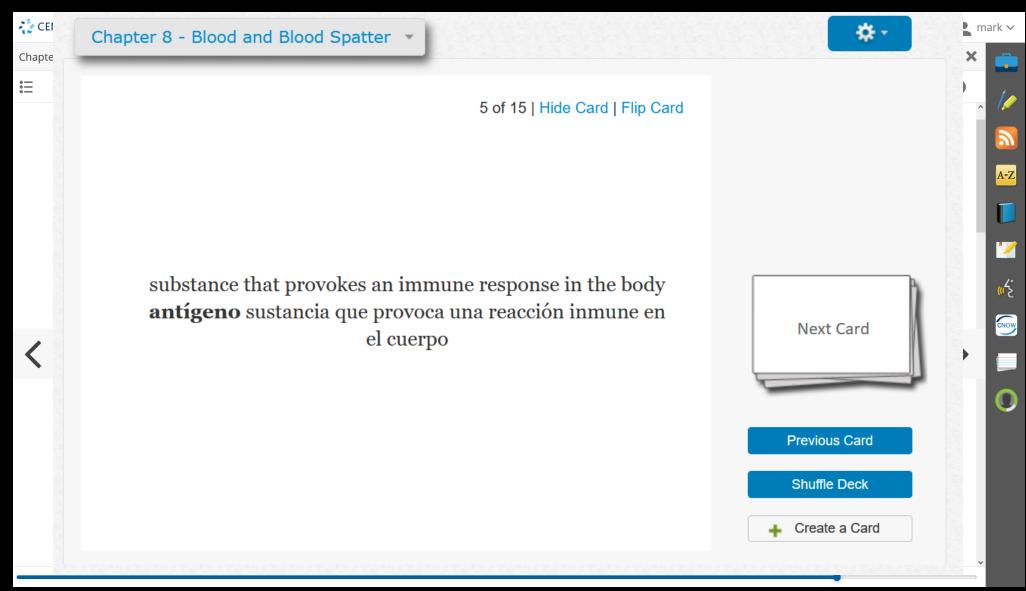
Have students write a short story or draw a short graphic feature involving a crime committed by one of two identical twins. Which twin committed the crime?

vitnesses in the story should provide tailed description of the suspect. The lusion should explain how the case solved through the use of fingerprint-students may wish to research actual s where one of the identical twins mitted a crime and fingerprints were to solve the crime.





## **Accessible to ALL Students**







## **Support For Teachers**

#### Teacher's Edition:

- Guidance to Engage, Explore, and Enrich every lesson
- Teaching notes and strategies
- Reference to chapter
   Activities built in to each lesson

#### Engage

Ask students to brainstorm what they know about finger-prints and fingerprint evidence. Discuss their responses and correct misconceptions.

#### **Teach**

Ask students if they are aware of what jobs require fingerprinting as a requirement for employment. (The list varies by state but always includes jobs

that involve care of the electric children, and the disabled. Tell students that today all members of the military, so bus drivers, and teachers a required to be fingerprinte. Ask students if they think individuals for any job sho fingerprinted as a requiren for employment.

#### **Explore**

Have students research the following programs and report on how they are used to help identify immigrants and why some people believe they violate their First Amendment Rights:

- Automated Biometric Identification System (IDENT) database, headed by US Immigration and Customs Enforcement, prevents illegal entry into the U.S. by storing over 200 million identities.
- Homeland Advanced Recognition
   Technology (HART) to replace IDENT in the
   future with the ability to store biometrics
   s at a faster speed.

#### **Enrich**

Ask a fingerprint technician to visit your class and demonstrate the correct procedure in preparing a ten card.

#### **ACTIVITY**

Consider introducing Activity 6-4 How to Print a Ten Card at this point in the lesson.





#### Activity 6-3

#### **BACKGROUND**

In this activity, students touch a piece of glassware and dust the glass to reveal the latent fingerprint.

#### **SAFETY PRECAUTIONS**

- **1.** Make sure to cover the work area with newspapers.
- 2. Emphasize that students must handle the dusting powder with care because it can be very *messy* and difficult to clean if spilled.
- Be prepared. Dust will settle on everything in the room no matter how careful the students are.
- Emphasize to students how important it is to be careful blowing off the excess dust.
- Have dusting cloths and a broom ready for cleanup at the end of the lab.
- **6.** Set up one area of the room for fingerprint powders.

#### **PROCEDURE**

Print and distribute Act 6-3 WKST *Latent Print* and Act 6-3 WKST *Plastic Prints* from the Companion Site.

## **Support For Teachers**

- Hands-on Activity support
- Reteach strategies for remediation

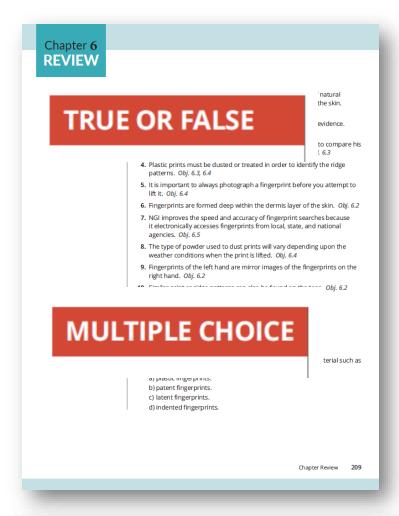
#### Reteach

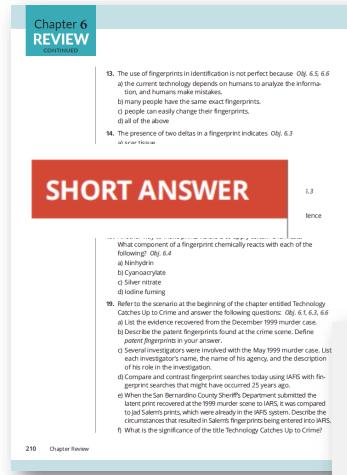
Remind students that latent fingerprints left at a crime scene are usually only partial prints. In 2013, NGI started a new program called Latents and National Palm Print System (NPPS). More than 18,000 local, state, tribal, and federal law enforcement agencies can search through the latent print files to help solve both current crimes and cold case crimes.





### Assessment





20. Discuss how identification of individuals today is faster and more reliable as a result of technology. Consider the following in your response: Obj. 6.6

a) Mobile scanning fingerprint devices

b) NGI biometric measurement

c) Infrared spectromicroscopy

d) Computer analysis of minutiae patterns

- 21. Refer to the following two prints. The first print is taken from the FBI files of a suspect. The second print has been lifted off a glass taken from a crime scene. Determine if the prints are consistent with those of the suspect. Justify your answer. Obj. 6.4, 6.5
- · Identify the type of ridge pattern found in both prints.
- Describe similarities or differences.

#### **GOING FURTHER**

t birth, all at in the future

it will be easier to identify them." Explain your reasoning.

2. Design a procedure to demonstrate how to produce a plastic fingerprint impression of one of your fingers. Follow your procedure to make the

re an inked fingerprint or a graphite

of the two fingerprint impressions e of the fingerprint ridge patterns? an inked or graphite impression of

ession of one of your fingertips. tic fingerprint. rprint impression of the same

Chapter Review 211

#### Assess

Review the learning objectives and key terms at the beginning of the chapter. Have students work in small collaborative groups to discuss and respond orally or in writing to each objective stated as a question.

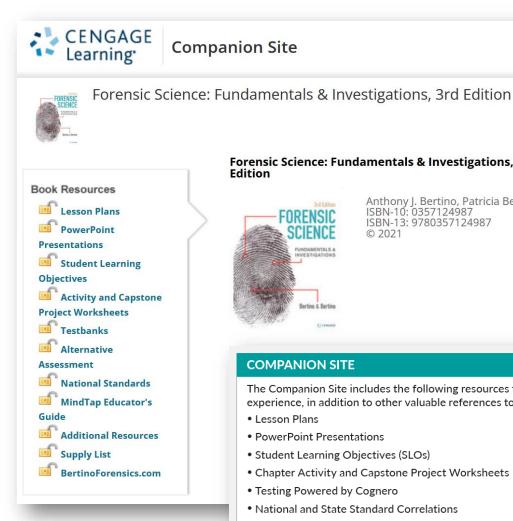
Think CRITICALLY

What is your opinion? Does familial searching data need to be protected?





## **Support For Teachers**



Forensic Science: Fundamentals & Investigations, 3rd Edition



Anthony J. Bertino, Patricia Bertino ISBN-10: 0357124987 ISBN-13: 9780357124987

#### **COMPANION SITE**

The Companion Site includes the following resources to enhance the teaching and learning experience, in addition to other valuable references to expand learning beyond the classroom:

- Lesson Plans
- PowerPoint Presentations
- Student Learning Objectives (SLOs)
- Chapter Activity and Capstone Project Worksheets
- Testing Powered by Cognero
- National and State Standard Correlations
- Additional Activities and Resources

Visit ngl.cengage.com or contact your sales consultant for access to the NGLSync teacher dashboard.

- Lesson Plan and Teacher Notes
- **Activity Worksheets**
- PowerPoint lecture slides and activity slides
- Test Banks and **Alternative Assessments**





## **Support For Teachers**



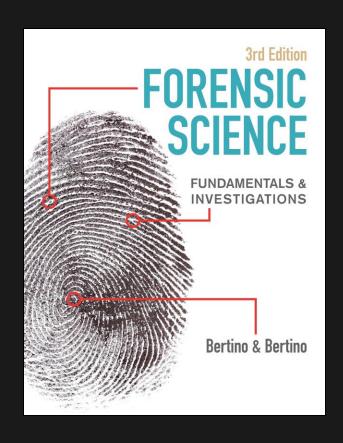
## Anthony "Bud" Bertino Patricia Nolan Bertino

- Available to help teachers along the way:
  - Author website <u>bertinoforensics.com</u>
  - Frequent conference presenters
- Taught high school science for over 30 years each
- Understand teacher and classroom needs





### **Cengage**



## Forensic Science: Fundamentals & Investigations, 3rd Edition

Bertino/Bertino

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#### Florida K-5 Science 5-Year Price Estimate

#### INSTRUCTIONS FOR USING ESTIMATE TOOL:

- · Click on to estimate bundles by type. Add quantities to yellow cell to see what is included in your bundle.
- Click on Components tab to add individual grade level components to your estimate.
- · SUMMARY tab will add up all bundles and items to show costs.
- · All orders will be placed through FSBD.

<b>Hernando County Elementary Schools</b>

	FL Science Grade K	FL Science Grade 1	FL Science Grade 2	FL Science Grade 3	FL Science Grade 4	FL Science Grade 5
Florida Science 5-Year Print/Digital Student Bundle	\$124,215.00	\$124,215.00	\$127,054.20	\$134,862.00	\$132,022.80	\$123,505.20
Florida Science 5-Year Student Digital						
Florida Science Individual Components	\$6,082.89	\$7,741.86	\$8,847.84	\$6,635.88	\$6,082.89	\$11,612.79
Grade Level Totals	\$130,297.89	\$131,956.86	\$135,902.04	\$141,497.88	\$138,105.69	\$135,117.99

Florida K-5 Science Grand Total \$812,878.35



#### **Hernando County Elementary Schools**

Qty	FSBD #	ISBN	Package	Unit Price	<b>Total Cost</b>
			Florida Science Grade K		
1,750	08-500-2	9781265546434	5-Year Print and Digital Student Bundle	\$70.98	\$124,215.00
			Included in the Package For the Student:		
1,750			Grade K Florida Science Student Edition (5 Years)		
1,750			Grade K Florida Science Online Student Center, 5-Year Subscription		
			Included in the Package For the Teacher - Ratio 1:18:		
97			Grade K Florida Science Teacher Edition		
97			Grade K Florida Science Online Teacher Center, 5-Year Subscription		
97			Grade K Florida Science Assessment Guide		
97			Grade K Florida Science Key Moments Snap-In Tabs		
			Choose One Per Teacher - Ratio 1:18:		
07			Grades K-2 Science Self-Selection Library (6 copies each of 24 titles)		
97	that will		Grade K Florida Science STEAM Investigator Articles Collection		

#### **Total for Grade K Florida Science Student Bundle**

\$124,215.00

Qty	FSBD #	ISBN	Package	Unit Price	Total Cost
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1,750	18-500-0	9781265548049	5-Year Print and Digital Student Bundle	\$70.98	\$124,215.00
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			Florida Science Grade 2		
1,790	28-500-0	9781265548384	5-Year Print and Digital Student Bundle	\$70.98	\$127,054.20
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1,900			Grade 3 Florida Science Student Edition (5 Years)		
1,900			Grade 3 Florida Science Online Student Center, 5-Year Subscription		
			Included in the Package For the Teacher - Ratio 1:18:		
106			Grade 3 Florida Science Teacher Edition		
106			Grade 3 Florida Science Online Teacher Center, 5-Year Subscription		
106			Grade 3 Florida Science Assessment Guide		
106			Grade 3 Florida Science Key Moments Snap-In Tabs		
475			Grade 3 Florida Science Literacy Essentials (first year only - ratio 1:4)		
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100			Grades 3-5 Science Self-Selection Library (6 copies each of 24 titles)		
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			Included in the Package For the Student:		
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85			Grade 4 Florida Science Assessment Guide		
85			Grade 4 Florida Science Key Moments Snap-In Tabs		
465			Grade 4 Florida Science Literacy Essentials (first year only - ratio 1:4)		
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			Included in the Package For the Student:		
1,740		No. 1 com Line 100 to 18 miles	Grade 5 Florida Science Student Edition (5 Years)		
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79			Grade 5 Florida Science Assessment Guide		
79			Grade 5 Florida Science Key Moments Snap-In Tabs		
435			Grade 5 Florida Science Literacy Essentials (first year only - ratio 1:4)		
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	THE REAL PROPERTY.		Grade K Florida Science Online Teacher Center, 5-Year Subscription		
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	18-503-0	9781264936601	5-Year Digital Student Subscription	\$60.99	\$0.00
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- 1	学师是告		Grade 1 Florida Science Online Teacher Center, 5-Year Subscription		
17 - 7			Grade 1 Florida Science Assessment Guide		

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			Included in the Package For the Student:		
			Grade 2 Florida Science Online Student Center, 5-Year Subscription		
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10-10	aut en		Grade 2 Florida Science Assessment Guide		

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			Florida Science Grade 3		
	38-503-0	9781264939619	5-Year Digital Student Subscription	\$60.99	\$0.00
			Included in the Package For the Student:		
			Grade 3 Florida Science Online Student Center, 5-Year Subscription		
			Included in the Package For the Teacher - Ratio 1:18:		
			Grade 3 Florida Science Teacher Edition		
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- 1	- Living		Grade 3 Florida Science Assessment Guide		

**Total for Grade 3 Florida Science Student Subscription** 

\$0.00



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			Florida Science Grade 4		
	48-503-0	9781264940301	5-Year Digital Student Subscription	\$60.99	\$0.00
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			Grade 4 Florida Science Online Student Center, 5-Year Subscription		
			Included in the Package For the Teacher - Ratio 1:22:		
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		<b>原则是古建筑住金</b>	Grade 4 Florida Science Online Teacher Center, 5-Year Subscription		
111			Grade 4 Florida Science Assessment Guide		

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Qty	FSBD #	ISBN	Package	Unit Price	<b>Total Cost</b>
			Florida Science Grade 5		
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-			Grade 5 Florida Science Teacher Edition		
			Grade 5 Florida Science Online Teacher Center, 5-Year Subscription		
-			Grade 5 Florida Science Assessment Guide		

**Total for Grade 5 Florida Science Student Subscription** 

\$0.00

#### Florida K-5 Science Program Components

Qty	FSBD #	ISBN	Component	<b>Unit Price</b>	Total
	08-503-0	9781264935710	Florida Science Grade K Online Student Center, 5-Year Subscription	\$60.99	\$0.00
	08-503-0	9781266342776	Florida Science Grade K Online Student Center, 4-Year Subscription	\$48.99	\$0.00
	08-504-3	9781266308611	Florida Science Grade K, Online Student Center 1-Year Subscription	\$12.99	\$0.00
_	08-505-1	9781264789702	Florida Science Grade K Student Edition	\$30.99	\$0.00
11	20.00.00.00.00	9781264941421	Florida Science Grade K Online Teacher Center, 5-Year Subscription	\$360.39	\$3,964.29
	08-501-5	9781266358265	Florida Science Grade K Online Teacher Center, 4-Year Subscription	\$297.57	\$0.00
	08-504-2	9781266359095	Florida Science Grade K, Online Teacher Center 1-Year Subscription	\$109.11	\$0.00
11	08-501-1	9781264930654	Florida Science Grade K Teacher Edition	\$150.99	\$1,660.89
	08-501-3	9781266435256	Florida Science Grade K, Florida Assessment Guide	\$19.98	\$219.78
	08-5022	9781266138058	Florida Science Grade K, STEAM Investigator Articles Collection	\$191.82	\$0.00
	28-502-1	9781266844744	McGraw Hill Science Grades K-2 Self-Selection Library (6 copies each of 24 titles)	\$259.56	\$0.00
	08-507-2	9781266448034	Florida Science Grade K, Spanish Student Edition	\$37.17	\$0.00
11	08-501-4	9781264675449	Florida Science Grade K, Key Moments Snap in Tabs	\$21.63	\$237.93
	00 301 1	3,01201073113	Total Grade K Components		\$6,082.89
		*			
	18-503-0	9781264936601	Florida Science Grade 1 Online Student Center, 5-Year Subscription	\$60.99	\$0.00
	18-503-1	9781266346279	Florida Science Grade 1 Online Student Center, 4-Year Subscription	\$48.99	\$0.00
	18-504-3	9781266313578	Florida Science Grade 1, Online Student Center 1-Year Subscription	\$12.99	\$0.00
	18-505-1	9781264912735		\$30.99	\$0.00
1/	18-501-2	9781264942565		\$360.39	\$5,045.46
14	18-501-5	9781266378171		\$297.57	\$0.00
	18-504-2	9781266359187	Florida Science Grade 1, Online Teacher Center 1-Year Subscription	\$109.11	\$0.00
1/1	18-501-1	9781264931026	Florida Science Grade 1 Teacher Edition	\$150.99	\$2,113.86
_	18-501-3	9781266436253		\$19.98	\$279.72
14	18-502-2	9781266140204		\$191.82	\$0.00
	28-502-1	9781266844744		\$259.56	\$0.00
	18-507-2	9781266448843		\$37.17	\$0.00
1.1	18-501-4	9781264675838	The second secon	\$21.63	\$302.82
14	16-301-4	9761204073636	Total Grade 1 Components		\$7,741.86
			, our state a sampanon		77,741.00
	28-503-0	9781264937011	Florida Science Grade 2 Online Student Center, 5-Year Subscription	\$60.99	\$0.00
	28-503-1	9781266346439		\$48.99	\$0.00
	28-503-1	9781266313752		\$12.99	\$0.00
	28-504-3	9781264914869		\$30.99	\$0.00
16	28-501-2		Florida Science Grade 2 Online Teacher Center, 5-Year Subscription	\$360.39	\$5,766.2
10	28-501-5	9781266378256		\$297.57	\$0.00
	28-504-2	9781266361609		\$109.11	\$0.00
16	28-501-1	9781264931149		\$150.99	\$2,415.84
	28-501-3	9781264331143		\$19.98	\$319.68
10	28-502-2	9781266142628	The state of the s	\$241.20	\$0.00
	28-502-2	9781266844744		\$259.56	\$0.00
	28-507-2	9781266449079		\$37.17	\$0.00
16	28-501-4	9781264676521		\$21.63	\$346.08
10	20-301-4	3701204070321	Total Grade 2 Components	Annual Control of the	\$8,847.84

#### Florida K-5 Science Program Components

Qty	FSBD #	ISBN	Component	<b>Unit Price</b>	Total
	38-503-0	9781264939619	Florida Science Grade 3 Online Student Center, 5-Year Subscription	\$60.99	\$0.00
	38-503-1	9781266347795	Florida Science Grade 3 Online Student Center, 4-Year Subscription	\$48.99	\$0.00
	38-504-3	9781266314391	Florida Science Grade 3, Online Student Center 1-Year Subscription	\$12.99	\$0.00
	38-505-1	9781264921409	Florida Science Grade 3 Student Edition	\$30.99	\$0.00
	38-505-2	9781266857829	Florida Science Grade 3 Science Literacy Essentials	\$30.99	\$0.00
12		9781264944910	Florida Science Grade 3 Online Teacher Center, 5-Year Subscription	\$360.39	\$4,324.68
	38-501-5	9781266378386		\$297.57	\$0.00
	38-504-2	9781266362972	Florida Science Grade 3, Online Teacher Center 1-Year Subscription	\$109.11	\$0.00
12		9781264931170		\$150.99	\$1,811.88
12		9781266443213		\$19.98	\$239.76
12	38-502-2	9781266143366		\$241.20	\$0.00
	58-502-2	9781266843716		\$259.56	\$0.00
	38-507-2	9781266451928	Florida Science Grade 3, Spanish Student Edition	\$37.17	\$0.00
12	38-501-4	9781264676804		\$21.63	\$259.56
12	36-301-4	9781204070804	Total Grade 3 Components		\$6,635.88
			Total didde 5 components		70,033.00
	10.500.0	0704054040004	The indicate of the second of	\$60.99	\$0.00
	48-503-0	9781264940301			\$0.00
	48-503-1	9781266348457		\$48.99	
	48-504-3	9781266314575		\$12.99	\$0.00
	48-505-1	9781264922437		\$30.99	\$0.00
	48-505-2	9781266857973	·	\$30.99	\$0.00
11	48-501-2	9781264945719		\$360.39	\$3,964.29
	48-501-5	9781266378621		\$297.57	\$0.00
	48-504-2	9781266367410		\$109.11	\$0.00
	48-501-1	9781264933235		\$150.99	\$1,660.89
11	48-501-3	9781266444555		\$19.98	\$219.78
	48-502-2	9781266144165	A STATE OF THE PARTY OF THE PAR	\$241.20	\$0.00
	58-502-1	9781266843716	McGraw Hill Science Grades 3-5 Self-Selection Library (6 copies each of 24 titles)	\$259.56	\$0.00
	48-507-2	9781266452550		\$37.17	\$0.00
11	48-501-4	9781264677566		\$21.63	\$237.93
			Total Grade 4 Components		\$6,082.89
	58-503-0	9781264941025	Florida Science Grade 5 Online Student Center, 5-Year Subscription	\$60.99	\$0.00
	58-503-1	9781266348914	Florida Science Grade 5 Online Student Center, 4-Year Subscription	\$48.99	\$0.00
	58-504-3	9781266317804	Florida Science Grade 5, Online Student Center 1-Year Subscription	\$12.99	\$0.00
	58-505-1	9781264927623	Florida Science Grade 5 Student Edition	\$30.99	\$0.00
_	58-505-2	9781266858048	Florida Science Grade 5 Science Literacy Essentials	\$30.99	\$0.00
21	58-503-0	9781264945818		\$360.39	\$7,568.19
	58-503-1	9781266379123		\$297.57	\$0.00
	58-504-2	9781266368035	Florida Science Grade 5, Online Teacher Center 1-Year Subscription	\$109.11	\$0.00
21		9781264934959		\$150.99	\$3,170.79
21		9781266446092		\$19.98	\$419.58
	58-502-2	9781266144332		\$241.20	\$0.00
	58-502-1	9781266843716		\$259.56	\$0.00
	58-507-2	9781266453366		\$37.17	\$0.00
21	1 58-501-4	9781264677733		\$21.63	\$454.23
	30 301 4	3,01201077700	Total Grade 5 Component		\$11,612.79

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

(For Donations, use Section B)

Account Number	_	Fund	Function		Object	Cost Cen	er	Project	Sub Project
Original Approved Budget	+	Budget Amendments -	Expenditures / Encumbrances To Date	=	Current Available Budget	- Present		Remaining Balance Available	
	\$	\$		\$		\$	\$		
Account Name	_								
Account Number		Fund	Function		Object	Cost Cen	er	Project	Sub Project
Original Approved	+	Budget Amendments -	Expenditures / Encumbrances To Date	=	Current Available Budget	- Reques		Remaining Balance Available	
Budget	-								
	\$			\$		\$	\$		
Item Currently Not Bu Funding Source		* To be included in		25 Fis		udget			
Item Currently Not Bu		* To be included in Basic Education	Supp	25 Fis	Acade	udget emic Svcs	Instruc	tional Materia	ls
Item Currently Not Bu Funding Source		To be included in Basic Education 1100E	Supp 5100	25 Fis	Acade 5100	udget emic Svcs 941	Instruc	50400	
Item Currently Not Bu Funding Source Account Name Account Number	dgeted -'	* To be included in Basic Education	Supp	25 Fis	Acade	udget emic Svcs	Instruc		Sub Projec
Item Currently Not Bu Funding Source Account Name Account Number	dgeted -'	To be included in Basic Education 1100E Fund	Supp 5100	25 Fis	Acade 5100	udget emic Svcs 941	Instruc	50400	
Funding Source Account Name Account Number Amount	dgeted -'	To be included in Basic Education 1100E Fund	Supp 5100	25 Fis	Acade 5100	udget emic Svcs 941	Instruc	50400	
Funding Source  Account Name  Account Number  Amount	dgeted -'	To be included in Basic Education 1100E Fund	Supp 5100	25 Fis	Acade 5100	udget emic Svcs 941	Instruc O er	50400	

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

Prior Year Approved Budget: Prior Year Actual Spent:

Check one:

Prior Year Budget:

New for Current Year:



# Hernando School District

# School Board Regular Meeting

Agenda Item # 32. 24-2412

6/25/2024

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

Approve a Purchase Order in the Amount of \$500,000 to BloomBoard for the Associate Teacher Substitute Program

#### **Executive Summary**

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve a purchase order for BloomBoard to continue the Associates Teacher Substitute program started in the 2023-24 school year. Last year 34 teachers participated as substitutes and 28 began their education portion of the program. Vacancy funds pays for the program and for other benefits to other programs around mentors and alternative certification so that the net cost of the program does not add any expense to the general fund. This investment of vacancy funds is supporting the nurturance of future certified educators. The program is planned to continue as long as vacancy funding continues to support the need of the program to grow teachers in the classroom.

#### **My Contact**

Matthew Goldrick 919 North Broad Street Brooksville, FL 34601 goldrick\_m@hcsb.k12.fl.us 352-797-7000 ext. 451

#### 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.



#### Payment correspondence:

accountsreceivable@bloomboard.com

5401 Walnut Street Suite 200 Pittsburgh, PA 15232

Prepared By Email Michelle Licata

michelle.licata@bloomboard.com

 Order Number
 00005196

 Created Date
 6/3/2024

 Expiration Date
 6/30/2024

 Contract Start Date
 7/1/2024

 Contract End Date
 6/30/2026

Account Name Hernando County School District

Opportunity ID Opp#-008818

Bill To Name

Hernando County School District

Bill To 919 North Broad Street

Brooksville, Florida 34601

**United States** 

Product	Product Code	Line Item Description	Quantity	Subtotal	Total Price
Teacher Apprenticeship-based Bachelor's Degree Program	DPB-BB-00001	4 @ \$7750 (x 2 years)	4.00	\$62,000.00	\$62,000.00

Grand Total \$62,000.00

#### Terms and Conditions

This Sales Order incorporates and is subject to the Terms and Conditions

(https://bloomboard.com/terms/program-terms-and-conditions/) and any attached Scope of Work or Proposal document, collectively the "Agreement", and constitutes a binding contract entered into by and between BloomBoard, Inc. a Delaware corporation with its principal place of business at 5401 Walnut St. Suite #200 Pittsburgh, PA 15232 ("BBI") and the entity listed below as the Client ("Client").

The Parties agree that, for Cohort 3, Client elects to be invoiced for the total fees due under this Agreement in two annual installments in the following amounts. Client shall pay the installments within the time period set forth on the respective invoices.

July 2024 Invoice (Year 1): 4 participants = \$31,000 (4 participants at \$7,750 each)

July 2025 Invoice (Year 2): 5 participants = \$38,500 (4 participants at \$7,750 each + 1 participant at \$7,500\*)

\*Client and BBI acknowledge that a fifth participant will start with Cohort 3, that this participant is accounted for in Sales Order 5055, and that Client has paid Year 1 in full for this participant. Participant's Year 2 fee will be invoiced in July 2025 as noted above.

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 8:19 pm, Jun 13, 2024

#### Acceptance of Terms

Signature:

Name:

Signature:

Signature:

Sanford kenyon

Sanford Kenyon

Title:

Title:

Date:

Date:

Email address of person responsible for Invoices:



#### Payment correspondence:

accountsreceivable@bloomboard.com

5401 Walnut Street Suite 200 Pittsburgh, PA 15232

Prepared By Email

Michelle Licata

michelle.licata@bloomboard.com

Order Number 00005186 Created Date 5/9/2024 **Expiration Date** 6/30/2024 Contract Start Date 7/1/2024 Contract End Date 6/30/2027

Account Name Hernando County School District Opp#-008658

Opportunity ID

Bill To Name

Hernando County School District

Bill To 919 North Broad Street

Brooksville, Florida 34601

**United States** 

Product	Product Code	Line Item Description	Quantity	Subtotal	Total Price
Full Bachelor's Degree Program (120 credits)		5 @ \$9,950 (X 3 years)	5.00	\$149,250.00	\$149,250.00
Teacher Apprenticeship-based Bachelor's Degree Program	DPB-BB-00001	15 @ \$7750 (x 2 years)	15.00	\$232,500.00	\$232,500.00

**Grand Total** \$381,750.00

#### Terms and Conditions

This Sales Order incorporates and is subject to the Terms and Conditions

(https://bloomboard.com/terms/program-terms-and-conditions/) and any attached Scope of Work or Proposal document, collectively the "Agreement", and constitutes a binding contract entered into by and between BloomBoard, Inc. a Delaware corporation with its principal place of business at 5401 Walnut St. Suite #200 Pittsburgh, PA 15232 ("BBI") and the entity listed below as the Client ("Client").

The Parties agree that, for Cohort 4, Client elects to be invoiced for the total fees due under this Agreement in three annual installments in the following amounts. Client shall pay the installments within the time period set forth on the respective invoices.

January 2025 Invoice (Year 1): 20 participants = \$166,000 (5 participants at \$9,950 each + 15 participants at \$7,750 each) January 2026 Invoice (Year 2): 20 participants = \$166,000 (5 participants at \$9,950 each + 15 participants at \$7,750 each) **January 2027 Invoice (Year 3)**: 5 participants at \$9,950 each = \$49,750

Additionally, Client acknowledges that, per the attached sales orders, the following fees will be invoiced in the 2024-2025 school year.

**Sales Order 5055**: \$112,500 due July 2024 (Year 2 of Cohort 1) **Sales Order 5168**: \$97,500\* due January 2025 (Year 2 of Cohort 2)

\*Original year 2 invoice amount of \$105,000 reduced by \$7,500 to account for the delayed start of one participant. BloomBoard will invoice for Year 2 of that participant in July 2025.

#### Acceptance of Terms

CLIENT Signature: Name:	BBI Signature: Name:	Sanford tempon  EgFE91C81B494B7 Sanford Kenyon
Title:	Title:	Chief Executive Officer
Date:	Date:	6/4/2024

Email address of person responsible for Invoices:

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 8:19 pm, Jun 13, 2024



# Hernando County School District and BloomBoard

"Learn It" University Program Proposal

#### Presented to

Ray Pinder Assistant Superintendent

#### Presented by

Michelle Licata, Ed.D.
Senior Partnerships Manager
754-262-6067
michelle.licata@bloomboard.com

May 20, 2024

Proposal Expiration: June 20, 2024

Approved as to form & content for HCSD: S^ç¾ ÁT ÉÂÛ ||ãçæ}
Oæd || } ^^ ÉÓÖÜBP
4:43 pm, Jun 03, 2024

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#### PROPOSAL SUMMARY

BloomBoard, Inc. ("**BBI**") is a talent development company with a core focus in supporting the preparation, advancement, and retention of PreK-12 educators. We partner with school districts across the country to embed educator advancement programs into the day-to-day logistics of the classroom. Our fully accredited, portfolio-based degree and certification programs recognize and respect educators' time, attract and retain strong talent, and help district leaders sustainably develop their educator pipelines. We work with a portfolio of higher education institutions to offer our district partners affordable apprenticeship and residency-like degree and certification programs that develop educators' skills and advance their careers through our unique on-the-job learning model.

The Hernando County School District ("**HCSD**") is the leading catalyst and advocate for public education on the west, central coast of Florida. HCSD educated approximately 23,000 students in grades Pre-K-12 across 23 schools. HCSD employs almost 1,500 teachers. In the HCSD Strategic Plan published in 2018, the district established five Pillars to direct its collective focus and resources over the next five years. One of the Pillars is titled "People," with the objective of strategically recruiting, developing, and retaining quality staff by providing staff with the appropriate coaching, support, and professional learning opportunities:

Hernando County School District, Pillar 2 lists three objectives, at the time of this proposal, two of which can be satisfied using BloomBoard programs (with the third coming soon):

- Objective A: enhance recruitment and hiring process.
- Objective B: Build leadership capacity at all levels (program coming soon through BloomBoard)
- Objective C: increase the employee retention rate of qualified personnel. (HCSD Strategic Plan, Pillar 2)

Pursuant to this proposal, BBI will support HCSD in its efforts to achieve these objectives by guiding HCSD through the creation and implementation of a portfolio based "Learn It University" program ("Learn It-U") designed to create various pathways to increase the number of qualified educators within HCSD. BBI offers the following competency-based educator advancement programs, all of which can ultimately be incorporated into Learn It-U:

□ <u>Full Bachelor's Degree Program</u>: This Program provides job-embedded coursework, coaching, and classroom experience to enable aspiring educators who do not have a college degree (or have some credit hours not yet totaling an associate degree) to complete the credit hours necessary to earn a fully accredited Bachelor's Degree in Elementary Education [and Special Education] and official teaching certification. For the Teacher Apprenticeship Program, each participant will need to undergo a transcript review to determine credits required to earn the fully accredited bachelor's degree.

□ <u>Post-Associates Bachelor's Degree Program (ATS Program)</u>: This Program provides jobembedded coursework, coaching, and classroom experience to enable aspiring educators who have an associate degree and are seeking a college degree to complete the credit hours necessary to earn a fully accredited Bachelor's Degree in Elementary Education [and Special Education] and official teaching certification. For the Teacher Apprenticeship Program, each participant will earn sixty credit hours by completing twenty courses.

The Program courses are offered through BBI's higher education partners, whom BBI has contracted with to provide such courses to the District's educators. Because each of member of the District's cohorts may come to their respective Program with varying levels of existing credit hours and background experience, the BBI team is trained to commence each implementation by designing a personalized pathway with each candidate based on transfer and test out credit, current classroom assignment, timing during the school year, and preferred pacing.

Prior to commencing cohort engagement, BBI and the District will engage in a planning session to confirm the Program components to be prioritized by Hernando County School District's number of participants who will enroll in the Program, and the desired Program timing. BBI and HCSD will plan the launch dates for each Program cohort and work together to promote the opportunities within the Hernando County community. Concurrently, BBI will also provide registered apprenticeship process management consulting services to the District, as detailed in the next section of this proposal.

#### HERNANDO COUNTY SCHOOLS COMPONENTS

#### Portfolio-Based Certification and Degree Program:

BBI's Educator Advancement Programs require learners to be active participants in a combination of on-line and synchronous learning processes provided by its higher education partners in partnership with BBI's implementation team. Each course within a Program includes 3 portfolio-based unit assessments, and the BBI Team provides coaching and structured learning cohort events to guide participants through learning activities and portfolio development. The learning activities build upon key concepts with research, case studies, and other examples. Synchronous learning events can be personalized per participant and cohort needs but include structured collaborative discussions and assignments around the learning activities, portfolio creation, and platform navigation. Participants demonstrate their knowledge, skill, and competence through the submission of a structured portfolio to pass each unit within a course.

Participants will also have access to collaboration tools on the BBI Platform, which they can use to engage with cohort peers as well as expert facilitators as they work through the unit assessments within each course. In addition, every portfolio submission is reviewed by trained and calibrated assessors. If the participant meets the submittal requirements for all units within a course, faculty from BBI's higher education partner will issue a passing grade and the associated credit hours for the subject course. If the participant requires additional work to meet the submittal requirements, the faculty will provide feedback and encourage the participant to resubmit a revised portfolio to pass the unit assessment.

#### **Registered Apprenticeship Program Consulting:**

BBI's Teacher Apprenticeship Certification Program provides job-embedded coursework, coaching, and classroom experience to enable aspiring educators who do not have a college degree to complete the credit hours necessary to earn a fully accredited Bachelor's Degree in Elementary Education [and/or Special Education] and be eligible to apply for a teaching certificate pending compliance with all relevant state requirements. BBI will work with HCSD to refine and submit this Program to the U.S. Department of Labor and/or relevant State Apprenticeship Agency for approval as a Registered Apprenticeship Program in Teaching.

Registered Apprenticeships are approved by the U.S. Department of Labor if they meet the Department's standards for rigor and quality. A Registered Apprenticeship confers a nationally recognized credential for apprentices, along with worker protections like minimum pay rules, and unlocks state and federal workforce dollars to fund the program. The U.S. Department of Labor recently announced that Tennessee will sponsor the country's first Registered Apprenticeship for K-12 teachers. HCSD wishes to pursue a similar approach to gain approval of a Registered Apprenticeship for the State's educators. BBI will provide strategic consultation, design support and technical assistance to HCSD to obtain Registered Apprenticeship approval from the U.S. Department of Labor for BBI's Teacher Apprenticeship Certification Program, as follows:

- BBI will help HCSD identify key Program partners;
- BBI will help HCSD identify and design the Program's on the job competencies;
- BBI will provide HCSD liaison services between the state, district, educator preparation providers (EPP), and other key Program entities, as needed;
- BBI will deliver informational webinars to provide background on the work in Tennessee, potential benefits, and adaptations to the local context for HCSD;
- BBI will draft, edit, and review all Registered Apprenticeship Program documents required by U.S. and/or State Department of Labor; and
- BBI will provide liaison services between Hernando County School District and U.S. DOL regional office staff on Registered Apprenticeship Program application and required edits.

#### **DISTRICT EXPECTATIONS AND ASSURANCES**

Through this partnership, Hernando County School District will operate under the following expectations and is committed to providing the following assurances:

- HCSD will recruit participants to enroll in the Learn It U program.
- For the apprenticeship components of the Program to be successful, HCSD will agree to abide by the Programmatic Assurances set forth in Appendix A.
- Unless otherwise compelled via legal request (e.g. FOIA, etc.), HCSD will keep the terms of this agreement strictly confidential and will not share any structure or pricing information with outside parties without express written consent from BBI.

#### **BLOOMBOARD EXPECTATIONS AND DELIVERABLES**

Through this partnership, BBI will operate under the following expectations and is committed to providing the following deliverables:

- BBI will support HCSD in its efforts to recruit participants to enroll in the Learn It U program.
- BBI will provide support to HCSD to enable the district to implement the Program consistent with the Programmatic Assurances set forth in Appendix A.
- BBI will coordinate with BBI's university partners on an ongoing basis to facilitate successful Program implementation and timely issuance of credit hours and degrees by BBI's university partners to successful Program candidates.
- BBI will provide all Program participants access to BBI Platform licenses to engage in the
  Program courses and unit assessments. Platform access will include portfolio submission and
  review tools and services, virtual collaboration and facilitation tools and services, access to
  public and private resources associated with each unit, and the creation of a District
  personalized pathway on the BBI platform.
- With leadership from the HCSD team, the BBI Educator Success Team will support the expansion of the Programs based upon the results of this implementation.

#### CONSIDERATIONS FOR SUCCESSFUL IMPLEMENTATION

Having now contracted with eighteen state departments of education and hundreds of districts on educator advancement implementations, BBI has extensive experience managing the critical aspects of the implementation, communication, stakeholder engagement, and educator buy-in processes. As part of our work over the past five years, we have developed an implementation framework covering four key Educator Success Principles: Strong Vision, Meaningful Incentives, Strategic Supports, and a Phased Approach. These Principles have been found to greatly increase educator buy-in, reduce resistance, align workloads, and reinforce motivation, all while ensuring quality and rigor.

As part of this partnership, BBI will work closely with HCSD leadership to develop a strategic communication and implementation plan. The goal of this plan will be to generate buy-in across all involved stakeholder groups and create excitement about this new aligned approach to educator advancement. This plan will include a timeline of milestones across various communication modalities (including video, in-person workshops, webinars, and written communications), all focused on a coherent theme for meaningful vision setting and expectation alignment.

#### TIMELINE

#### High-Level Project Plan (Tentative and Subject to Change):

- June 2024: HCSD and BBI sign a partnership agreement.
- Ongoing Throughout Program Terms: HCSD and BBI engage in planning sessions to determine the implementation plan, launch dates, and cohort numbers for the HCSD. BBI supports HCSD in the District's efforts to recruit participants to engage in the Program cohorts,

- including the creation and distribution of promotional materials, communication plans, and implementation plans.
- Ongoing Throughout Program Terms: The BBI Educator Success Team and HCSD staff
  will support the implementation of a comprehensive recruitment, selection, and celebration
  campaign to create awareness in the community for this new approach to teacher certification
  and advancement.
- Ongoing Throughout Program Terms: HCSD and BBI will launch the Program cohort(s) as determined by HCSD.
- Ongoing Throughout Program Term: Program participants will complete the application
  process to become students of BBI's university partners, and BBI and HCSD will support
  participants as they engage in the Program coursework and unit assessments using the BBI
  Platform.
- Ongoing Throughout Program Terms: The BBI Educator Success Team will provide virtual support to HCSD staff and Program participants to support the Program implementation process.
- Ongoing Throughout Program Terms: BBI and HCSD leadership will engage in semiregular check-in calls, as needed, to discuss product feedback, onboarding logistics, and partnership successes and challenges.
- Ongoing Throughout Program Terms: The BBI Educator Success Team and HCSD staff will conduct a mid-Program check-in to assess the progress of the Program participants and determine potential Program course corrections and/or subsequent next steps.
- Ongoing Throughout Program Terms: The BBI Educator Success Team and HCSD will
  meet to assess the outcomes of the initial implementation year and ongoing cohorts and
  discuss Program expansion options for Academic Year 2025-2026.

#### ADDITIONAL CONSIDERATIONS

Platform integrations and Single Sign-on (SSO):

- The BBI Platform used to deliver the Program courses and unit assessments currently supports SSO utilizing SAML2.0.
- Browser compatibility Chrome and Safari are recommended for full Platform functionality. Due to lack of CSS support, Internet Explorer is not advised.
- No third-party browser plugin software is required for full Platform functionality (e.g. Flash, Java, etc.)

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		LA.	

Total Cost: \$	
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- Full Bachelor's Degree Program \*:
  - \$1,350 per participant per course (40 courses for 0 → BA in Education program over 3 years) = \$47,700 per participant in total tuition, \$15,900 per year
    - \$4,100 expected candidate contribution per year for three years. Each
      candidate will be required to file for financial aid via the FAFSA process with an
      estimated expected candidate contribution of \$4,100. If in aggregate, Pell funding
      across the cohort is above or below the estimated candidate awards of \$4,100 per
      candidate per year, the total Hernando cost structure will be reconciled for
      subsequent semesters.
  - Flat rate district investment per year total per participant, with upfront payment upon enrollment:
    - Up to 14 participants = \$11,800 per year for three years (\$35,400 total)
    - 15-24 participants = \$10,875 per year for three years (\$32,625 total)
    - 25 or more participants = \$9,950 per year for three years (\$29,850 total)
  - o \_\_\_ number of participants times \$\_\_\_ amount = \$\_\_\_ total investment

- Post-Associates Bachelor's Degree Program (ATS Program) \*:
  - \$1,350 per participant per course (20 courses for the full AA → BA in Education program over 2-3 years) = \$27,000 per participant in total tuition, \$13,500 per year
    - \$4,100 expected candidate contribution per year. Each candidate will be required to file for financial aid via the FAFSA process with an estimated expected candidate contribution of \$4,100. If in aggregate, Pell funding across the cohort is above or below the estimated candidate awards of \$4,100 per candidate per year, the total Hernando cost structure will be reconciled for subsequent semesters.
  - Flat rate district investment per year total per participant, with upfront payment upon enrollment:
    - Up to 14 participants = \$9,400 per year for two years (\$18,800 total)
    - 15-24 participants = \$8,575 per year for two years (\$17,150 total)
    - 25 or more participants = \$7,750 per year for two years (\$15,500 total)
  - o \_\_\_\_ number of participants times \$\_\_\_ amount = \$\_\_\_ total investment

<sup>\*</sup>See Appendix A for Programmatic Assurances for Teacher Apprenticeship-Based Bachelor's Degree

<sup>\*</sup>See Appendix A for Programmatic Assurances for Teacher Apprenticeship-Based Bachelor's Degree

**Support Services Included in the Per User Program Fees:** In addition to access to the BBI Platform for the participants to access and upload portfolios of evidence to pass all the required unit assessments within each course, the per user Program Fees include all the following support services during the Program term:

- Ongoing Technical and User Support Services;
- Service Upgrades to the BBI Platform;
- o Ongoing Training, support and regular feedback sessions for the HCSD team;
- Cohort facilitation by expert facilitators.

#### APPENDIX A

#### Programmatic Assurances for Teacher Apprenticeship-Based Bachelor's Degree\*

- Regular Time in Residence: Each Program participant shall have regularly scheduled time (e.g., one period per day) in their residency placement to work on coursework, do observations, and practice teaching methods as required by the coursework or higher education institution. This time shall be protected and provided in addition to the planning time routinely provided to teachers with similar grade/subject assignments.
- 2. **Elementary Classroom**: Each Program participant shall be assigned to a general education elementary classroom, as defined by the grades specified on the state's elementary teacher license during their "time in residency," and have access to a group of students for 4-6 weeks at a time (as opposed to changing classrooms every day).
- 3. **Special Education**: If participants are working towards a degree in Special Education, they shall be assigned a general education class with students who have IEPs in the class during their "time in residency," within the grades specified by the university program.
- 4. **Every Subject Area**: Each Program participant shall have the ability to teach in each subject area (ELA, math, science, and social studies) as needed during terms in which the participant is taking specified methods coursework if not self-contained.
- 5. Class Authority: Each Program participant must have a similar level of access and permissions as would typically be afforded to a student teacher completing a clinical placement, including the opportunity to regularly lead lessons, make instructional decisions (e.g., pacing, grouping of students, formative assessment methods, etc.), interact with parents, and review pertinent information about their students in accordance with school/school system policies, as required by the coursework. Participants also need to either own or co-own the classroom space and culture, including the opportunity to establish norms and routines.
- 6. Synchronous Supports: Each Program Participant shall attend approximately one hour per week of synchronous classes for the first semester of the Program and at least one hour per month throughout the program as determined by the higher education institution. The Program Participant shall comply with the synchronous class participation requirements established by the respective higher education institution. When feasible, the higher education institution will strive to embed these synchronous classes into the workday depending on cohort size and district consortia structure, and all classes will be recorded.
- 7. Access to Curriculum: Each Program Participant shall be provided with curriculum and instructional materials in each subject area they are assigned to teach, including but not limited to a scope and sequence, unit plans, necessary texts, detailed lesson plans, assessments, and student-facing materials. In math and ELA (at a minimum), these materials should "meet expectations" as defined by EdReports or a similar state/local adoption process. While participants may make adjustments to lessons to meet the needs of students, they should not be expected to develop their own instructional materials, particularly during their first year as an apprentice.
- 8. **Mentor/Cooperating Teacher and Training**: Each Program participant shall be assigned a local "mentor" or "cooperating teacher" teacher with an "effective" rating (if applicable) and at least two (2) years of classroom experience (or the number of years designated by the higher education institution and state requirements) who will be reasonably available to the teacher apprentice during working hours to provide feedback, advice, and/or guidance. The "mentor" or "cooperating teacher" shall be the teacher where the participant does the majority of the "residence," including student teaching, where applicable. If the participant is a long-term sub, the ideal "mentor" or "cooperating teacher" is one with the same grade and subject

- assignments such that they share a curriculum or be an instructional coach for the participant. The district shall ensure that all "mentor" or "cooperating teacher" teachers attend BBI training and BBI program orientation.
- 9. **Student Teaching**: The district shall allow participants to complete student teaching requirements, as set forth by the higher education institution and/or state policy. BloomBoard works with each higher education institution to design unique student teaching experiences that are integrated throughout the Program during the candidate's "time in residency."
- 10. **FAFSA and other Grants**: As determined by the district funding strategy, participants will apply for FAFSA and other identified and agreed upon federal (e.g., the TEACH Grant), state, and/or local funding opportunities as well as additional available federal and state funding for apprenticeship or apprenticeship-like programs, as identified by the higher education institution, yearly or on the timeline required by the program. Any state or federal funding granted to the participant as a result of such applications will be paid directly to the institution of higher education.
- 11. **Best Practices**: The district acknowledges the following best practices and agrees to consider them.
  - Utilize a memo/commitment of understanding (template) with participants, stipulating the terms of the benefit including costs, repayments and employment requirements.
  - 2. Ensure principals at participating schools attend a BBI information session.
  - Assign a senior-level instructional coach or curriculum director as a **Program Lead** and overarching program mentor to participants. This program lead shall: attend Program training(s); regularly and consistently communicate with BBI to track participant progress and support program implementation; and coordinate with BBI to train mentor teachers, principals, and other staff as needed.
  - 4. Program participants receive the same **informational communications** and are invited to attend the same professional development and meetings as teachers with similar grade/subject assignments, as appropriate. Districts provide initial orientation on the following topics: ethics/professional conduct rules, FERPA, technology-related policies, and any policies specific to the school/system.

# STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

- 1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.
- To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.
- 3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.
- 4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

- 5. 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 212.08(6), Fla. Stat.
- 10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.
- 11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.
- 12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

- 13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.
  - 14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.
  - 15. <u>E-Verify</u>. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.
  - 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

completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this

provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

- 18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.
- 19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor	•
DocuSigned by:	
Sanford ken	yon
E9FE91C81B494B7	Sanford Kenyon
Title:Chief	Executive Officer
Dat <b>6</b> :/18/20	24

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

#### Complete Section A or B; and C

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

(For Donations, use Section B)

A. Item Currently Bud	lgete	d -								
Account Name	_									
Account Number	_									
		Fund	Function		Object		Cost Center		Project	Sub Project
Original Approved		Budget Amendments -	Expenditures / Encumbrances =		Current Available		Present Request		Remaining Balance	
Budget	+	Amenaments -	To Date	=	Budget	-	Request	=	Available	
\$	\$		\$	\$		\$		\$		
B. Item Currently Not Bu	udget	ed -**								
Funding Source	_	Funded in 24-25 Bud	get from Current and An	nticipate	ed Vacancies-Ge	eneral F	und			
Account Name	_	General Fund								
Account Number	_	1100	5100	1	210/2XXX		XXXX	_	XXXXX	
		Fund	Function		Object		Cost Center		Project	Sub Project
Amount <u>-</u>	\$ 50	0,000								
C. History										
Check one: Prior Year Budget: New for Current Year:	□ <b>□</b>									
	Prior `	Year Approved Budget	\$ 225,000.00							
	Prior `	Year Actual Spent:	\$ 217,000,00							

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

#### Agenda Item # 33. 24-2413

6/25/2024

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

Approve the Superintendent Employment Agreement between the Hernando County School Board and Ray Pinder

#### **Executive Summary**

The Board Chair hereby requests the Board approve the Superintendent Employment Agreement between the Hernando County School Board and Ray Pinder.

#### My Contact

Linda Prescott Board Chair

#### 2023-28 Strategic Focus Area

Other

#### **Financial Impact**

See attached budget sheet.

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

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

(For Donations, use Section B)

Account Name	_		No Financia	Impac	et .					
Account Number	_									
		Fund	Function		Object		Cost Center		Project	Sub Project
Original Approved Budget	+	Budget Amendments	Expenditures / - Encumbrance: 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 / - Encumbrance: To Date		Current Available Budget	-	Present Request	=	Remaining Balance Available	
	\$		\$	\$		\$		\$		
Item Currently Not Budg	geted -**	k								
	_	Fund	Function		Object		Cost Center		Project	Sub Project
Funding Source Account Name Account Number Amount	_				Object		Cost Center		Project	Sub Project
Funding Source Account Name Account Number	_	Fund			Object		Cost Center		Project	Sub Project
Funding Source  Account Name  Account Number  Amount  Funding Source	_	Fund			Object		Cost Center  Cost Center		Project	Sub Project
Funding Source Account Name Account Number  Amount  Funding Source Account Name	\$	Fund	Function							
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number	\$	Fund	Function							
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number	\$	Fund	Function							
Funding Source Account Name Account Number  Amount  Funding Source Account Name Account Number  Amount  History Check one:	\$ — — — —	Fund	Function							

<sup>\*\*</sup> WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

# School Board Regular Meeting

#### Agenda Item # 34. 24-2406

6/25/2024

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

Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

#### **Executive Summary**

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

#### My Contact

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

#### 2023-28 Strategic Focus Area

Other

#### **Financial Impact**

There is no financial impact.

# **NON-AGENDA** ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/ <b>PRINTED</b> :	
LEGAL ADDRESS:	
PHONE: ()	
Identify topics <b>not</b> included on the agenda. Topics need to addres	
Guidelines:	
<ul> <li>Limited agenda time and the need to conduct meetings in an ord following Citizen's Input guidelines:</li> <li>The speaker will adhere to a three (3) minute time limit per time may not be yielded to other speakers.</li> <li>The Chairperson has the authority to limit discussion if the Board Members regarding an issue that is repetitive or is</li> <li>Materials or documents you wish to share with the School</li> <li>The Chairperson may deny all forms submitted after the Board typically does not respond to remarks or question</li> <li>The Board typically does not respond to remarks or question</li> </ul>	er speaker.  e subject is outside of the authority of the School addressing a legally confidential issue.  I Board must be attached to this form.  Board Meeting is called to order.  r side).
My signature is confirmation that I have read, understand, and ag Civility:	gree to abide by all guidelines and HCSD Code of
Signature of speaker:	
Chairperson's Approval of form:	FOR OFFICE USE ONLY:
	Date Received:

Revised: March 2024
PINK SPEAKER FORM

..... 103

# Hernando County School Board CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.

<sup>\*</sup>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.