Hernando School District

School Board Regular Meeting

Agenda - Final Revised

Tuesday, October 7, 2025 **6:00 PM** **District Office-Board Room**
919 N. Broad Street
Brooksville, FL

CALL TO ORDER

REFLECTION

by Mark Johnson, Vice Chair

PLEDGE OF ALLEGIANCE by Moton Elementary School

SCHOOL SPOTLIGHT

ADOPTION OF AGENDA

1. **26-3351** Approval to adopt the agenda dated 10/7/2025.

ELECTED OFFICIALS

PRESENTATIONS

2. **26-3345** Recognition of Southwest Florida Water Management District Employees

   Attachments: Budget Sheet - NO Financial Impact

APPROVAL OF THE MINUTES

3. **26-3352** Approval of the Minutes from the Workshop and Regular School Board Meeting of 9/23/2025.

   Attachments: 09-23-25 Workshop Minutes with links DRAFT
   09-23-25 Regular Minutes with links DRAFT

PUBLIC HEARING ITEMS (WHITE SPEAKER FORMS)

4. **26-3334** Public Hearing and Final Approval of the Hernando County School District's (HCSD) Media Handbook, that Received Tentative Approval at the September 9, 2025 Workshop

Attachments: Media Handbook Changes
2025 2026 Media Handbook Strikethroughs
2025 Clean Copy Media Handbook
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

CITIZEN INPUT ON AGENDA ITEMS (GREEN SPEAKER FORMS)

5. **26-3353** Citizen Input on agenda items (Green Form)

Attachments: Citizen Input Speaker Green Form 031424 ACC

ADOPTION OF CONSENT AGENDA (Item # 6-24)

Personnel Recommendations

***6.** **26-3340** Approval of the Personnel Recommendations

Attachments: 25-26 BOARD AGENDA OCTOBER 7 2025 REVISED
10-7-25 CORE OOF Board Agenda
ESOL - 10.7.25 agenda
10-7-25 Gifted Board Agenda
10-7-25 ATS Board Agenda
10-7-25 LTS OOF Board Agenda
2026 Noninst., PTS & Adm. Supplements for 10-7-25
2026 Inst. Supplements & Differentiated Pay for 10-7-25

All Other Teaching & Learning Agenda Items

7. **26-3332** Approve Out-of-State Overnight Field Trip for Hernando High School Students to Indianapolis, Indiana to Attend the 2025 National FFA Convention and Expo on October 29 - November 1, 2025.

Attachments: 2025 National FFA Convention & Expo Agenda
Budget Sheet Nat FFA Field Trip

8. **26-3336** Approve overnight travel for Weeki Wachee High School Boys Cross Country to Tallahassee, FL to attend the Pre-State Cross Country meet on October 24-25, 2025.

Attachments: WWHS Cross Country SB letter
WWHS Cross Country Leave Forms
WWHS Cross Country Budget

9. **26-3339** Approve overnight travel for Weeki Wachee High School Cheer to Orlando, FL to attend the National High School Cheer Competition on February 5 - 8, 2026.

   Attachments: WWHS Cheer SB letter
   WWHS Cheer TDL
   WWHS Cheer budget

10. **26-3341** Approve out of state travel for Weeki Wachee High School Class of 2026 to Washington DC to attend the Senior Class Trip on March 30- April 4, 2026.

    Attachments: WWHS 2026 SB letter
    WWHS 2026 TDLs
    WWHS 2026 budget

11. **26-3344** Approve the Out of State Field Trip for F.W. Springstead High School Students to Visit and Learn about the United States Government in Washington, D.C. from February 19, 2026 through February 23, 2026.

    Attachments: SHS Overnight Field Trip Packet - 2026 Senior Washington D.C. Field Trip
    Leave of Absence Forms - SHS Senior Washington D.C. Field Trip
    Budget Sheet - SHS Senior Washington D.C. Trip 2-19-2025

All Other Business Services Agenda Items

12. **26-3327** Accept the Audit of BEST Academy for Fiscal Year Ending June 30, 2025

    Attachments: 2025 BEST Academy
    Budget Sheet Sept 2021 Revised NO Financial Impact ACC

13. **26-3328** Accept the Audit of Gulf Coast Academy for Fiscal Year Ending June 30, 2025

    Attachments: 2025 Gulf Coast Academy of Science and Technology
    Budget Sheet Sept 2021 Revised NO Financial Impact ACC

14. **26-3329** Accept the Audit of Gulf Coast Elementary School for Fiscal Year Ending June 30, 2025

    Attachments: 2025 Gulf Coast Elementary School
    Budget Sheet Sept 2021 Revised NO Financial Impact ACC

All Other Support Operations Agenda Items

15. **26-3227** Approval of the Proportionate Share Mitigation Agreement with multiple developers.

Attachments: 26-3227 Trails at Rivard Capacity Deficit Report (r1)
26-3227 Trails at Rivard PSMA Owner Signed (r1)
26-3227 Arden Capacity Deficit Report (r2)
26-3227 Arden PSMA Owner Signed
26-3227 Budget Sheet NO Financial Impact

16. **26-3343** Approve the Vehicle Use Agreement between the School Board of Hernando County Florida with Pace Center for Girls Hernando Florida.

Attachments: HCSB Transportation & Pace Center for Girls Vehicle Use Agreement signed by PACE
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

All Other Purchase Order/Bid Agenda Items

17. **26-3267** Approve the purchase of AICE Cambridge International Exams, Trainings, Textbooks, Technology, and Advertising Banners for Central High School for the 2025 - 2026 School Year from Cambridge International and other approved vendors and approve the purchase for an estimated spending of $441,864.75

Attachments: CHS - AICE package - 090925
Budget Sheet Fillable -AICE

18. **26-3297** Approve the contract and authorize the purchase of Ruckus Analytics, to CDW-Government LLC, and approve the contract and the purchase for $52,542.00 over a 5-year period.

Attachments: Ruckus Contract (CDW)
Ruckus Decision Letter
26-3297 Budget Sheet Ruckus

19. **26-3319** Approve the renewal of Bid No. 24-968-04 RN, Excavating and Site Work Services, awarded to multiple vendors and authorize the purchase of services for an estimated annual spending of $250,000.00.

Attachments: 24-968-04 RN Excavating and Site Work (10-07-2025)
Budget Sheet Excavating Site work 2025

20. **26-3320** Award RFQ # 9009-2506-303 Continuing Roofing & Building Envelope Consultant Services, to A/R/C Associates, Inc., PBA Design Group, Inc., PBK Architects Florida, Inc., REI Engineers, Inc., and Williamson Dacar Associates Inc. dba Williamson Design Associates, for consulting roofing & building envelope services for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of $500,000.00.

Attachments: 26-3320 RFQ 9009-2506-303 Roofing Cont Service
26-3320 Score Sheet 9009-2506-303 Awarded
26-3320 ARC C103-2015 with Attachments Signed
26-3320 PBA C103-2015 with Attachments Signed
26-3320 PBK C103-2015 with Attachments Signed
26-3320 REI C103-2015 with Attachments Signed
26-3320 WDA C103-2015 with Attachments Signed
26-3320 Budget Sheet

21. **26-3331** Approve the renewal of the Piggyback of Florida Buy Cooperative State Purchasing, RFP No. 21-141: Custodial Supplies & Related Products, awarded to Pro-Link, Inc. and authorize the purchase of custodial supplies for an estimated annual spending of $55,000.00

Attachments: 23-485-28 PB RN Custodial Supplies & Related Products (10-07-2025)
Budget Sheet (2)

22. **26-3333** Approve the renewal of Bid No. 24-910-05 RN, AC Duct Cleaning & Sanitizing Services, awarded to multiple vendors, and authorize the purchase of goods or services on an as needed basis for estimated annual spending amount of $120,000.00.

Attachments: 24-910-05 RN AC Duct Cleaning (10-7-2025)
Budget Sheet Duct Cleaning 2025

23. **26-3337** Approve the piggyback of the School Board of Broward County, Florida, ITB No. 26-025: Stage Curtain - Furnish, Install, and Cleaning/Fire Retardant Treatment, awarded to multiple vendors for goods and services, and authorize the purchase of said goods and services for an estimated annual amount of $55,000.00.

Attachments: 26-3337 Stage Curtains 26-910-20 PB
26-3337 Budget Sheet

All Other Superintendent Agenda Items

*24. 26-3361 Approval of out of state travel for Ray Pinder to Chicago, IL to attend the National Council of Senior Leaders: Fall Thought Leader Symposium from October 26, 2025 - October 28, 2025.

Attachments: RP TDL CHICAGO
RP CHICAGO HOTEL
RP CHICAGO AGENDA
No Impact Budget Sheet

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK SPEAKER FORMS)

25. 26-3354 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:

October 15, 2025:
9:00 AM - Interlocal Governmental Meeting

October 21, 2025:
2:00 PM - Workshop
3:30 PM - Special Meeting (Closed Executive Session)
6:00 PM - Regular Meeting

Hernando School District

School Board Regular Meeting

Agenda Item # 1. 26-3351 10/7/2025

Title and Board Action Requested
Approval to adopt the agenda dated 10/7/2025.

Executive Summary
The Superintendent of Schools, hereby requests the Board adopt the agenda dated 10/7/2025.

My Contact
Ray Pinder
Superintendent of Schools

2023-28 Strategic Focus Area
Other

Financial Impact
No Financial Impact

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

Hernando School District

School Board Regular Meeting

Agenda Item # 2. 26-3345 10/7/2025

Title and Board Action Requested
Recognition of Southwest Florida Water Management District Employees

Executive Summary
The Director of Communications, on behalf of the Superintendent of Schools, hereby requests the Board recognize the employees of Southwest Florida Water Management District for their donation of new shoes to Brooksville Elementary School.

My Contact
Aaron Ellerman
Director of Communications
ellerman_a@hcsb.k12.fl.us
(352) 797-7070 est. 70129

2023-28 Strategic Focus Area
Priority 4: Community Connection

Financial Impact
See attached budget sheet.

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

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 3. 26-3352 10/7/2025

Title and Board Action Requested
Approval of the Minutes from the Workshop and Regular School Board Meeting of 9/23/2025.

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

My Contact
Kelly A. Pogue
Executive Office Manager to the School Board and General Counsel
Pogue_k@hcsb.k12.fl.us

2023-28 Strategic Focus Area
Other

Financial Impact
No Financial Impact

Hernando School District

School Board Workshop

Minutes - Draft

Tuesday, September 23, 2025 **2:00 PM** **District Office-Board Room**
919 N. Broad Street
Brooksville, FL 34601

CALL TO ORDER

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

The Workshop was called to order at 2:02 P.M. Also present were Robert Meyers, School Board Attorney; and Ray Pinder, Superintendent.

PRESENTATIONS

1. **26-3290** Review the Proportionate Share Mitigation Amounts for Milk-A-Way Farms and Lake Mirage.

Attachments: 26-3290 PSMA for Milk-A-Way Farms & Lake Mirage.pdf
26-3290 Budget Sheet NO Financial Impact

Jim Lipsey, Planner, came forward to present this item. Chris Wilson, Attorney participated telephonically. After the presentation Mr. Pinder stated that his recommendation is to collect what is owed to us on the impact fees up front and not be in the position to issue the contractor credits. Mr. Wilson stated that every developer would need to be treated the same and warns of potential litigation if not. The consensus of the Board is to go with option 2, which limits the prop share amount to equal the assessed impact fee.

GENERAL COUNSEL

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

ADJOURNMENT

The Workshop adjourned at 2:40 P.M.

Superintendent

Board Chair

Hernando School District

School Board Regular Meeting

Minutes - Draft

Tuesday, September 23, 2025 **6:00 PM** **District Office-Board Room**
919 N. Broad Street
Brooksville, FL 34601

Revision #1

CALL TO ORDER

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

The meeting was called to order at 6:00 P.M. Also present were Robert Meyers, School Board Attorney; and Ray Pinder, Superintendent.

REFLECTION

by Mark Johnson, Vice Chair

PLEDGE OF ALLEGIANCE by JD Floyd Elementary School

SCHOOL SPOTLIGHT

Scott Piesik, Principal of JD Floyd Elementary School came forward to talk about his school. Aaron Ellerman, Director of Communications introduced JDFES employees who have at least 30 years of service.

ADOPTION OF AGENDA

1. 26-3322 Approval to adopt the agenda dated 9/23/2025.

RESULT: **ADOPTED**
MOVER: Kayce Hawkins
SECONDER: Mark Johnson
AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

ELECTED OFFICIALS

No one came forward to speak on this item.

PRESENTATIONS

2. **26-3210** Recognition of the September HCSD Veteran

Attachments: Budget Sheet - NO Financial Impact

Aaron Ellerman, Director of Communications; and Angel Pagan, Director of Safe Schools, came forward to introduce Bill Lizor as the Veteran of the Month.

3. **26-3302** Recognition of the Hernando County School District's Florida Multi-Tiered System of Support (MTSS) Award Recipients

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Kerri Littlefield, Coordinator of MTSS came forward to present this item.

4. **26-3312** Recognition of Matt Nix, SimCraft, and Southern 4X4 for Contributions to Hernando High School Racing Simulators

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

Beth Lastra, Supervisor of College and Career Programs; and Mason Lewis, Teacher came forward to present this item.

APPROVAL OF THE MINUTES

** **26-3326** Approval of the Minutes from the Informal, Workshop, Final Budget Hearing and Regular School Board Meeting of 9/9/2025.

Attachments: 09-09-25 Informal Minutes with links DRAFT
09-09-25 Workshop Minutes with links DRAFT
09-09-25 Final Budget Hearing Minutes with links DRAFT
09-09-25 Regular Minutes with links DRAFT

RESULT: **ADOPTED**
MOVER: Kayce Hawkins
SECONDER: Mark Johnson
AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

PROCLAMATIONS/RESOLUTIONS

5. **26-3308** Approve Proclamation No. P26-001, Proclaim the First Two (2) Weeks of October as Disability History and Awareness Weeks.

Attachments: Proclamation No P26-001 Disability History and Awareness Weeks 2025
Chapter 1003 Section 4205 - 2024 Florida Statutes - The Florida Senate
HB 447
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

RESULT: **ADOPTED**
MOVER: Mark Johnson
SECONDER: Susan Duval

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

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

PUBLIC HEARING ITEMS (WHITE SPEAKER FORMS)

6. **26-3307** Public Hearing and Final Approval of the Amendments to the 2025-2026 Student Progression Plan and School Procedures Handbook, that received tentative approval at the August 26, 2025 Workshop

Attachments: 2025 2026 List of Changes to SPP and Page Numbers Amendment August 2025
2025 2026 SPP Amendments Edits Strikethrough
2025 2026 SPP Amendments Clean Copy
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

RESULT: **ADOPTED**
MOVER: Susan Duval
SECONDER: Mark Johnson
AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

No one came forward to speak on this item.

EXPULSION RECOMMENDATIONS

7. **26-3285** Enter a Final Order Expelling the Student in Case No. E2026-08-01 for one (1) academic year.

Attachments: Budget Sheet Sept 2021 Revised NO Financial Impact ACC

RESULT: **ADOPTED**
MOVER: Michelle Bonczek
SECONDER: Susan Duval
AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

CITIZEN INPUT ON AGENDA ITEMS (GREEN SPEAKER FORMS)

8. **26-3323** Citizen Input on agenda items (Green Form)

Attachments: Citizen Input Speaker Green Form 031424 ACC

Mr. Meyers read the instructions for this item. Suzanne Shorter was called to speak on item #19. 26-3239.

ADOPTION OF CONSENT AGENDA

The following item was pulled by Board Member Hawkins from the consent agenda for discussion: 19. 26-3239:Approve the renewal of RFP No. 24-953-32: Employee Health Benefits Program and the 2026 agreement with Blue Cross Blue Shield of Florida and authorize the purchase of group health insurance for an estimated spending of $21,333,870.00.

RESULT: **APPROVED THE CONSENT AGENDA**
MOVER: Kayce Hawkins
SECONDER: Michelle Bonczek
AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

Personnel Recommendations

***9.** **26-3303** Approval of the Personnel Recommendations

Attachments: 25-26 BOARD AGENDA Sept 23 2025
ESOL - 9.23.25 agenda
2026 Noninst., PTS & Adm. Supplements for 9-23-25
2026 Inst. Supplements & Differentiated Pay for 9-23-25

All Other Teaching & Learning Agenda Items

10. **26-3242** Approve Out-of-State Travel for Anna Jensen, Director of Exceptional Student Education, to Attend the 2025 CASE Conference in Oklahoma City, Oklahoma on November 5-7, 2025

Attachments: CASE Conference Oklahoma City Agenda
TDL.Jensen 11.2025
Budget Sheet - No Financial Impact

11. **26-3313** Approval of the Contract Between Florida Health Sciences Center, Inc. d/b/a Tampa General Hospital and Hernando County School District for Clinical Learning Experiences in Health Sciences Programs

Attachments: Tampa General Hospital Affiliation Agreement HCSD
State of Florida Affidavit
PUR 1355
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

12. **26-3314** Approve an overnight, out of state field trip for Central High School's NJROTC Cadets to Paris Island, South Carolina, for an orientation trip to experience life at a Marine Corps. Training facility, on November 4 - 7, 2025.

Attachments: CHS 110425 Cover Sheet
Budget Sheet for Agenda Items - CHS 110425

All Other Business Services Agenda Items

13. **26-3306** Approve Final Order to make Michael Iannaccone Ineligible for Employment with Hernando County School District and to report him to FLDOE for Inclusion on the Disqualification List.

Attachments: Proposed Final Order (Iannaccone) prepped for School Board agenda placement
notification letter sent
Disqualification List-sent with notification
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

14. **26-3318** Approval of the Interlocal Agreement among the School Board of Hernando County, Hernando County, and the City of Brooksville for the Mutual Use of Facilities.

Attachments: Use of Facilities MOU
Budget Sheet No Financial Impact

All Other Support Operations Agenda Items

15. **26-3298** Approval of Proportionate Share Mitigation Agreement for Verona Hills.

Attachments: 26-3298 250824 Verona Hills Capacity Deficit Report (r2)
26-3298 9.8.25 HCSB PSMA Verona Hills APPLICANT SIGNED
26-3298 Budget Sheet NO Financial Impact

16. **26-3301** Approve Two Settlement Agreements for the Sunrise Development.

Attachments: 26-3301 Hernando County & School Board Settlement Agreement Revisions - Signed
26-3301 Sunrise Settlement Agreement - Metro (003) CAO 070825 SB -Signed
26-3301 Budget Sheet NO Financial Impact

17. **26-3310** Approve the Agreement between the Hernando County School Board and the State of Florida, Department of Health, Pasco County Health Department, Dietetic Internship.

Attachments: Dietetic Inernship Agreement
Budget Sheet Sept 2021 Revised NO Financial Impact ACC (17)

18. **26-3317** Approve out of state travel for William Ward, FNS Operations Manager October 1-2, 2025, to LTI, Inc in Atlanta Georgia.

Attachments: LTI
LTI Travel Cost Document
Budget Sheet Sept 2021 Revised NO Financial Impact ACC (17)

All Other Purchase Order/Bid Agenda Items

20. **26-3270** Approve the Purchase of VR Headsets from Transfr, Inc. and Authorize the Issuance of Purchase Orders up to an Estimated Amount of $98,600.00

Attachments: Transfr Original Quote
Standard Addendum to Agreements
Federal Terms and Conditions
State of Florida Affidavit
PUR 1355
David Wilkinson Email Florida Commerce
Budget Sheet Transfr

21. **26-3289** Approve the piggyback of the State of Florida, Department of Education ITB #2023-02 for Type A, C and D School Buses and Optional Equipment, awarded to Sun State International Trucks, LLC and authorize the purchase of Two (2) 77 Passenger Type C School Bus for an estimated spending of $325,952.00.

Attachments: FLDOE BID #2023-02
23-071-33 PB School Buses (09-23-25)
6510 Budget Sheet 08-2025

22. **26-3291** Award RFQ # 9009-2506-202 Continuing Architectural Services, to Fleischman and Garcia Architects and Planners, AIA, PA dba: Fleischman Garcia Maslowski, Long & Associates Architects/Engineers, Inc., PBK Architects Florida, Inc., Rowe Architects, LLC, and Zyscovich, LLC, for consulting architectural services for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of $500,000.00.

Attachments: 26-3291 250513 RFQ Architect Cont Service FINAL
26-3291 Scores & Ranking Matrix RFQ 9009-2506-202 POSTED
26-3291 FG+M AIA B101-2017 Architect Agreement with Attachments Signed
26-3291 Long AIA B101-2017 Architect Agreement with Attachments Signed
26-3291 PBK AIA B101-2017 Architect Agreement with Attachments Signed
26-3291 Rowe AIA B101-2017 Architect Agreement with Attachments Signed
26-3291 Zyscovich AIA B101-2017 Architect Agreement with Attachments Signed
26-3291 Budget Sheet

23. **26-3304** Approval of Resolution No. R26-005 of the Hernando County School Board to Participate in the Small School District Council Consortium and Authorize a Purchase Order to Pay the Annual Dues of $3,250.00

Attachments: SSDCC 25-26 Participation Resolution
SSDCC Budget Sheet

24. **26-3305** Approve the renewal of the piggyback of Choice Partners, Contract No. 22/053KN-03: Custodial Supplies & Services, awarded to Buckeye Cleaning Center of Tampa and approve the purchase of goods for an estimated annual spending of $98,413.04.

Attachments: 25-485-16 PB RN Custodial Supplies & Service (09-23-2025)
Budget Sheet

25. **26-3316** Approve the piggyback of Florida Buy State Cooperative Purchasing, Contract No. 24-135: Audio Visual Integration, awarded to Audio Enhancement and authorize the purchase of Clear Connect translation devices for an estimated $57,647.00.

Attachments: Sales_Proposal_Hernando_County_SD_-_Clear_Bridge_Hernando_Co_School_District (1) (1)
26-880-19 PB Audio Visual Integration (09-23-25)
Audio Enhancement Budget Sheet 1
Audio Enhancement Budget Sheet 2

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

19. **26-3239** Approve the renewal of RFP No. 24-953-32: Employee Health Benefits Program and the 2026 agreement with Blue Cross Blue Shield of Florida and authorize the purchase of group health insurance for an estimated spending of $21,333,870.00.

Attachments: Fl Blue Large Grp Employer Application 2026
24-953-32 RN Employee Health Benefits (08-26-25)
Affidavit
PUR 1355 (CM)
Budget Sheet Health Insurance 2025-2026

RESULT: **ADOPTED**

MOVER: Susan Duval

SECONDER: Michelle Bonczek

AYES: Rodriguez, Johnson, Bonczek, Duval, Hawkins

This item was pulled from the consent agenda by Kayce Hawkins for discussion. Matt Goldrick, Director of Labor Relations & Professional Standards came forward to answer questions addressed by the Board. Mrs. Hawkins explained that she will support moving forward with this renewal to ensure employees do not experience a lapse in their coverage, however, she must acknowledge that many of our teachers and staff have voiced concerns of the high cost of health insurance. She strongly encourages the committee that is working on this to bring forward the different options for consideration or at least provide the board with a clear explanation of how they selected the carrier. Mrs. Hawkins asked for employee input. She asked what the timeline is that they use to review the health plan each year. Mr. Goldrick explained that the committee did express the same things and stated that the timeline is narrow. He also explained that he has been connected with a health trust so he is looking into being self insured for 2027. Mr. Pinder stated they will work on a timeline for the board. Mr. Johnson stated that he would like a workshop on all bids. It was also stated that this is for a renewal. After more discussion Mr. Johnson stated he would be content with having the information within the agenda packet. When staff goes out to bid, they will provide the additional information to the board.

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK SPEAKER FORMS)

26. **26-3324** 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
09-23-25 Meeting Handout by K. Mayon

Mr. Meyers read the instructions for this item. The following citizens came forward to speak: Jack Martin, Beverly Coe, Ken Mayon, Diane Limbrecht, Kathleen Robinson, and Sheila Barr.

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

Mrs. Rodriguez introduced Mr. Robert Meyers, School Board Attorney.

SCHOOL BOARD COMMENTS

Ms. Duval recognized Kelly Padilla as she earned the distinction of Certified Support Professional (CSP) through the Florida School Board Association. Ms. Duval also recognized Rachel Kingdom for being honored as part of the regional Newspapers In Education Award. Mr. Johnson stated that Kelly Pogue earned the same CSP distinction. Mrs. Rodriguez shared her appreciation for Kelly Pogue and Kelly Padilla. Mr. Johnson stated he will wait to see what will be included in the Patriotic curriculum before having an opinion. Mrs. Hawkins congratulated Pastor Jack Martin for being the first chaplain in the program. She also mentioned that the Hernando County Education Foundation has dresses for girls if they need them for homecoming. Mrs. Hawkins shared that legislation has passed requiring all students beginning next school year to have an EKG as part of the sports physical. Mrs. Rodriguez spoke about the metal detectors and wants to see the district purchase more to keep the kids safe.

ADJOURNMENT

The meeting adjourned at 7:35 P.M.

Superintendent **Board Chair**

Hernando School District

School Board Regular Meeting

Agenda Item # 4. 26-3334 10/7/2025

Title and Board Action Requested
Public Hearing and Final Approval of the Hernando County School District's (HCSD) Media Handbook, that Received Tentative Approval at the September 9, 2025 Workshop

Executive Summary
The Supervisor of Literacy, Intervention and Elementary Academic Programs, on behalf of the Superintendent of Schools, hereby requests the Board to give final approval for the revisions of the HCSD Media Handbook. The handbook has been revised based on new legislation from Florida Statutes and Board Policy that pertain to Media and Instructional Materials.

My Contact
Kelly Downey
Supervisor of Literacy, Intervention and Elementary Academic Programs
352-797-7000 ext. 70280
downey_k@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.

Media Handbook Changes

Changes reflect updates in policies and statutes as well as feedback from media personnel. All blue words are hyperlinks to the named document including policies, statutes, and local forms. These will be updated as needed.

Page	Changes made
Cover	Updated names
5	Added, “instill a love of reading”
6	Added, “curating” to responsibilities, altered media center to media “specialist”
7	Altered sentence structure for better readability. School admin are now responsible for all textbook deliveries.
9	Added, “Develop a plan for weeding, inventory, and collection development”
10	Added, “according to district policy” Added”If no reviews are found, contact the assigned district media specialist for support.” Added Learning Ally-This is an electronic media source for students with print disabilities. It is a program supported by FDOE. Added, “placed on an elementary reading list” similar to statute language.
11	Altered, Guidelines for Book Collection Development Plan to mirror state language in our training.
15	Added language about cleaning out storage closets regularly. Added language about media software maintaining records of discarded materials.
16	Updated discard procedures to align with new media software. We also added specific language about removing books from the shelf first before removing them in the system.
17	Updates to donation procedures. In order to maintain the state guidelines for adding books to our media collections, all donations will have to be approved by a committee either at the school or district level depending on the type of donation.
18	Deleted most language around the how to barcode books as it is irrelevant for the purpose of the handbook. Added a procedure to allow interlibrary loans as long as State training media specialists are overseeing these loans.
18-19	Added a procedure for collecting accurate inventory. Eliminated steps for the BOY procedures. These are done within the software system.
20	Updated EOY Procedures-Running reports from the media software
21	Added language directing media specialists to their school’s media channel where we can share school reports.
22	Added, “E-Books require the same vetting as other library books.”
23	Removed Audio Visual Policy as that no longer exists. Added Policy 6152 regarding fees.
28	Remove flow charts and add textbook procedure infographics, add ordering and receiving infographic, book purchasing committee form
29	Added, Collection development must be planned and supported with analysis of the overall collection with special consideration to age of material, condition, usage, school initiatives, and curriculum.”
29-31	Removed flow charts

Hernando County School District Media Handbook

Effective: ~~February 6, 2024~~ September 2025

Adopted: June 27, 2023

School Board:

~~Linda Prescott~~ Shannon Rodriguez, Chairperson

~~Susan Duval~~ Mark Johnson, Vice Chairperson

~~Gus Guadagnino~~ Michelle Bonczek, Board Member

~~Mark Johnson~~ Susan Duval, Board Member

~~Shannon Rodriquez~~ Kayce Hawkins, Board Member

~~John Stratton~~ Ray Pinder, Superintendent

Hernando County School District

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Introduction

Vision

To inspire and support the pursuit of individual greatness.

District 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.

Media Mission

The mission of the Hernando County School District library media centers is to provide a broad range of educational material to enrich and support the curriculum, instill a love of reading, and to meet the needs of individual students and teachers.

Purpose

- Encourage and support the love of reading and learning.
- Increase access to provide excellence in the library media centers' resources, facilities, and services.
- Enrich and support the curriculum.
- Meeting the needs of individual students and teachers.
- Impact the instructional program for students by strengthening the teaching/learning process through staff development, curriculum integration, and information literacy.
- Build community connections among school library media centers, public libraries, and other sources of information.
- Stimulate student, parent, school, and community partnerships.

Goals

- To expose our students to a wide variety of literature and literature-based activities that will encourage them to become lifelong readers for learning and pleasure.
- To provide print and non-print materials in all formats that support the curriculum of our schools and that meet the instructional and individual information needs of our students.
- To inspire students and staff to become effective users of ideas and information.
- To create and maintain a trusting caring environment.

Media Specialist at the School Level

Librarians/media specialists are staff members responsible for providing school library media services.

They are responsible for evaluating, selecting, curating, organizing, and managing media and technology resources, equipment, and related systems; facilitating access to information resources beyond the school; working with teachers to make resources available in the instructional programs; assisting teachers and students in media productions; and instructing students in the location and use of information resources.

The school library media program provides a wide range of resources and information that satisfy the educational needs and interests of students.

Materials are selected to meet the wide range of students' individual learning styles. The school library media center is a place where the students may explore more fully classroom subjects that interest them. They can expand their imagination, delve into areas of personal interest, and develop the ability to think clearly, critically, and creatively about the resources they have chosen to read, hear, or view.

The school library media ~~center~~ specialist provides a setting where the students develop skills they will need as adults to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society. The library media specialist collaborates with students and other members of the learning community to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide.

Library media specialists are knowledgeable about current research on teaching and learning and skilled in applying its findings to a variety of situations - particularly those that call upon students to access, evaluate, and use information from multiple sources in order to learn to think, and to create and apply new knowledge.

A curricular leader and a full participant on the instructional team, the library media specialist constantly updates information and research skills and knowledge in order to work effectively with teachers, administrators, and other staff - both to expand their general understanding of informational issues and to provide them with specific opportunities to develop sophisticated skills in information literacy, including the uses of information technology.

Library Media Specialists are current in best practice informational and literacy skills as well as state and federal statutes regarding information literacy.

Media Specialist at the District Level

District Media Specialists work ~~with~~ to support school media specialist and personnel to assure compliance with state statutes, district policies and procedures ~~along with compliance with state statutes~~ regarding media use and materials.

District Media Specialists facilitate and ~~coordinate~~ support the school district book challenge process. They are responsible for multiple aspects of the challenge process and preparing the necessary documents to bring the challenge to the School Board for vote.

The District Media Specialists are responsible for the maintenance and updating of the school district OPAC application used by school media centers. District Media Specialists verify the accuracy of information and standardization of the information entered when creating Bib records into the Online Public Access Catalog (OPAC) application.

When necessary, the District Media Specialist will vet and weed material from school media centers who are without a full-time certified Media Specialist. In addition, the DMS will vet new materials prior to purchase and book fairs prior to the start of the fair according to state statutes.

The District Media Specialists are responsible for overseeing the administration and annual renewal of the Florida State Mandated Media Specialist Training (HB 1467, §1006.29(6), § 1006.31(2).

Any additional roles and responsibilities as per HB 1467.

District Media Specialists (DMS) will assist District Personnel as well as School Media Personnel through the entire textbook adoption process. This includes but is not limited to: Inventory, Processing, Cataloging, and Distribution of materials at all school sites.

Arrival of New Materials- As textbook/library materials arrive at school sites without Media Personnel on staff – District Media Specialists (DMS) are contacted by schools to help assist with ~~verifying delivery,~~ processing/cataloging of materials and distribution of materials to teachers and students.

Out of Adoption Materials – At school sites with no Media Personnel on staff – DMS are contacted by school sites to help assist with deletion of out of adoption materials from collections, preparing materials for transfer, and coordinating with district warehouse for transfer.

Curating list of books removed from school sites due to objections to materials used in classrooms, made available in school library, or included on a reading list (§1006.28(2) F.S.).

Dual Enrollment – DMS will assist with the organization, collating, cataloging and distribution of materials to students at a Dual Enrollment site(s).

READS- Florida's K-12 Integrated Library Media Reading Guidelines

READS:

- Read (as a personal activity)
- Explore (characteristics, history, and awards of creative works)
- Analyze (structure and aesthetic features of creative works)
- Develop (a literary-based product)
- Score (reading progress)

One of the goals of the school library media program is to provide intellectual and physical access to a broad range of literature and informational reading materials for personal pleasure and curriculum support. Library media programs aggressively support reading through a variety of promotional and instructional strategies that are carefully crafted to meet the unique needs of learners at each developmental stage. Additionally, the library instructional and promotional activities are collaboratively planned with classroom teachers so that the concepts and skills taught in the classroom are reinforced, enriching the learning experience.

- READS - Read Chart (PDF, 28KB)
- READS - Explore Chart (PDF, 33KB)
- READS - Analyze Chart (PDF, 28KB)
- READS - Develop Chart (PDF, 32KB)
- READS - Scores Chart (PDF, 28KB)
- READS - 6th Grade Summary (PDF, 28KB)
- READS - 7th Grade Summary (PDF, 28KB)
- READS - 8th Grade Summary (PDF, 27KB)
- READS - 9-10th Grade Summary (PDF, 27KB)
- READS - 11-12th Grade Summary (PDF, 28KB)

Florida Department of Education

Media Responsibilities

Managing the Collection

Collection Development

Library Collection Development is the ongoing process of systematically building high-quality print and non-print information resources to meet the information needs of a particular school/district.

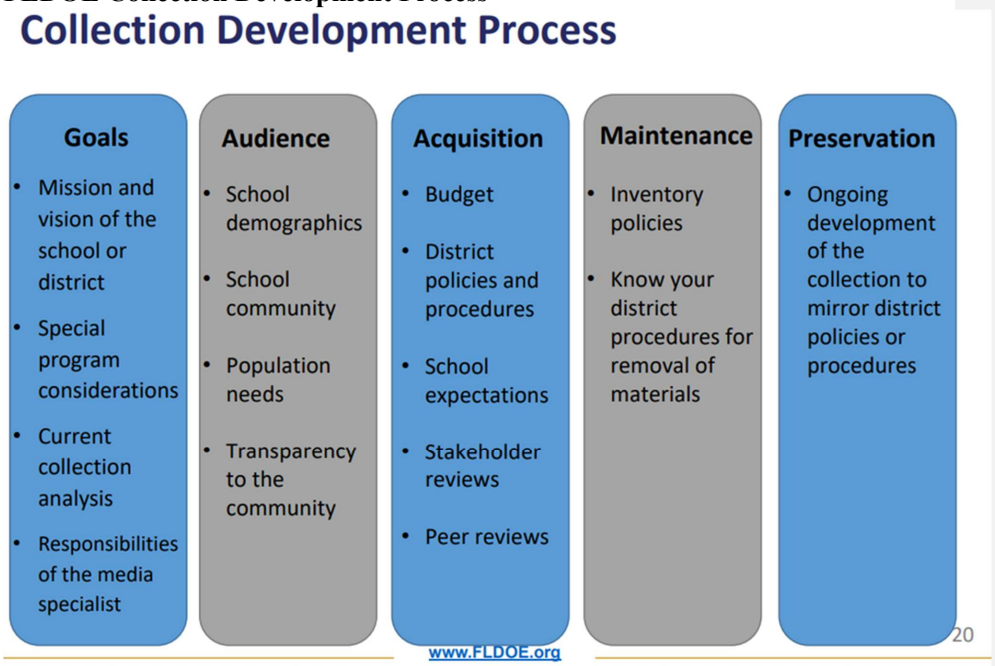
Goals of Collections Development

- To provide guidelines for selecting materials for the collection of the library that are balanced.
- Determines the retention, preservation and archiving of materials.
- Describes the process for removal of materials.
- Develop a plan for weeding, inventory, and collection development.

General Collection Selection Criteria

- Support and enrich the curriculum and/or students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources.
- Earns at least 2 favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by Literary professionals or organizations.
- Complies with state statues, rules, and bill.
- Exhibit a high degree of potential user appeal and interest.
- Represent differing viewpoints on controversial issues.
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures.
- Demonstrate physical format, appearance, and durability suitable to their intended use.
- Balance cost with need.

FLDOE Collection Development Process



Selection of Books

All books must be evaluated and approved according to district policy prior to adding them to the library. At least two positive professional peer reviews are required for a book to be considered for ~~purchase~~ collection adoption. If negative reviews are found, include at least one negative review as well. Crowd sourced reviews may also be considered. If no reviews are found contact the assigned district media specialist for support.

Each school must select a media book review committee for the purpose of adding new books to the media center that are not currently listed in the district OPAC. Schools will consider age, and grade level appropriateness with all book selections. The school ~~media~~ book review committee must be given a copy of the peer reviews prior to voting to accept the books for purchase. This process is also required for books that are donated and are being considered for placement in the library. Majority vote is needed for books to be added to the media center collection or placed on an elementary reading list. A district committee may convene if several schools are considering the same titles such as Sunshine State Young Reader's Award titles.

Guidelines for ~~Evaluating Library~~ Book Collection~~s~~ Development Plan

Evaluating a book collection involves subjective, professional decisions to determine the value of an item in terms of curriculum, student and teacher needs, demand, and replacement capability. In general, a book may be considered "current" if it meets the following criteria:

- Generalities (000, 100 & 200) Published in the last five to fifteen years.
- Circulates frequently.
- Social Studies (300 & 900) Retains balance on controversial subjects. Evaluate demand, accuracy, and currency. Maintain local history. Language (400) Keep Basic.
- Science & Technology (500 & 600) Reflects the status of science and technology within the last five years; other areas, 10 years.
- Arts/Recreation (700) Keep a basic collection, especially art history. Keep well-illustrated items. Avoid dated techniques and/or equipment.
- Literature (800) Collection includes a retrospective variety of poetry and other literary genre deemed to have lasting value. Keep a basic collection, especially criticism; discard minor, unassigned writers; check indexes. Collection also includes award winning children's and adult literature.
- Biography: Collection should represent individuals currently influential in science, industry, the arts, social issues, and entertainment/recreation. Keep until demand wanes, unless outstanding in content or style and still used.
- Fiction & Easy: Keep high demand/ evaluate.
- Audiovisual/Computer Software: Weed worn or out-of-date items, keep software up to six years, videocassettes, and DVDs up to five years.

Collection Analysis

Many vendors offer collection analysis for free. It is best practice to analyze your collection prior to making book purchases. Collection analysis should include the average age of the total collection as well as specific call numbers. Collection analysis will allow you to identify the areas where the collection is lacking or overpopulated with books. Book companies such as Follett, Mackin and Perma Bound all offer collection analysis.

Purchasing Procedures

Each book newly made available to students through a school library media center or included in a recommended or assigned school or grade level reading list must be selected and approved by a district employee who holds a valid educational media specialist certificate, and who has documented that they have completed the state approved Library Media and Instructional

Materials Training, regardless of whether the book is purchased, donated, or otherwise made available to students. §.1006.28(2) 6 (d) 1-4.

The media specialist will provide for media center collections, including classroom libraries, based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty. They will endeavor to stay informed about appropriate new publications, using multiple sources, such as discussions with colleagues, attendance at conferences, and reading a variety of periodicals and book reviews. The media specialist will also receive and consider suggestions or requests brought forward by other faculty, students, and parents.

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

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

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

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

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

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

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

Specific purchasing process procedures are site-based and may vary from school to school. Each media specialist should consult with the school bookkeeper to determine paperwork and procedures required at that site.

It is suggested that the library media specialist maintain a current print and or digital order file ("wish list") that includes student and faculty requests. This file, updated and weeded frequently, is an essential source of student, parent, and stakeholder input. Building and maintaining an order consideration file will assist in making materials selection an evaluative process rather than a hurried procedure when orders are due.

District Allocation

Local discretionary media dollars are provided, when possible, for the purpose of purchasing other items needed to support the media center.

Book Fair Funds

Book fair funds may be used as identified in the initial fundraising application with the school. Books purchased with book fair funds or scholastic dollars must be reviewed by the book purchase review committee prior to purchase. Notes of the approval process must be kept for future reference. (HB. 1467)

Publishers' Catalog and Sales Representatives

Sales representatives and vendors can visit individual schools but should do so only by prior appointment with the library media specialist and presentation of proper identification in the front office.

Book Previews are Prohibited

Media Specialists should not accept vendor shipments of books for review. The visit is considered only an information gathering session. No purchase agreements are made. All purchases must follow district approved procedures.

Sales personnel are not permitted to donate free library materials to schools in exchange for permission to distribute commercial information through students.

Lost and Damaged Materials

In a busy library media center, the library media specialist can assume that up to one percent of the total number of library media center materials will be lost or damaged each year. This fact should not restrict the free circulation of materials. However, pupils are responsible for payment of lost or damaged materials, according to School Board Policy 6152.

Student/Parent Responsibility for Lost and Damaged Materials

All instructional materials are the property of the district school board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing their

courses of study and are to be returned at the direction of the principal or the teacher in charge. Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials when directed by the school principal or the teacher in charge, and shall pay for such loss, destruction, or unnecessary damage as provided by law.

Principal's responsibilities to collect money for lost or damaged items

The principal/designee has the responsibility to manage the use of instructional materials. As a part of that management, authority is given by Florida Statute to collect payment for lost or damaged materials.

The school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and to report and transmit the textbook money collected to the district school superintendent. The failure to collect such sum upon reasonable effort by the school principal (or designee) may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal.

The library media specialist should develop a plan to be approved by the school principal for collecting payment for lost or damaged items. When developing a plan for such items, the following guidelines are recommended:

- The plan must be consistent with §1006.28(4) (b).
- Items damaged beyond repair will be considered Damaged and may be discarded following the correct procedures for discarding.
- A student should pay for materials after receiving an overdue notice or parent letter. It may also be necessary to send a Notice of Obligation to the student's home by U.S. mail.
- Notice of Obligation needs to be entered into the electronic student cumulative file.
- The plan will establish procedures determining who will collect the money.
- An individual receipt from a receipt book must be issued to the student. Receipt books can be signed out to the person receiving the money by the school's bookkeeper.
- The title, and barcode number must be written on the receipt in case the item is later retrieved.
- If the library media specialist is collecting the money, he/she must list all monies received by receipt number and the amount received on the correct form and give to the bookkeeper at the end of the same day.
- Accurate records of the lost and damaged books must be kept within the OPAC system. An item status record report is available in the circulation system.

- If a student transfers to another school within the district without returning a library media item, the library media specialist should notify the receiving school's library media specialist.
- Every effort should be made to retrieve the items(s) or payment. A block preventing further use of media materials may be placed on the student's record through the circulation system until the material(s) have been returned or reimbursement has been received.
- During the summer, reimbursement needs to be collected where the loss incurred. A copy of the Monies Collected form should be made for the library media specialist.

Weeding and Discarding Materials

Evaluation of the collection should be an ongoing process by the library media specialist and the instructional staff. This is necessary in order to keep the collection relevant to the changing needs of the curriculum and personal interests of students. Evaluation should include the removal of materials no longer appropriate and the replacement of lost and worn materials of educational value. (School Board Policy 2520)

The underlying principle of weeding is quality, not quantity utilizing the CREW method. With proper balance of planning, weeding, and purchasing, the collection should meet high standards and meet the needs of the learning community. §1006.28(2) (d) 2. d

https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf

Regular cleaning of storage closets is necessary to discard instructional materials that are not aligned to current adoptions, benchmarks, or part of state approved interventions.

Discard Procedures for Property

Property such as audio-visual equipment or furniture that cannot be repaired and has exceeded its useful life should be considered obsolete and surplus. Such property must be submitted to the Property Department for disposal. The Property Transaction form (SO-PC-009) must be completed by the library media specialist and signed by the principal. The form should be forwarded to the Property Department. The surplus equipment will be picked up and disposal will be completed by the Property Department. A copy of the Property Transaction form and the list of media books discarded is to be kept as part of the media center annual records. ~~When discarding books, a digital copy of the (SO-PC-009) form and the list of books being discarded is given to the district media office via an electronic file using the designated method by the department.~~ Media software program maintains records of all discarded materials.

Transfer of Property

The principal is the custodian of all property and equipment at the school. When it has been determined that a piece of equipment is not needed at the school where the property is located but the property may still be useful, the property may be transferred to another school site. The

Property Transfer form (SO-PC-009) may be completed, and unwanted/workable equipment may be routed to another school site providing an agreement has been made by the sending and receiving principals. Other unwanted/workable equipment may be routed to the warehouse.

Discarding Media Center Books

When discarding books from a school's library collection ~~the following steps must be taken to ensure that all materials are accurately accounted for. In Alexandria there is an option to check out a book into "Discard Mode."~~ Books need to be removed from the shelf first and then discarded electronically from the cataloging application. See the departmental DISCARD process sheet for instructions on how to discard a book electronically.

~~**Discard Mode**~~
~~When you click on "Discard Mode" you will have three options~~
~~**Damaged**~~
~~**Weeded**~~
~~**Custom (with description)**~~

~~Use the **Damaged** option if the book has been damaged beyond repair.~~
~~Use the **Weeded** option if weeding books based on the CREW method of weeding.~~
~~Use the **Custom** option if the book is being weeded due to State statues, a Formal Book Challenge, and the decision of the School Board to pull the book. List the reason as: "Formal Book Challenge school board decision", or state statute §847.12 or §847.00.~~

~~If you have a book that you believe needs further review – check the book out to System Administrator (use #10) and make sure that the book(s) is inaccessible to students. Consult with District Media for further instructions.~~

DO NOT DELETE any titles from ~~Alexandria~~ the cataloging application. This will remove all record of the book. Follow the steps listed above and contact District Media if you have any further questions.

All books that are being discarded MUST have the barcode REMOVED from the book and the school or district name blackened out. The word DISCARDED must be written or stamped on the inside cover of each book before they are sent to the warehouse. Follow the district discard procedure for having items transferred to warehouse.

Use the Property Transfer Form (SO-PC-009) when discarding weeded or damaged books. When transferring discarded books, a digital copy of the (SO-PC-009) form and the list of books being discarded is given to the district media office via an electronic file using the designated method by the department.

Accepting Donations

The library media specialist should always strive to maintain good public relations with members of the community and to be tactful in dealing with well-meaning residents who are cleaning out

closets and bookshelves. ~~If materials are accepted, a letter thanking the donor should be sent. However, under no circumstances should the library media specialist attach a dollar value to the donation. A simple statement of the number of books or items is sufficient. All materials and equipment should be accepted with the following understandings.~~ The district will only accept donations of new materials that are currently in the media collection. Any new titles will be approved by a district committee comprised of a media specialist, parent, and district supervisor.

- Donated m~~M~~aterials must meet the same standards of selection as those applied to original purchases.

  - Materials are of real value to the instructional program of the school with a purpose to education rather than to promote sales.
  - Materials can be integrated into the general library collection according to the book vetting process and do not need special housing.
  - The library media center staff may dispose of the gift at their discretion.

~~**All donated books that are new title to the collection must be vetted by the district vetting process and approved by the book purchase committee and a certified media specialist the same as new books are vetted.~~

Formatted: Normal

Organizing the Collection

General policies:

- Each school shall maintain an online public access catalog. (OPAC)
- All library materials in the school library media center shall be organized, catalogued, and housed for easy accessibility to students and faculty.
- Library materials shall be prepared for use as soon as possible after they have been received.
- When original cataloging is necessary, the library media specialist shall consult the district media specialist on decisions regarding classification numbers, choice and form or main entry and subject headings.
- Media personnel shall be trained to process print and non-print materials.

Processing Books

Books which are ordered from a state bid vendor may come fully processed, if the library media specialist so desires. If requested, plastic covers and barcode labels are provided and can be attached. The vendor may supply MARC records.

The following tasks are necessary in preparing a book for circulation:

- Stamp with school ownership identification stamp.

- Attach labels where necessary. (Barcode, call number or letters [on the spine], reading program…)
- ~~Enter MARC records for each item.~~
- Follow district labeling configurations.
- The catalog application will auto generate the barcodes for the school.

~~Barcode Protocol: 14-digit barcode protocol~~

- ~~4 digits- school # + 0 (i.e., 1230)~~
- ~~2 digits- collection if you want to use as the 5th and 6th digit (i.e., 12310~~
- ~~8 digits- identifying number starting with 7000 (i.e., 1231070002345)~~

~~Collection Numbers- if you choose to use (This refers to the 2-digit number)~~

- ~~10- Library~~
- ~~30- AV (Software)~~
- ~~40- Equipment (does not connect to computer)~~
- ~~50- Family Resource Center/Title 1~~
- ~~60- Professional~~
- ~~70- Technology (connected to computer, media center inventory)~~
- ~~75- Technology (Technology Department inventory)~~

Interlibrary Lending

District Sharing: Media personnel ~~should~~ may contact other media personnel ~~in other schools~~ within the district to secure books or instructional materials available at different locations. ~~Interlibrary lending is limited to school faculty and administration only~~. Only state trained, Certified Media Specialist may approve the transfer of media books and instructional materials as these must be evaluated for age and grade level appropriateness for the new school site.

Inventory

~~Before beginning the inventory process, make sure the library media center collection (books, AV materials equipment, textbooks) is ready. All books don't have to be returned, but it is easier to have as many returned as possible. Weeding, repairing, cleaning, and relocating are commonly associated with inventory.~~DO NOT DELETE discarded items from the library inventory program unless instructed to by District Media. Prior to deletion a discarded item report must be run and digitally submitted to District Media.

A physical count of the book collection is accomplished via a computerized inventory, following the directions given for the library circulation system. Inventory dates will be announced bi-annually. Inventory will be started in the fall to capture as many books as possible.

Inventory is an essential part of maintaining the collection. ~~It may take four weeks of uninterrupted work for a collection of 20,000 items to be inventoried. This estimate will be used when deciding how much time will be needed to do the inventory for the media center.~~

ALL classroom libraries (PreK-5) must be vetted ~~and scanned~~ by a certified library media specialist who has completed the Florida State Library Media and Instructional Materials Training. ~~Once scanned send your schools excel spreadsheet to the district media office for it to be posted on your school's website.~~ Procedures for this process can be found on the district media Teams page.

Public Relations/Marketing

Promoting library media services for students and teachers needs to be an objective for all Hernando County Schools library media specialists. One method of achieving this goal is to provide pamphlets or statistics outlining the usage and services of the library media centers.

Media Beginning of the Year

The specific date to open the library media center is determined by the school-based administration. Every effort must be made, however, to allow adequate time to prepare the library media center for student and staff use at the beginning of the school year.

Beginning Circulation Procedures

Library media specialists must develop the procedures for circulation. The decisions must be made in cooperation with the school administration and instructional staff. The following are suggested guidelines to be considered.

- Check equipment to assure operability.
- ~~Set school calendar in the OPAC system.~~
- Check in any materials returned over the summer.
- Print overdue book or fines lists.
- ~~Update OPAC database patron list.~~
- Other activities as necessary.

End of Year Procedures

The library media specialist must discuss the closing of the library media center with the school's administration. Together they will agree on the appropriate date for closing. Consideration must be given to the time needed to complete the final inventory of materials.

Complete an inventory of all available resources.

- ~~Prepare a list of all missing items.~~ Submit an electronic report from the cataloging application.
- DISCARD items that have been missing for two complete years after consulting with District Media. Submit an electronic report of all discarded materials.
- ~~Capture~~ Run report of the year's collection statistics and file an electronic copy.
- Download and save/share a list of overdue books and/or fines. Notices of obligation must be prepared and entered into Skyward. Provide this information to the appropriate people in the school.
- Download and save/share any reports that are relevant to the school site.
- ~~The graduating class must be removed from the system.~~
- Report Title 1 purchases to Director of Federal Programs.

Book Fairs

Many schools conduct one or more school-wide book fairs each year as fundraising events.

To run a school-wide book fair requires considerable advance planning, but the details of if and when the event is run, its duration, and scheduling are at the discretion of the individual library media specialist and their administrator.

A short list of steps for holding a book fair would include the following:

- Get approval to hold a book fair from school administration. Contact a book fair vendor and schedule start and end dates. See that the book fair dates are placed on the school calendar.
- Notify Supervisor of Literacy Intervention and Elementary Academic programs of the dates of your fair, the vendor you are using and if you are in need of a Media Specialist to vet the book selection.
- Books that are currently in a book challenge, under objection, or have been removed by the Hernando County School board may not be sold at the book fair. po 2522, §1006.28
- The school principal is responsible for making sure the Book Fair has been vetted by a FLDOE trained Media Specialist.
- If you have not completed the Florida State mandated media training for vetting books you will need to request a district Media Specialist to come and vet your book fair books prior to opening the book fair to any students or parents. District Media will remove from the fair any copies that fall under the above challenge criteria. Those books are to be boxed and not sold. They are to be sent back to the vendor when the book fair ends.

Classroom Library Vetting

As required by H.B.1069 school media specialists are expected to coordinate with their school administration to ~~assure~~ensure a plan is made for time to vet classroom libraries. Any Media Specialists who are vetting classroom libraries must complete the annual Florida State Media Training prior to vetting. The application used to document vetted classrooms will be identified and access given to school Media Specialists. Posting of classroom library lists will be coordinated through the district PR office.

Public Records and Data Requests

Occasional a request is made for public records regarding the policies and procedures of the school media center, book purchases, books that are discarded, or circulation of books. It is expected that accurate media center records will be kept for this purpose. Records that are expected to be kept include: invoices, purchase requests, donations received, book approval requests, property transfer form (SO-PC-009) with a list of all books discarded. Media personnel can store these reports in their school's channel in the Media Teams page.

State Literacy Week

School media centers may organize and participate in celebrations that honor, inform, celebrate, and educate about various literary, cultural, and historically recognized literacy themes. The state literacy week which is celebrated each January requires each school to fill out the participation form. Each school media center is encouraged to participate in the activities for this week.

Reading Encouragement Programs

Many schools like to encourage pleasure reading by offering reading incentive programs. Participating in these programs is voluntary. Below is a list of a few of the current programs that are being used.

- ~~Reading Counts~~ Book Taco
- Accelerated Reader (AR)
- Sunshine State Young Readers Awards (SSYRA)
- Pizza Hut Book It
- Chuck-E-Cheese
- Barnes and Noble
- Books a Million

Electronic Media (E-Books)~~E-Books~~ and Students with Accommodations

E-books and book reading programs such as Learning Ally are encouraged to be used by students who have reading difficulties. Students with accommodations are allowed to use those accommodations when participating in reading encouragement programs. E-books require the same vetting as other library books.

Professional Organizations

There are many organizations available to library media specialists that provide opportunities for professional growth. Participation in these organizations is a personal choice.

Interactive technology and Smart Education (ITSE)
The ITSE standards provide the competencies for learning, teaching, and leading with technology, and are a comprehensive road map for effective use of technology in schools worldwide.

Florida Literacy Association
FLA is a professional organization comprised of educators and literacy experts striving to equip all teachers with tools to improve reading and literacy in all classrooms. As a statewide organization, FLA's goal is to inspire all teachers with our annual conference and local councils.

Florida Library Association
The Florida Library Association serves to inform member of statewide issues and service development for all Florida libraries. The association partners with other state and national organizations relevant to libraries. They work closely with the information industry, facilitating productive links with the library community.

Florida Association for Media in Education (FAME)
This state organization works for the improvement of school media programs statewide through workshops, and conferences. They encourage of professional growth, and the support of legislation vital to the interests of educational media.

American Library Association/American Association of School Librarians (ALA/AASL)
The American Library Association (ALA) is open to all librarians working in all types of libraries and at all levels. Membership in the parent organization includes membership in a type-of-library division. For school media personnel, this division would be the American Association of School Librarians (AASL).

Policies, Statutes, and Rules

District policies and procedures are in place to establish rules and procedures creating standards of quality for learning and safety, as well as expectations and accountability. Policies provide direction and set parameters to help support and sustain the educational needs of the students.

Classroom instructional materials, school libraries, classroom libraries and reading lists are governed in accordance with school board policies, state statutes, and department of education rules, and work processes.

School Board Policies

School board policies that relate directly to the school library media center are listed below. It is the responsibility of ~~school~~the school district to know and abide by school board policies.

School Board Policy 2520 Selection and Adoption of Instructional Materials

School Board Policy 2521 Instructional Materials Program

School Board Policy 2522 Challenges to Adoption or Use of Instructional, Library or Reading List Materials

School Board Policy 2531 Copyrighted Works

~~School Board Policy 2540 Audio Visual Use~~

School Board Policy 6152 Student Fees, Fines, Charges

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Florida State Statutes

Florida State statutes are laws that school districts must follow when governing and facilitating student learning. Many statutes spell out what a school district may or may not do when facilitating the education of the district's students. Some statues apply to specific parts of education and safety while others limit. Statutes change from year to year with new ones being created, some being repealed and some amended. The following are statutes that effect instructional materials school libraries and reading lists in the school district.

H.B. 1069

The bill includes provisions designed to protect children in public schools. The bill includes requirements for age-appropriate and developmentally appropriate instruction for all students in prekindergarten through grade 12. The bill:

- Includes requirements for specific terminology and instruction relative to health and reproductive education in schools and requires that all materials used for such instruction be approved by the Department of Education.
- Extends the prohibition on classroom instruction on sexual orientation or gender identity to prekindergarten through grade 8.

The bill enhances the process for transparency and review of library and classroom materials available to students in public schools and the process for parents to limit student access to

materials and make objections to materials. The bill requires the suspension of materials alleged to contain pornography or obscene depictions of sexual conduct, as identified in current law, pending resolution of an objection to the material. A district school board must also discontinue the use of any material the board does not allow a parent to read aloud.

The bill requires that meetings of committees to resolve objections must be noticed and open to the public and provides an appeals process through a special magistrate.

F.S. 1006.28
This statute deals with the duties of the school board, district school superintendent; and school principal regarding K-12 instructional materials. The requirement of a school district instructional materials review process. School Library Media Specialist must complete training before reviewing and selecting age-appropriate materials and library resources.

F.S. 847.012
Harmful materials: sale or distribution to minors or using minors in production prohibited; penalty.

F.S. 847.001
Definitions of terms used in chapter §847.012.

F.S. 1003.42
Required instruction

F.S. 1006.29
Each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the Library Media Training incorporated in this rule.

F.S. 1006.31
Duties of the Department of Education and School District Instructional Materials Reviewer

F.S. 1006.34 (2)(b)
Powers and duties of the Commissioner and the Department in selecting and adopting instructional materials.

F.S. 1006.40
Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books.

F.S. 1014.04
Parental rights to direct the education and care of his or her minor child.

Florida Department of Education Administrative Rules

Administrative Rules are administrative laws that concerns the powers and procedures of government agencies. Including the rules and administrative decisions that agencies issue. Rules are enforced by the agency that makes them. The Florida Department of Education Rules start with a number six.

Rule 6A.-7.0713

Describes the process and format for the school district elementary schools to post materials maintained in elementary school media centers and materials found on a school or grade-level reading list in a searchable format.

Rule 6A.-7.7014

Provides school districts with the format for reporting materials that were subject to an objection by a parent of resident of the county during the previous school year. Reporting also includes materials removed and the reason.

Rule 6A.-7.0715

Certifications and Plans for Instructional Materials and Library Media.

Instructional Materials Program

Criteria for Selection of Educational Materials

Excerpts below are from Florida's state mandated media specialist training:
Collections must:

- Support academic standards and curriculum.
- Support the academic needs of students and faculty.
- Support the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.
- Be based upon reader interest.
- Be appropriate for the grade level and age group for which the materials are made available.
- Be suited to student needs and their ability to comprehend the material.
- Follow Florida Statutes, State Board of Education rules and school district policies.

Criteria for Selection of Library Materials Section §1006.40(3)(d),
All materials in a school library or included on a reading list must be:

- Free of Pornography and material prohibited under §847.012,
- Suited to student needs and their ability to comprehend the material presented.
- Appropriate for the grade level and age group for which the materials are used and made available.

Suited to Student Needs and Appropriate for Age and Grade Level Considerations should include:

- Student ability to comprehend material.
- The degree to which the material will be explained/supplemented by classroom instruction.
- The educational purpose of the material.
- The accurate portrayal of the state's broad racial, ethnic, socioeconomic and cultural diversity, without bias or indoctrination.
- Age and grade level of students
- Maturity of students
- Err on the side of caution.

Copyrighted Materials

The district shall abide by all provisions of the copyright laws.

Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.

The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.

Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or District Office.

Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the School Board.

Any staff member shall, prior to installing any computer software not purchased by the School Board, obtain approval for such by completing a donated property form and delivering same and providing a valid license for the utilization of such software. In the event such software is not to be donated, the staff member shall lease the software to the School Board at no cost to the district by denoting such on the donated property form. In no event shall any such software be installed upon any computer owned by the HCSB without the approval required herein from the Director of Technology Information Services, or designee.

Documents cannot be copied unless permission from the copyright holder is given.

It is best to assume that the material is copyrighted unless it states otherwise.

This also includes copyrighted material on websites.

Appendix

A. Specific Material Objection Template
B. Collection Development Criteria
~~B.~~C. Textbook Transfer Infographic
~~C.~~D. ~~Organizational Flow Charts- with media personnel~~Ordering and Receiving Procedures Infographic
~~D. Organizational Flow Charts- without media personnel~~
E. Property Transfer Form
F. Movie Permission Slip to Admin
G. Movie Permission Slip to Parents

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Collection Development Criteria

Based on the state training, collection development is an ongoing process, requiring both the acquisition of new materials, as well as continually "vetting" the collection to ensure its accuracy and relevance. The following guidelines are used by the active, school media specialists to fulfill state requirements, as well as the needs of the school and students. Collection development must be planned and supported with analysis of the overall collection with special consideration to age of material, condition, usage, school initiatives, and curriculum.

*All new books purchased must be approved by a certified, school media specialist, as well as approved by the Media Review Committee.

Some questions to consider:

1. Does the material help create a balanced collection of fiction, nonfiction, and the inclusion of opposing viewpoints?
2. Does the material help address the specific population of the school and/district?
3. Are the curriculum needs of the teachers and students being met?
4. Are readers' interests taken into consideration?
5. Are the materials age-appropriate for the school community?
6. Does the material include information that is biased, racist, or sexist?
7. Is the book irrelevant to the needs and interests of students and staff?
8. Has a subsequent edition of the book been added or is there a better book that should be obtained instead?
9. Is it free of pornography and material prohibited under s. 847.012?
10. Is the material suited to student needs and their ability to comprehend the material presented?
11. Is it appropriate for the grade level and age group for which the materials are used or made available?
12. Is the content outdated?
13. Has the book circulated in the last few years? (Vetting Current Collection)
14. Are there multiple copies of the book available and do they circulate? (Vetting Current Collection)
15. Is the book physically damaged beyond repair or poor quality? (Vetting Current Collection)

~~Organizational Flow Chart if there is Media Personnel in the Media Center~~

1. ~~Custodians or whoever accepts deliveries verifies shipments received contain the exact number of books that are listed on the shipment invoice.~~
2. ~~Bookkeeper /Custodian will let School Media Personnel know of delivery of materials.~~
3. ~~Materials are delivered to Media Center or staging area.~~
4. ~~School Media Personnel verify contents against the packing slip.~~
    a. ~~If there is an issue:~~
        i. ~~School Media Personnel contacts the Florida School Book Depository regarding discrepancy. Creates discrepancy report with the FSBD.~~
        ii. ~~School Media Personnel then delivers packing slip and discrepancy report to school bookkeeper.~~
    b. ~~If there is no issue:~~
        i. ~~School Media Personnel delivers packing slip to bookkeeper.~~
5. ~~School Media Personnel processes delivery materials, which includes:~~
    a. ~~Sorts books~~
    b. ~~Barcode titles that are not consumables~~
    c. ~~Enters barcodes into Textbook Tracker~~
    d. ~~Checkout titles, as appropriate to school personnel.~~
    e. ~~Delivers titles to appropriate personnel.~~
    f. ~~House surplus materials in storage location.~~
6. ~~If more materials are needed due to an increase in student population, contact the DMS or post in Media Personnel icon (email)~~
7. ~~District Library Media Specialist will contact District Administration as needed.~~

~~**Organizational Flow Chart if there is NO Media Personnel in the Media Center**~~

~~1. Custodians or whoever accepts deliveries verifies shipments received.~~
~~2. Whoever handles textbooks contacts District Media Specialists once shipment verified?~~
~~3. Textbooks are delivered to the media center or a staging area to sort.~~
~~4. District Media Specialist verifies the contents of the delivery against the packing slip.~~
   ~~a. If there is an issue:~~
      ~~i. District Media Specialist contacts the Florida Textbook Depository re: discrepancy.~~
      ~~ii. District Media Specialist then delivers packing slip and discrepancy report to school bookkeeper.~~
   ~~b. IF there is no issue:~~
      ~~i. District Media Specialist delivers packing slip to bookkeeper.~~
~~5. District Media Specialist processes deliver, which includes:~~
   ~~a. sort books~~
   ~~b. barcodes titles that are not consumable~~
   ~~c. centers titles into Textbook Tracker~~
   ~~d. checkout titles, as appropriate to personnel~~
   ~~e. delivers titles to appropriate personnel.~~
   ~~f. houses surplus in school.~~
~~6. If more materials are needed due to an increase in student population, contact DLMS or post in Media Personnel email.~~
~~7.~~1. ~~District Media Specialist will contact District Administration, as needed.~~

Hernando County School District Media Handbook

Effective: September 2025

Adopted: June 27, 2023

School Board:

Shannon Rodriguez, Chairperson

Mark Johnson, Vice Chairperson

Michelle Bonczek, Board Member

Susan Duval, Board Member

Kayce Hawkins, Board Member

Ray Pinder, Superintendent

Hernando County School District

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Introduction

Vision

To inspire and support the pursuit of individual greatness.

District 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.

Media Mission

The mission of the Hernando County School District library media centers is to provide a broad range of educational material to enrich and support the curriculum, instill a love of reading, and to meet the needs of individual students and teachers.

Purpose

- Encourage and support the love of reading and learning.
- Increase access to provide excellence in the library media centers' resources, facilities, and services.
- Enrich and support the curriculum.
- Meeting the needs of individual students and teachers.
- Impact the instructional program for students by strengthening the teaching/learning process through staff development, curriculum integration, and information literacy.
- Build community connections among school library media centers, public libraries, and other sources of information.
- Stimulate students, parent, school, and community partnerships.

Goals

- To expose our students to a wide variety of literature and literature-based activities that will encourage them to become lifelong readers for learning and pleasure.
- To provide print and non-print materials in all formats that support the curriculum of our schools and that meet the instructional and individual information needs of our students.
- To inspire students and staff to become effective users of ideas and information.
- To create and maintain a trusting caring environment.

Media Specialist at the School Level

Librarians/media specialists are staff members responsible for providing school library media services.

They are responsible for evaluating, selecting, curating, organizing, and managing media and technology resources, equipment, and related systems; facilitating access to information resources beyond the school; working with teachers to make resources available in the instructional programs; assisting teachers and students in media productions; and instructing students in the location and use of information resources.

The school library media program provides a wide range of resources and information that satisfy the educational needs and interests of students.

Materials are selected to meet the wide range of students' individual learning styles. The school library media center is a place where the students may explore more fully classroom subjects that interest them. They can expand their imagination, delve into areas of personal interest, and develop the ability to think clearly, critically, and creatively about the resources they have chosen to read, hear, or view.

The school library media specialist provides a setting where the students develop skills they will need as adults to locate, analyze, evaluate, interpret, and communicate information and ideas in an information-rich world. Students are encouraged to realize their potential as informed citizens who think critically and solve problems, to observe rights and responsibilities relating to the generation and flow of information and ideas, and to appreciate the value of literature in an educated society. The library media specialist collaborates with students and other members of the learning community to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide.

Library media specialists are knowledgeable about current research on teaching and learning and skilled in applying its findings to a variety of situations - particularly those that call upon students to access, evaluate, and use information from multiple sources to learn to think, and to create and apply new knowledge.

A curricular leader and a full participant on the instructional team, the library media specialist constantly updates information and research skills and knowledge in order to work effectively with teachers, administrators, and other staff - both to expand their general understanding of informational issues and to provide them with specific opportunities to develop sophisticated skills in information literacy, including the uses of information technology.

Library Media Specialists are currently in best practice informational and literacy skills as well as state and federal statutes regarding information literacy.

Media Specialist at the District Level

District Media Specialists work to support school media specialists and personnel to ensure compliance with state statutes, district policies and procedures regarding media use and materials.

District Media Specialists facilitate and support the school district book challenge process. They are responsible for multiple aspects of the challenge process and preparing the necessary documents to bring the challenge to the School Board for voting.

The District Media Specialists are responsible for the maintenance and updating of the school district OPAC application used by school media centers. District Media Specialists verify the accuracy of information and standardization of the information entered when creating Bib records into the Online Public Access Catalog (OPAC) application.

When necessary, the District Media Specialist will vet and weed material from school media centers who are without a full-time certified Media Specialist. In addition, the DMS will vet new materials prior to purchase and book fairs prior to the start of the fair according to state statutes.

The District Media Specialists are responsible for overseeing the administration and annual renewal of the Florida State Mandated Media Specialist Training (HB 1467, §1006.29(6), § 1006.31(2).

Any additional roles and responsibilities as per HB 1467.

District Media Specialists (DMS) will assist District Personnel as well as School Media Personnel through the entire textbook adoption process. This includes but is not limited to: Inventory, Processing, Cataloging, and Distribution of materials at all school sites.

Arrival of New Materials- As textbook/library materials arrive at school sites without Media Personnel on staff – District Media Specialists (DMS) are contacted by schools to help assist with processing/cataloging of materials and distribution of materials to teachers and students.

Out of Adoption Materials – At school sites with no Media Personnel on staff – DMS are contacted by school sites to help assist with deletion of out of adoption materials from collections, preparing materials for transfer, and coordinating with district warehouse for transfer.

Curating list of books removed from school sites due to objections to materials used in classrooms, made available in school library, or included on a reading list (§1006.28(2) F.S.).

Dual Enrollment – DMS will assist with the organization, collating, cataloging and distribution of materials to students at a Dual Enrollment site(s).

READS- Florida's K-12 Integrated Library Media Reading Guidelines

READS:

- Read (as a personal activity)
- Explore (characteristics, history, and awards of creative works)
- Analyze (structure and aesthetic features of creative works)
- Develop (a literary-based product)
- Score (reading progress)

One of the goals of the school library media program is to provide intellectual and physical access to a broad range of literature and informational reading materials for personal pleasure and curriculum support. Library media programs aggressively support reading through a variety of promotional and instructional strategies that are carefully crafted to meet the unique needs of learners at each developmental stage. Additionally, the library instructional and promotional activities are collaboratively planned with classroom teachers so that the concepts and skills taught in the classroom are reinforced, enriching the learning experience.

- READS - Read Chart (PDF, 28KB)
- READS - Explore Chart (PDF, 33KB)
- READS - Analyze Chart (PDF, 28KB)
- READS - Develop Chart (PDF, 32KB)
- READS - Scores Chart (PDF, 28KB)
- READS - 6th Grade Summary (PDF, 28KB)
- READS - 7th Grade Summary (PDF, 28KB)
- READS - 8th Grade Summary (PDF, 27KB)
- READS - 9-10th Grade Summary (PDF, 27KB)
- READS - 11-12th Grade Summary (PDF, 28KB)

Florida Department of Education

Media Responsibilities

Managing the Collection

Collection Development

Library Collection Development is the ongoing process of systematically building high-quality print and non-print information resources to meet the information needs of a particular school/district.

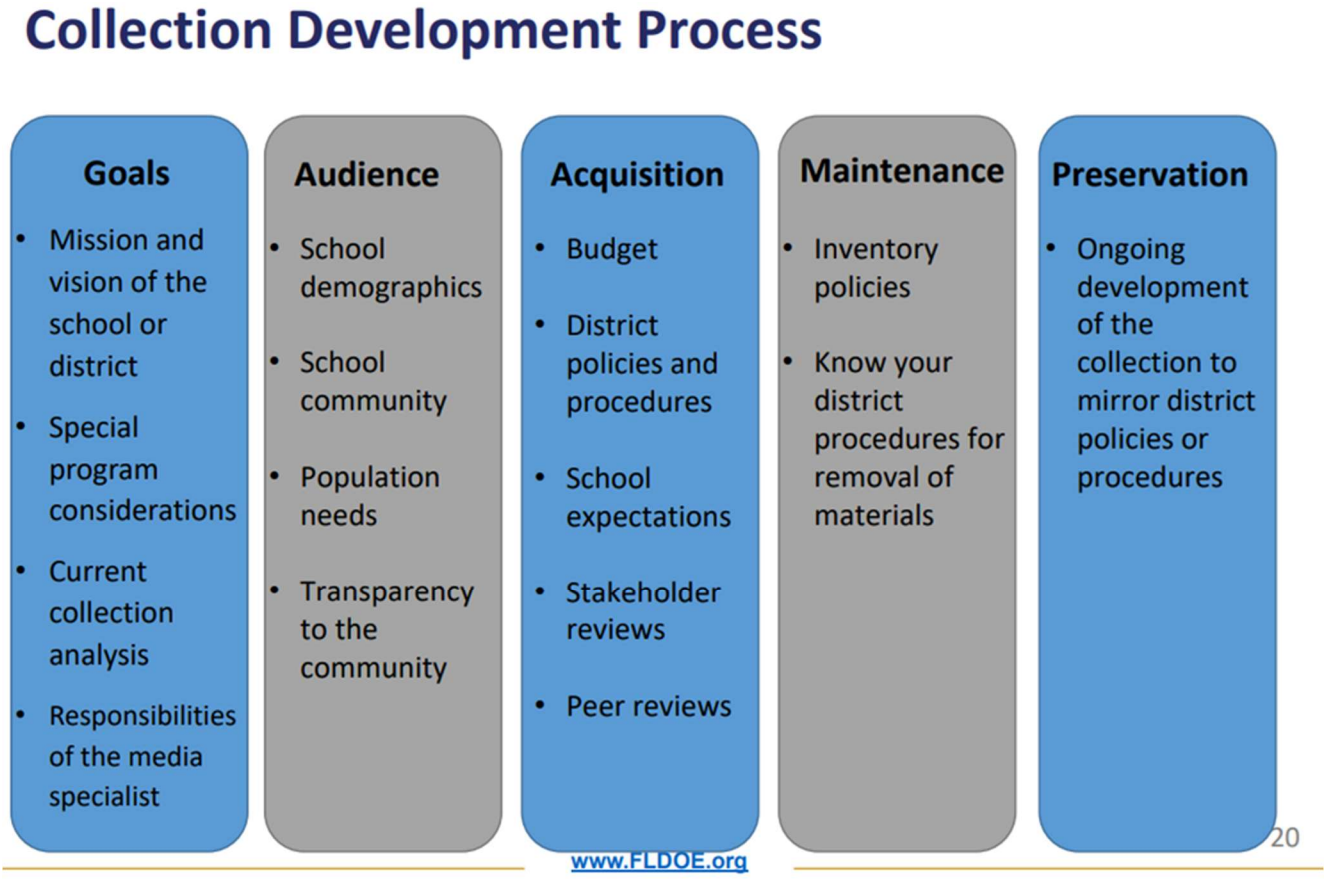
Goals of Collections Development

- To provide guidelines for selecting materials for the collection of the library that are balanced.
- Determines the retention, preservation and archiving of materials.
- Describes the process for removal of materials.
- Develop a plan for weeding, inventory, and collection development.

General Collection Selection Criteria

- Support and enrich the curriculum and/or students' personal interests and learning.
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources.
- Earns at least 2 favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by Literary professionals or organizations.
- Complies with state statues, rules, and bill.
- Exhibit a high degree of potential user appeal and interest.
- Represent differing viewpoints on controversial issues.
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures.
- Demonstrate physical format, appearance, and durability suitable to their intended use.
- Balance cost with need.

FLDOE Collection Development Process



Selection of Books

All books must be evaluated and approved according to district policy prior to adding them to the library. At least two positive professional peer reviews are required for a book to be considered for collection adoption. If negative reviews are found, include at least one negative review as well. Crowd-sourced reviews may also be considered. If no reviews are found contact the assigned district media specialist for support.

Each school must select a media book review committee for the purpose of adding books to the media center or Learning Ally. The school book review committee must be given a copy of the peer reviews prior to voting to accept the books for purchase. This process is also required for books that are donated and are being considered for placement in the library. Majority vote is needed for books to be added to the media center collection or placed on an elementary reading list.

Guidelines for Book Collection Development Plan

Evaluating a book collection involves subjective, professional decisions to determine the value of an item in terms of curriculum, student and teacher needs, demand, and replacement capability. In general, a book may be considered "current" if it meets the following criteria:

- Generalities (000, 100 & 200) Published in the last five to fifteen years.
- Circulating frequently.
- Social Studies (300 & 900) Retains balance on controversial subjects. Evaluate demand, accuracy, and currency. Maintain local history. Language (400) Keep Basic.
- Science & Technology (500 & 600) Reflects the status of science and technology within the last five years; other areas, 10 years.
- Arts/Recreation (700) Keep a basic collection, especially art history. Keep well-illustrated items. Avoid dated techniques and/or equipment.
- Literature (800) Collection includes a retrospective variety of poetry and other literary genre deemed to have lasting value. Keep a basic collection, especially criticism; discard minor, unassigned writers; check indexes. Collection also includes award winning children's and adult literature.
- Biography: Collection should represent individuals currently influential in science, industry, the arts, social issues, and entertainment/recreation. Keep until demand wanes, unless outstanding in content or style and still used.
- Fiction & Easy: Keep high demand/ evaluate.
- Audiovisual/Computer Software: Weed worn or out-of-date items, keep software up to six years, videocassettes, and DVDs up to five years.

Collection Analysis

Many vendors offer collection analysis for free. It is best practice to analyze your collection prior to making book purchases. Collection analysis should include the average age of the total collection as well as specific call numbers. Collection analysis will allow you to identify the areas where the collection is lacking or overpopulated with books. Book companies such as Follett, Mackin and Perma Bound all offer collection analysis.

Purchasing Procedures

Each book newly made available to students through a school library media center or included in a recommended or assigned school or grade level reading list must be selected and approved by a district employee who holds a valid educational media specialist certificate, and who has documented that they have completed the state approved Library Media and Instructional Materials Training, regardless of whether the book is purchased, donated, or otherwise made available to students. §.1006.28(2) 6 (d) 1-4.

The media specialist will provide for media center collections, including classroom libraries, based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty. They will endeavor to stay informed about appropriate new publications, using multiple sources, such as discussions with colleagues, attendance at conferences, and reading a variety of periodicals and book reviews. The media specialist will also receive and consider suggestions or requests brought forward by other faculty, students, and parents.

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

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

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

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

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

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

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

Specific purchasing process procedures are site-based and may vary from school to school. Each media specialist should consult with the school bookkeeper to determine paperwork and procedures required at that site.

It is suggested that the library media specialist maintain a current print and or digital order file ("wish list") that includes student and faculty requests. This file, updated and weeded frequently, is an essential source of student, parent, and stakeholder input. Building and maintaining an

order consideration file will assist in making materials selection an evaluative process rather than a hurried procedure when orders are due.

District Allocation

Local discretionary media dollars are provided, when possible, for the purpose of purchasing other items needed to support the media center.

Book Fair Funds

Book fair funds may be used as identified in the initial fundraising application with the school. Books purchased with book fair funds or scholastic dollars must be reviewed by the book purchase review committee prior to purchase. Notes of the approval process must be kept for future reference. (HB. 1467)

Publishers' Catalog and Sales Representatives

Sales representatives and vendors can visit individual schools but should do so only by prior appointment with the library media specialist and presentation of proper identification in the front office.

Book Previews are Prohibited

Media Specialists should not accept vendor shipments of books for review. The visit is considered only an information gathering session. No purchase agreements are made. All purchases must follow district approved procedures.

Sales personnel are not permitted to donate free library materials to schools in exchange for permission to distribute commercial information through students.

Lost and Damaged Materials

In a busy library media center, the library media specialist can assume that up to one percent of the total number of library media center materials will be lost or damaged each year. This fact should not restrict the free circulation of materials. However, pupils are responsible for payment of lost or damaged materials, according to School Board Policy 6152.

Student/Parent Responsibility for Lost and Damaged Materials

All instructional materials are the property of the district school board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing their courses of study and are to be returned at the direction of the principal or the teacher in charge. Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss or destruction of, or unnecessary damage to, the instructional materials or for failure

of the student to return the instructional materials when directed by the school principal or the teacher in charge, and shall pay for such loss, destruction, or unnecessary damage as provided by law.

Principal's responsibility to collect money for lost or damaged items

The principal/designee has a responsibility to manage the use of instructional materials. As a part of that management, authority is given by Florida Statute to collect payment for lost or damaged materials.

The school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged and report and transmit the textbook money collected to the district school superintendent. The failure to collect such sum upon reasonable effort by the school principal (or designee) may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal.

The library media specialist should develop a plan to be approved by the school principal for collecting payment for lost or damaged items. When developing a plan for such items, the following guidelines are recommended:

- The plan must be consistent with §1006.28(4) (b).
- Items damaged beyond repair will be considered Damaged and may be discarded following the correct procedures for discarding.
- A student should pay for materials after receiving an overdue notice or parent letter. It may also be necessary to send a Notice of Obligation to the student's home by U.S. mail.
- Notice of Obligation needs to be entered into the electronic student cumulative file.
- The plan will establish procedures to determine who will collect the money.
- An individual receipt from a receipt book must be issued to the student. Receipt books can be signed out to the person receiving the money by the school's bookkeeper.
- The title and barcode number must be written on the receipt in case the item is later retrieved.
- If the library media specialist is collecting the money, he/she must list all monies received by receipt number and the amount received on the correct form and give them to the bookkeeper at the end of the same day.
- Accurate records of the lost and damaged books must be kept within the OPAC system. An item status record report is available in the circulation system.
- If a student transfers to another school within the district without returning a library media item, the library media specialist should notify the receiving school's library media specialist.

- Every effort should be made to retrieve the items(s) or payment. A block preventing further use of media materials may be placed on the student's record through the circulation system until the material(s) have been returned or reimbursement has been received.
- During the summer, reimbursement needs to be collected where the loss is incurred. A copy of the Monies Collected form should be made for the library media specialist.

Weeding and Discarding Materials

Evaluation of the collection should be an ongoing process by the library media specialist and the instructional staff. This is necessary in order to keep the collection relevant to the changing needs of the curriculum and personal interests of students. Evaluation should include the removal of materials no longer appropriate and the replacement of lost and worn materials of educational value. (School Board Policy 2520)

The underlying principle of weeding is quality, not quantity utilizing the CREW method. With proper balance of planning, weeding, and purchasing, the collection should meet high standards and meet the needs of the learning community. §1006.28(2) (d) 2. d

https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf

Regular cleaning of storage closets is necessary to discard instructional materials that are not aligned to current adoptions, benchmarks, or part of state approved interventions.

Discard Procedures for Property

Property such as audio-visual equipment or furniture that cannot be repaired and has exceeded its useful life should be considered obsolete and surplus. Such property must be submitted to the Property Department for disposal. The Property Transaction form (SO-PC-009) must be completed by the library media specialist and signed by the principal. The form should be forwarded to the Property Department. The surplus equipment will be picked up and disposal will be completed by the Property Department. A copy of the Property Transaction form and the list of media books discarded is to be kept as part of the media center annual records. Media software program maintains records of all discarded materials.

Transfer of Property

The principal is the custodian of all property and equipment at the school. When it has been determined that a piece of equipment is not needed at the school where the property is located but the property may still be useful, the property may be transferred to another school site. The Property Transfer form (SO-PC-009) may be completed, and unwanted/workable equipment may be routed to another school site providing an agreement has been made by the sending and receiving principals. Other unwanted/workable equipment may be routed to the warehouse.

Discarding Media Center Books

When discarding books from a school's library collection Books need to be removed from the shelf first and then discarded electronically from the cataloging application. See the departmental DISCARD process sheet for instructions on how to discard a book electronically.

DO NOT DELETE any titles from the cataloging application. This will remove all records of the book. Follow the steps listed above and contact District Media if you have any further questions.

All books discarded MUST have the barcode REMOVED from the book and the school or district name blackened out. The word DISCARDED must be written or stamped on the inside cover of each book before they send it to the warehouse. Follow the district discard procedure for having items transferred to warehouse.

Use the Property Transfer Form (SO-PC-009) when discarding weeded or damaged books. When transferring discarded books, a digital copy of the (SO-PC-009) form and the list of books discarded is given to the district media office via an electronic file using the designated method by the department.

Accepting Donations

The library media specialist should always strive to maintain good public relations with members of the community and to be tactful in dealing with well-meaning residents who are cleaning out closets and bookshelves. The district will only accept donations of new materials that are currently in the media collection. Any new titles will be approved by a district committee comprised of media specialist, parent, and district supervisor.

- Donated materials meet the same standards of selection as those applied to original purchases.
- Materials are of real value to the instructional program of the school with a purpose to education rather than to promote sales.
- Materials can be integrated into the general library collection according to the book vetting process and do not need special housing.
- The library media center staff may dispose of the gift at their discretion.

Organizing the Collection

General policies:

- Each school shall maintain an online public access catalog. (OPAC)
- All library materials in the school library media center shall be organized, catalogued, and housed for easy accessibility to students and faculty.

- Library materials shall be prepared for use as soon as possible after they have been received.
- When original cataloging is necessary, the library media specialist shall consult the district media specialist on decisions regarding classification numbers, choice and form or main entry and subject headings.
- Media personnel shall be trained to process print and non-print materials.

Processing Books

Books which are ordered from a state bid vendor may become fully processed, if the library media specialist so desires. If requested, plastic covers and barcode labels are provided and can be attached. The vendor may supply MARC records.

The following tasks are necessary in preparing a book for circulation:

- Stamp with school ownership identification stamp.
- Attach labels where necessary. (Barcode, call number or letters [on the spine], reading program…)
- Follow district labeling configurations.
- The catalog application will auto generate barcodes for the school.

Interlibrary Lending

District Sharing: Media personnel may contact other media personnel within the district to secure books or instructional materials available at different locations. Only state trained, Certified Media Specialist may approve the transfer of media books and instructional materials as these must be evaluated for age and grade level appropriateness for the new school site.

Inventory

DO NOT DELETE discarded items from the library inventory program unless instructed to by District Media. Prior to deletion a discarded item report must be run and digitally submitted to District Media.

A physical count of the book collection is accomplished via a computerized inventory, following the directions given for the library circulation system. Inventory dates will be announced bi-annually. Inventory will be started in the fall to capture as many books as possible.

Inventory is an essential part of maintaining the collection.

ALL classroom libraries (PreK-5) must be vetted by a certified library media specialist who has completed the Florida State Library Media and Instructional Materials Training. Procedures for

this process can be found on the district media Teams page and will adhere to all FDOE guidance.

Public Relations/Marketing

Promoting library media services for students and teachers needs to be an objective for all Hernando County Schools library media specialists. One method of achieving this goal is to provide pamphlets or statistics outlining the usage and services of the library media centers.

Media Beginning of the Year

The specific date to open the library media center is determined by the school-based administration. Every effort must be made, however, to allow adequate time to prepare the library media center for student and staff use at the beginning of the school year.

Beginning Circulation Procedures

Library media specialists must develop the procedures for circulation. The decisions must be made in cooperation with the school administration and instructional staff. The following are guidelines to be considered.

- Check equipment to assure operability.
- Check in any materials returned over the summer.
- Print overdue book or fines lists.
- Other activities as necessary.

End of Year Procedures

The library media specialist must discuss the closing of the library media center with the school's administration. Together they will agree on the appropriate date for closing. Consideration must be given to the time needed to complete the final inventory of materials.

Complete an inventory of all available resources.

- Submit an electronic report from the cataloging application. DISCARD items that have been missing for two complete years after consulting with District Media. Submit an electronic report of all discarded materials.
- Run report of the year's collection statistics and file an electronic copy.
- Download and save/share a list of overdue books and/or fines. Notices of obligation must be prepared and entered into Skyward. Provide this information to the appropriate people in the school.
- Download and save/share reports that are relevant to the school site.
- Report Title 1 purchases to Director of Federal Programs.

Book Fairs

Many schools conduct one or more school-wide book fairs each year as fundraising events.

To run a school-wide book fair requires considerable advance planning, but the details of if and when the event is run, its duration, and scheduling are at the discretion of the individual library media specialist and their administrator.

A short list of steps for holding a book fair would include the following:

- Get approval to hold a book fair from school administration. Contact a book fair vendor and schedule start and end dates. See that the book fair dates are placed on the school calendar.
- Notify Supervisor of Literacy Intervention and Elementary Academic programs of the dates of your fair, the vendor you are using and if you are in need of a Media Specialist to vet the book selection.
- Books that are currently in a book challenge, under objection, or have been removed by the Hernando County School board may not be sold at the book fair. po 2522, §1006.28
- The school principal is responsible for making sure the Book Fair has been vetted by a FLDOE trained Media Specialist.
- If you have not completed the Florida State mandated media training for vetting books you will need to request a district Media Specialist to come and vet your book fair books prior to opening the book fair to any students or parents. District Media will remove from the fair any copies that fall under the above challenge criteria. Those books are to be boxed and not sold. They are to be sent back to the vendor when the book fair ends.

Classroom Library Vetting

As required by H.B.1069 school media specialists are expected to coordinate with their school administration to ensure a plan is made for time to vet classroom libraries. Any Media Specialists who are vetting classroom libraries must complete the annual Florida State Media Training prior to vetting. The application used to document vetted classrooms will be identified and access given to school Media Specialists. Posting of classroom library lists will be coordinated through the district PR office.

Public Records and Data Requests

Occasionally a request is made for public records regarding the policies and procedures of the school media center, book purchases, books that are discarded, or circulation of books. It is

expected that accurate media center records will be kept for this purpose. Records that are expected to be kept include: invoices, purchase requests, donations received, book approval requests, property transfer form (SO-PC-009) with a list of all books discarded. Media personnel can store these reports in their school's channel in the Media Teams page.

State Literacy Week

School media centers may organize and participate in celebrations that honor, inform, celebrate, and educate about various literary, cultural, and historically recognized literacy themes. The state literacy week, which is celebrated each January requires each school to fill out the participation form. Each school media center is encouraged to participate in the activities for this week.

Reading Encouragement Programs

Many schools like to encourage pleasure reading by offering reading incentive programs. Participating in these programs is voluntary. Below is a list of a few of the current programs that are being used.

- Book Taco
- Accelerated Reader (AR)
- Sunshine State Young Readers Awards (SSYRA)
- Pizza Hut Book It
- Chuck-E-Cheese
- Barnes and Noble
- Books a Million

E-Books and Students with Accommodations

E-books and book reading programs such as Learning Ally are encouraged to be used by students who have reading difficulties. Students with accommodations are allowed to use those accommodations when participating in reading encouragement programs. E-books require the same vetting as other library books.

Professional Organizations

There are many organizations available to library media specialists that provide opportunities for professional growth. Participation in these organizations is a personal choice.

Interactive technology and Smart Education (ITSE)
The ITSE standards provide the competencies for learning, teaching, and leading with technology, and are a comprehensive road map for effective use of technology in schools worldwide.

Florida Literacy Association
FLA is a professional organization comprised of educators and literacy experts striving to equip all teachers with tools to improve reading and literacy in all classrooms. As a statewide organization, FLA's goal is to inspire all teachers with our annual conference and local councils.

Florida Library Association
The Florida Library Association serves to inform members of statewide issues and service development for all Florida libraries. The association partners with other state and national organizations relevant to libraries. They work closely with the information industry, facilitating productive links with the library community.

Florida Association for Media in Education (FAME)
This state organization works for the improvement of school media programs statewide through workshops, and conferences. They encourage professional growth, and the support of legislation vital to the interests of educational media.

American Library Association/American Association of School Librarians (ALA/AASL)
The American Library Association (ALA) is open to all librarians working in all types of libraries and at all levels. Membership in the parent organization includes membership in a type-of-library division. For school media personnel, this division would be the American Association of School Librarians (AASL).

Policies, Statutes, and Rules

District policies and procedures are in place to establish rules and procedures creating standards of quality for learning and safety, as well as expectations and accountability. Policies provide direction and set parameters to help support and sustain the educational needs of the students.

Classroom instructional materials, school libraries, classroom libraries and reading lists are governed in accordance with school board policies, state statutes, and department of education rules, and work processes.

School Board Policies

School board policies that relate directly to the school library media center are listed below. It is the responsibility of school district to know and abide by school board policies.

School Board Policy 2520 Selection and Adoption of Instructional Materials
School Board Policy 2521 Instructional Materials Program
School Board Policy 2522 Challenges to Adoption or Use of Instructional, Library or Reading List Materials
School Board Policy 2531 Copyrighted Works
School Board Policy 6152 Student Fees, Fines, Charges

Florida State Statutes

Florida State statutes are laws that school districts must follow when governing and facilitating student learning. Many statutes spell out what a school district may or may not do when facilitating the education of the district's students. Some statues apply to specific parts of education and safety while others limit. Statutes change from year to year with new ones being created, some being repealed and some amended. The following are statutes that affect instructional materials school libraries and reading lists in the school district.

H.B. 1069
The bill includes provisions designed to protect children in public schools. The bill includes requirements for age-appropriate and developmentally appropriate instruction for all students in prekindergarten through grade 12. The bill:

- Includes requirements for specific terminology and instruction related to health and reproductive education in schools and requires that all materials used for such instruction be approved by the Department of Education.
- Extends the prohibition on classroom instruction on sexual orientation or gender identity to prekindergarten through grade 8.

The bill enhances the process for transparency and review of library and classroom materials available to students in public schools and the process for parents to limit student access to materials and make objections to materials. The bill requires the suspension of materials alleged

to contain pornography or obscene depictions of sexual conduct, as identified in current law, pending resolution of an objection to the material. A district school board must also discontinue the use of any material the board does not allow a parent to read aloud.

The bill requires that meetings of committees to resolve objections must be noticed and open to the public and provides an appeals process through a special magistrate.

F.S. 1006.28
This statute deals with the duties of the school board, district school superintendent; and school principal regarding K-12 instructional materials. The requirement of a school district instructional materials review process. School Library Media Specialist must complete training before reviewing and selecting age-appropriate materials and library resources.

F.S. 847.012
Harmful materials: sale or distribution to minors or using minors in production prohibited; penalty.

F.S. 847.001
Definitions of terms used in chapter §847.012.

F.S. 1003.42
Required instruction

F.S. 1006.29
Each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the Library Media Training incorporated in this rule.

F.S. 1006.31
Duties of the Department of Education and School District Instructional Materials Reviewer

F.S. 1006.34 (2)(b)
Powers and duties of the Commissioner and the Department in selecting and adopting instructional materials.

F.S. 1006.40
Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books.

F.S. 1014.04
Parental rights to direct the education and care of his or her minor child.

Florida Department of Education Administrative Rules

Administrative Rules are administrative laws that concern the powers and procedures of government agencies. Including the rules and administrative decisions that agencies issue. Rules are enforced by the agency that makes them. The Florida Department of Education Rules start with a number six.

Rule 6A.-7.0713

Describes the process and format for the school district elementary schools to post materials maintained in elementary school media centers and materials found on a school or grade-level reading list in a searchable format.

Rule 6A.-7.7014

Provides school districts with the format for reporting materials that were subject to an objection by a parent of resident of the county during the previous school year. Reporting also includes materials removed and the reason.

Rule 6A.-7.0715

Certifications and Plans for Instructional Materials and Library Media.

Instructional Materials Program

Criteria for Selection of Educational Materials

Excerpts below are from Florida's state mandated media specialist training:
Collections must:

- Support academic standards and curriculum.
- Support the academic needs of students and faculty.
- Support the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.
- Be based upon reader interest.
- Be appropriate for the grade level and age group for which the materials are made available.
- Be suited to student needs and their ability to comprehend the material.
- Follow Florida Statutes, State Board of Education rules and school district policies.

Criteria for Selection of Library Materials Section §1006.40(3)(d),
All materials in a school library or included on a reading list must be:

- Free of Pornography and material prohibited under §847.012,
- Suited to student needs and their ability to comprehend the material presented.
- Appropriate for the grade level and age group for which the materials are used and made available.

Suited to Student Needs and Appropriate for Age and Grade Level Considerations should include:

- Student ability to comprehend material.
- The degree to which the material will be explained/supplemented by classroom instruction.
- The educational purpose of the material.
- The accurate portrayal of the state's broad racial, ethnic, socioeconomic and cultural diversity, without bias or indoctrination.
- Age and grade level of students
- Maturity of students
- Err on the side of caution.

Copyrighted Materials

The district shall abide by all provisions of the copyright laws.

Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.

The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.

Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or District Office.

Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the School Board.

Any staff member shall, prior to installing any computer software not purchased by the School Board, obtain approval for such by completing a donated property form and delivering same and providing a valid license for the utilization of such software. In the event such software is not to be donated, the staff member shall lease the software to the School Board at no cost to the district by denoting such on the donated property form. In no event shall any such software be installed upon any computer owned by the HCSB without the approval required herein from the Director of Technology Information Services, or designee.

Documents cannot be copied unless permission from the copyright holder is given.

It is best to assume that the material is copyrighted unless it states otherwise.

This also includes copyrighted material on websites.

Appendix

A. Specific Material Objection Template
B. Collection Development Criteria
C. Textbook Transfer Infographic
D. Ordering and Receiving Procedures Infographic
E. Book Purchasing Form
F. Property Transfer Form

Collection Development Criteria

Based on the state training, collection development is an ongoing process, requiring both the acquisition of new materials, as well as continually "vetting" the collection to ensure its accuracy and relevance. The following guidelines are used by the active, school media specialists to fulfill state requirements, as well as the needs of the school and students. Collection development must be planned and supported with analysis of the overall collection with special consideration to age of material, condition, usage, school initiatives, and curriculum.

*All new books purchased must be approved by a certified, school media specialist, as well as approved by the Media Review Committee.

Some questions to consider:

1. Does the material help create a balanced collection of fiction, nonfiction, and the inclusion of opposing viewpoints?
2. Does the material help address the specific population of the school and/district?
3. Are the curriculum needs of the teachers and students being met?
4. Are readers' interests taken into consideration?
5. Are the materials age-appropriate for the school community?
6. Does the material include information that is biased, racist, or sexist?
7. Is the book irrelevant to the needs and interests of students and staff?
8. Has a subsequent edition of the book been added or is there a better book that should be obtained instead?
9. Is it free of pornography and material prohibited under s. 847.012?
10. Is the material suited to student needs and their ability to comprehend the material presented?
11. Is it appropriate for the grade level and age group for which the materials are used or made available?
12. Is the content outdated?
13. Has the book circulated in the last few years? (Vetting Current Collection)
14. Are there multiple copies of the book available and do they circulate? (Vetting Current Collection)
15. Is the book physically damaged beyond repair or poor quality? (Vetting Current Collection)

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 5. 26-3353 10/7/2025

Title and Board Action Requested
Citizen Input on agenda items (Green Form)

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

My Contact
Ray Pinder
Superintendent of Schools

2023-28 Strategic Focus Area
Priority 3: Community Connection

Financial Impact
There is no financial impact

AGENDA ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/**PRINTED**: _____

LEGAL ADDRESS: _____

PHONE: (_____) _____

Identify agenda item to be addressed:

Ex.) Agenda item #: 10

Agenda item #: _____

Agenda item #: _____

Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the School Board Meeting is called to order.
- The HCSD Code of Civility will be in effect at all times (see other side).
- The Board typically does not respond to remarks or questions made during Citizen Comments.

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

Signature of speaker: _____

Chairperson's Approval of form: _____

FOR OFFICE USE ONLY:

Date Received: _____

Time Received: _____

Hernando County School Board
CODE OF CIVILITY

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

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

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

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

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

Hernando School District

School Board Regular Meeting

Agenda Item # *6. 26-3340 10/7/2025

Title and Board Action Requested
Approval of the Personnel Recommendations

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

My Contact
Alexis Brown
Director of Human Resources
352-797-7070 Ext. 70445
brown_a1@hcsb.k12.fl.us

2023-28 Strategic Focus Area
Priority 2: Talent Management

Financial Impact
See attached budget sheet.

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

I. CONSENT AGENDA

A. Approval of Personnel Recommendation

1. Instructional Leaves

First Name	Last Name	Position	Site	From	Through
Rachel	Balfour	Speech/Language Pathologist	ESE	09/16/25	12/09/25

Intermittent Leave

First Name	Last Name	Position	Site	From	Through
Kathleen	DiLorenzo-Francis	Teacher	Professional Development	08/27/25	06/02/26
Mary	Longcoy-Gisler	Teacher	PGES	08/04/25	06/02/26
Dustin	Thomas	Teacher	DSPMS	08/04/25	06/02/26

2. Instructional Appointments and Approval of Probationary Contract

First Name	Last Name	Position	Site	Date
Michael	Miller	Teacher	JDFES	09/10/25

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

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

5. Approve Out-of-Field Teachers: (Gifted) See Attached

6. Approve Out-of-Field Associate Teacher Substitutes See Attached

7. Approve Out-of-Field Long Term Substitutes: (Kelly Services) See Attached

8. Instructional Transfers

First Name	Last Name	From	To	Date
Rebekah	Csont	Teacher, SHES	Teacher, NCTHS	09/08/25
Milena	Fonseca	Teacher, FCMS	Teacher, WWK8	09/08/25

9. Instructional Separations

First Name	Last Name	Position	Site	Date	Type
Kara	Groom	Teacher	EK8	09/19/25	Resignation
Kameron	Reed	Teacher	CHS	09/12/25	Probationary Release

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

Intermittent Leave

First Name	Last Name	Position	Site	From	Through
Nicole	Gagliano	Data Entry Operator	WWK8	07/22/25	01/22/26
Crystal	Rhine	Associate Teacher Sub	HR	08/04/25	06/02/26
Susan	Richardson	Payroll Analyst	HR	07/01/25	06/30/26

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

First Name	Last Name	Position	Site	Date
Madison	Borras	Paraprofessional Media	JDFES	09/08/25
Christina	Bouziotis	Food/Nutrition Services Associate	EK8	09/03/25
Claudette	Brooks	Food/Nutrition Services Associate	HHS	09/03/25
Evelin	Caceres Rivera	Environmental Services Tech I	CK8	09/03/25
Bridget	Cotto	Paraprofessional ISS	WHMS	09/02/25
Kimberly	Davis	Secretary I	Adult Ed	09/08/25
Maydelis	Diaz Garcia	Food/Nutrition Services Associate	NCTHS	09/10/25
Madeline	Espinal	School Health Professional	PMS	09/08/25
Gina	Gibson	Bus Operator	Transportation	09/02/25
Kimberly	Hallums	Food/Nutrition Services Associate	PMS	09/10/25
Jamie	Kaltenbach	Food/Nutrition Services Associate	PGES	09/08/25
Cameron	Lucier	Paraprofessional ESE	WWHS	09/08/25
Jennifer	McRae	Paraprofessional II	DES	09/08/25
Susette	Porrata	Food/Nutrition Services Associate Rover	Food/Nutrition	09/03/25
William	Robles	Bus Operator	Transportation	09/02/25
Idalisse	Rodriguez	Paraprofessional II	MES	09/08/25
Joanna	Stalvey	Food/Nutrition Services Associate	EK8	09/03/25
Dolores	Valeri	Paraprofessional I	PMS	09/08/25
Oswall	Vaz	Environmental Services Tech I	JDFES	09/08/25

12. Non-instructional and Professional/Technical/Supervisory Transfers

First Name	Last Name	From	To	Date
Hector	Escobar	Paraprofessional I, PMS	Paraprofessional II, EES	09/02/25
Heather	Hill	Bus Operator, Transportation	Bus Attendant, Transportation	09/02/25
Jobert	Junio	Food/Nutrition Services Associate, PGES	Paraprofessional ESE, CHS	09/09/25

Enid	Luciano	Food/Nutrition Services Associate, DES	Food/Nutrition Services Associate, FWSHS	09/02/25	
Ericka	Stanton	Paraprofessional ESE, EES	Paraprofessional ESE, SES	09/02/25	
Yannya	Trujillo Tejeda	Food/Nutrition Leadership Intern	Food/Nutrition Services Associate	09/04/25	

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

First Name	Last Name	Position	Site	Date	Type
Susan	Brooks	Paraprofessional	WHMS	09/19/25	Resignation
Gladys	Chesnutt	Food/Nutrition Assistant	CK8	09/17/25	Resignation
Samantha	Flynn	Paraprofessional ESE	WHMS	09/12/25	Resignation
Renay	Kraft	Paraprofessional ESE	WHMS	09/04/25	Probationary Release
Kerri	Littlefield	Coordinator of MTSS	Academic Services	09/25/25	Resignation
Sharon	Parsons	Food/Nutrition Assistant Specialist	BES	10/03/25	Resignation
Brittany	Schwaller	Paraprofessional II	EK8	10/15/25	Resignation

14. The Superintendent recommends the termination of Xavier Morales Soto, Lawn Turf, Maintenance, effective end of day October 7, 2025

15. Other

Additional Duty, and/or Additional Days/Hours

Name	Position - Site	Activity	Date	Total Hrs.	Funding
Miguel Becerril	Tech Support Specialist, TIS	Network Tech	08/20/25	6 Total	Adult Ed
Jessica Bones	Secretary II, JDFES	Web Master	08/04/25	45 Total	General Fund
Aimee Crisp	Instructional Technology Specialist, Academic Services	Web Master	07/01/25	60 Total	General Fund
Dawn Erb	Teacher, FWSHS	AP Exam Proctoring	04/27/25	60 Total	AP District Funds
John Imhof	Coordinator of IB, FWSHS	Advancement Placement Testing Coordinator	03/15/25	60 Total	AP District Funds
Nancy Lovelock	Teacher, BES	3rd Grade ELA/Reading Extended Learning Program	09/15/25	12.75 Total	Title I
Anne McHugh	Employment Specialist, ESE	Extra Duty for Anger Management Sessions	08/26/25	108 Total	Sub Abuse
Dennis McNerney	Teacher, FWSHS	Extended Essay Student Supervisor	08/11/25	2 Total	IB District Funds
Tanya Merillo	Data Entry Operator, Adult Ed	Web Master	07/01/25	60 Total	General Fund
Lucille Mulry	Secretary II, SES	Web Master	08/04/25	60 Total	General Fund
Rebecca Notaro	Behavioral Specialist, ESE	Extra Duty for Anger Management Sessions	08/26/25	108 Total	Sub Abuse
Melissa Payne Walczak	Secretary II, DSPMS	Web Master	09/08/25	60 Total	General Fund
Timothy Plumadore	Teacher, DSPMS	Title I Night/Open House	08/28/25	3 Total	Title I
Jennifer Resto	Teacher, CHS	Web Master	08/04/25	60 Total	General Fund
James Skipper	Teacher, WWHS	Web Master	08/11/25	60 Total	General Fund
Carrie Wilson	Supervisor of Guidance, Academic Services	Extra Duty for Jail Teacher	09/04/25	6 Total	General Fund

Approve Teacher(s), Extra Duty for Jail Teacher (Student Services) - 08/03/2025 - 6 Total Hrs. (General Fund)

First Name	Last Name
James	Jamnick
Nancy	McCarthy
Thomas	Montalbano
Kimberly	Webster

Approve Specialist(s), SIFT-Naehcy Virtual Conference (Title I) - 11/02/2025 - 8 Total Hrs. (Title I)

First Name	Last Name
Pamela	Barron
Debra	Kelly
Vanessa	Torres

Adult Education Part Time Teacher(s) for 2025-2026 Year

First Name	Last Name
Jean	Altenord
Russell	Drummond
Lisa	Evans
Janice	Greene
Tiffany	Hoblit
Misty	Laushot
Zachary	Leonard
Fania	Robinson
Justin	Salas
Tania	Kelly

Part-time Hernando eSchool Teacher(s) for 2025-2026 Year

First Name	Last Name
George	Goff II
Kathleen	Santana

Approve In-District Trainers

First Name	Last Name
Zana	Wiseman

15. Drop Program Participant(s)

First Name	Last Name	Position	Site	Date
Debra	Burzumato	Teacher	CES	09/01/25
Michelle	Cooper	Teacher	ENDV	09/01/25
Anne	Spano	Executive Secretary	Support Operations	09/01/25

16. Supplements - see attached list(s)

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

$	1,945,584.44	Instructional
$	106,152.16	Noninstructional
$	2,051,736.60	Sub-Total
$	469,437.33	Benefits (22.88%)
$	2,521,173.93	Total

BOARD APPROVED

25-26 CORE OUT OF FIELD

SCHOOL	EMPLOYEE LNAME	EMPLOYEE FNAME	OUT OF FIELD AREA	ASSIGMENT DATE	BOARD APPROVAL DATE
CHS	Claussen	Diana	English	8/28/2025	10/7/2025
FCMS	Jarrett-Pettigrew	Rachel	English	8/4/2025	10/7/2025

2025 - 2026 ESOL: Out-of-Field Teachers

Agenda October 7, 2025

Site	Name		Assignment	Total Points Needed	Required Points This Year
WES	Metzler	Erica	Elem Ed	300	60
CK8	Nieto	Melissa	Elem Ed	300	60
EK8	Neuwirth	Tamela	Elem Ed	300	60
PGES	Robinson	Sarah	Elem Ed	300	60
SES	Skinner	Jennifer	Elem Ed	300	60
SHES	Swan	Alyson	Elem Ed	300	60
WWHS	Hickey	Corey	ELA	300	60

2025-2026 GIFTED OUT-OF-FIELD TEACHERS

SCHOOL	TEACHER'S NAME	OUT OF FIELD AREA	CERTIFICATION AREA	ASSIGNMENT DATE	BOARD APPROVAL DATE
CK8	Goodworth, Elizabeth Carli	Gifted	PE K-12	8/4/2025	10/7/2025
CK8	McCarthy, Michelle	Gifted	Music	8/4/2025	10/7/2025
CK8	McKenzie, Monae	Gifted	Math	8/4/2025	10/7/2025
CK8	Sierra-Diaz, Nelsida Virginia	Gifted	Spanish K-12 / ESOL Endorsed	8/4/2025	10/7/2025
CK8	Stanley-Stiles, Tanya	Gifted	Social Science 6-12	8/4/2025	10/7/2025
CK8	Brannan, Angela	Gifted	Elem Ed K-6 / MG Gen Science	8/4/2025	10/7/2025
CK8	Diesz, Corey	Gifted	PreK/Primary PK-3	8/4/2025	10/7/2025
CK8	Foster, Priscilla	Gifted	Elem Ed K-6 / Spanish K-12	8/4/2025	10/7/2025
CK8	Scire, Lauren	Gifted	Elem Ed K-6 / ESE K-12 / ESOL Endorsed	8/4/2025	10/7/2025
CK8	Ward-Oetel, Liana	Gifted	Elem Ed K-6 / Reading & ESOL Endorsed	8/4/2025	10/7/2025
CK8	Parrott, Tess	Gifted	Elem Ed K-6 / Spanish K-12 / Reading Endorsed	8/4/2025	10/7/2025
CK8	Reynolds, Marisa	Gifted	Elem Ed K-6 / ESE K-12 / ESOL & Reading Endorsed	8/4/2025	10/7/2025

2025-2026 OUT OF FIELD ASSOCIATE TEACHER SUBSTITUTES

SCHOOL	EMPLOYEE NAME	OUT OF FIELD AREA	ASSIGMENT DATE	BOARD APPROVAL DATE
BROOKSVILLE ELE	BAILEY, ALICIA JUDITH	ELEM ED	8/4/2025	10/7/2025
BROOKSVILLE ELE	MILLER, TRACY L	ESE	8/4/2025	10/7/2025
CENTRAL HIGH SC	MCDUFFIE, SANDY M	ESE	8/4/2025	10/7/2025
CENTRAL HIGH SC	PAINE, ANGELICA M	ESE	8/4/2025	10/7/2025
CHALLENGER K-8	REITER, BAILEY F	ELEM ED	8/4/2025	10/7/2025
DELTONA ELEMENT	BEARD, AUSTEN M	ELEM ED	8/4/2025	10/7/2025
DELTONA ELEMENT	BLAKESLEE, RACHEL G	ELEM ED	8/4/2025	10/7/2025
DELTONA ELEMENT	PAGAN, JENICE	ESE	8/4/2025	10/7/2025
DELTONA ELEMENT	PIERCE, KRISTINA R	ELEM ED	8/4/2025	10/7/2025
DELTONA ELEMENT	YOUMANS, KRISTIN D	ELEM ED	8/4/2025	10/7/2025
EXPLORER K-8	FOX, NIKKI L	ELEM ED	8/4/2025	10/7/2025
EXPLORER K-8	JIMENEZ, VICTOR M	ELEM ED	8/4/2025	10/7/2025
EXPLORER K-8	RADEMACHER, CHRYSTAL L	ESE	8/4/2025	10/7/2025
EXPLORER K-8	VONADA, JOSHUA T	ELEM ED	8/4/2025	10/7/2025
FLOYD ELEMENTAR	BATES, ALICIA M	ELEM ED	8/4/2025	10/7/2025
FLOYD ELEMENTAR	CORDOVA, CYNTHIA	ELEM ED	8/4/2025	10/7/2025
FLOYD ELEMENTAR	FORREST, RENEE A	ELEM ED	8/4/2025	10/7/2025
FLOYD ELEMENTAR	NOVOMESTKY, YVETTE	ELEM ED	8/4/2025	10/7/2025
FLOYD ELEMENTAR	PRITCHARD, KATHLEEN C	ELEM ED	8/4/2025	10/7/2025
MOTON ELEMENTAR	CREEL, CHRISTINA E	ELEM ED	8/4/2025	10/7/2025
MOTON ELEMENTAR	GORDON, KATIE L	ELEM ED	8/4/2025	10/7/2025
MOTON ELEMENTAR	MATHIS, NATALIE G	ELEM ED	8/4/2025	10/7/2025
MOTON ELEMENTAR	SPATZ, NICOLE A	ELEM ED	8/4/2025	10/7/2025
PINE GROVE ELEM	CASTEEL, EMILEE M	ESE	8/4/2025	10/7/2025
PINE GROVE ELEM	CORSELLO MURPHY, ALEXANDRA C	ESE	8/4/2025	10/7/2025
PINE GROVE ELEM	DUBUQUE, NICOLE ARLINE	ELEM ED	8/4/2025	10/7/2025
PINE GROVE ELEM	KIRCHNER, ELIZABETH	ESE	8/4/2025	10/7/2025
PINE GROVE ELEM	SMITH, REBECCA A	ELEM ED	8/4/2025	10/7/2025
PINE GROVE ELEM	WALKER, RACHAEL N	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	BRADFORD, CHRISTINA A	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	CASTILLO, ALYSSA N	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	DAVIS, TESSA DIANE	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	DUXSTAD, EMILY J	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	ELIOPOULOS, ARYANNA L	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	LIGGETT, KAYLA R	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	MALSON, DESTINY	ESE	9/10/2025	10/7/2025
SPRING HILL ELE	MARTIN VEGA, WILMARIETTE	ELEM ED	8/4/2025	10/7/2025
SPRING HILL ELE	RHINE, CRYSTAL LEE	ELEM ED	8/4/2025	10/7/2025
SUNCOAST ELEMEN	BALLISTREA, SIANNA G	ELEM ED	8/4/2025	10/7/2025
SUNCOAST ELEMEN	GARREN, KIRSTEN J	ELEM ED	8/4/2025	10/7/2025
SUNCOAST ELEMEN	RUIZ, BENITA E	ELEM ED	8/4/2025	10/7/2025
WEEKI WACHEE HI	MILLER, TAYLOR L	ESE	8/4/2025	10/7/2025
WEST HERNANDO M	ACKER, CIERRA L	ELEM ED	8/4/2025	10/7/2025
WESTSIDE ELEMEN	COLLINS, GRACE K	ESE	8/4/2025	10/7/2025

SCHOOL	EMPLOYEE NAME	OUT OF FIELD AREA	ASSIGMENT DATE	BOARD APPROVAL DATE
WINDING WATERS	BRUNELLE, ASHLEIGH P	ELEM ED	8/4/2025	10/7/2025
WINDING WATERS	DUNLAP, SINDY	ELEM ED	8/4/2025	10/7/2025
WINDING WATERS	GARRISON, LISA C	ELEM ED	8/4/2025	10/7/2025
WINDING WATERS	LOCKE, KAYLEIGH A	ELEM ED	8/4/2025	10/7/2025
WINDING WATERS	WHITEHURST, JACQUELINE M	ESE	8/4/2025	10/7/2025

2025-2026 Kelly Educational Staffing Substitute Out of Field Assignmnet			
Site	**Substitute's Name**		**Assignment**
BES	Vandiver	Cindy	1st grade
CHS	Capel	Tawanna	Lang Arts 9-12
CHS	Connaghan	Sean	PE 9-12
CHS	Ricciardi	Nikki	Math 9-12
DES	Guygon	Abigail	ESE Resource
DES	Licek	Virginia	ESE Inclusion
DES	Sample	Victoria	Specials K-5
DES	Spaugy	Heather	ESE
DSPMS	Grynewicz	Grace	LA 6-8
EES	Hubbard	Amanda	ESE
EK8	Blackman	Lisa	LA 6-8
EK8	Morales	Jose	Business 6-8
EK8	Parker	Jason	ESE
EK9	Irwin	Brenda	ESE
FCMS	Dare	William	Math 6-8
MES	Deneweth	Jessica	3rd Grade
MES	Heinzman	Joseph	ESE Inclusion
MES	Mahoney	Helen	ESE Inclusion
PGES	Hahlbohm	Angelina	4th Grade
PGES	Phifer	Samantha	Art K-5
PGES	Wilson	Jaelynn	ESE
PMS	Cavender	Kimberly	Science 6-8
PMS	Fenton	Brody	Science 6-8
PMS	Noyes	Kristen	Emotional/Behavioral
SHS	Lavarone	Dorothy	Science 9-12
WES	Bell	MacKenzie	ESE (PreK)
WHMS	Honecker	Steve	Emotional/Behavioral
WWHS	Crenshaw	Terrance	LA 9-12
WWHS	Johnson	Nathan	Reading 9-12
WWK8	Walker	Daniel	ESE

NONINSTRUCTIONAL, PROFESSIONAL/TECHNICAL & ADMINISTRATIVE SUPPLEMENTS 2025-2026			
		Board Action 10/7/2025	
Kelly, Denise	Finance	Bookkeeper Lead Mentor	$ 1,500.00
Scott, Annette	Finance	Bookkeeper Lead Mentor	$ 1,500.00
Espinal, Madeline	PMS	School Health Prof - LPN	$ 2,500.00
Buitrago, Silvana	EK8	Translation 249/8 (split 50/50 w 190/7)	$ 498.00
Hernandez, Diana	EK8	Translation 190/7 (split 50/50 w 249/8)	$ 332.50
Byers, Katilyn	EK8	Invasive Procedure (eff 8/14)	$ 733.87
Maldonado, Yvonne	EK8	Invasive Procedure (eff 8/21)	$ 713.70
Lopez, Glenda	WWK8	Translation 186/7	$ 647.50
Melendez, Diana	HHS	Translation 197/7.75	$ 763.38
Lopez, Angel	PMS	Translation 197/7.75	$ 763.38
Santos-Reyes, Yashira	MES	Translation 186/7	$ 647.50
Claudio Torres, Evelyn	FES	Translation 249/8	$ 996.00
Aguayo, Juanita	BES	Translation 186/7	$ 647.50
Padilla, Kelly	Super's Office	Degree Supp 249/8 (eff. 9/1/25)	$ 738.00
Valdespino, Mara	SHS	Translation 249/8	$ 996.00
		Total From Previous Agenda 9/23/25	$ 92,174.83
		Total Noninstructional/PTS/Adm. Supplements	$ 106,152.16

INSTRUCTIONAL SUPPLEMENTS/DIFFERENTIATED PAY FOR ADDITIONAL DUTIES 2025-2026									
		Board Action 10/7/2025							
Valenza, Keith	Endeavor	Advanced Degree - MA (Eff 8/26/25)	$ 2,296.95						
Reyes, Melissa	EES	Advanced Degree - MA (Eff 8/18/25)	$ 2,373.09						
Carlson, Margaret	MES	Advanced Degree - MA (Eff 8/18/25)	$ 2,373.09						
Demaris, Christine	SES	Newspaper Advisor	$ 487.00						
Baker, Kelly	SES	PBS Sponsor	$ 487.00						
Sutton, Shannon	SES	School Science Fair Director	$ 670.00						
Demaris, Christine	SES	School Initiative Sponsor	$ 515.00						
Mazzuco, Lisa	SES	School Initiative Sponsor	$ 515.00						
Baker, Kelly	SES	Student Council Sponsor	$ 487.00						
Hartwell, Stacey	SES	Academic Competition	$ 487.00						
Murray, Britney	SES	Yearbook Advisor	$ 668.00						
Geiger, Joni	SES	Music Director	$ 750.00						
DeAngelis, Roxanne	SES	Theater Director	$ 750.00						
DeAngelis, Roxanne	SES	Visual Arts	$ 250.00						
Chin, Alexis	SES	Team Leader - KG	$ 1,352.00						
Johnson, Jennifer	SES	Team Leader - 1st Gr (50/50 split)	$ 676.00						
Leon, Amanda	SES	Team Leader - 1st Gr (50/50 split)	$ 676.00						
Beyerl, Kimberly	SES	Team Leader - 2nd Gr	$ 1,352.00						
Demaris, Christine	SES	Team Leader - 3rd Gr	$ 1,352.00						
Howard, Melissa	SES	Team Leader - 4th Gr	$ 1,352.00						
Brunner, Kaitlynn	SES	Team Leader - 5th Gr	$ 1,352.00						
Baker, Kelly	SES	Team Leader - Specials	$ 1,352.00						
McCarthy, Mary	SES	Team Leader - ESE	$ 1,352.00						
Valentin, Sandra	SES	Lunch Duty - 30 min	$ 1,050.00						
Caballero, Alexandra	SES	Lunch Duty - 30 min	$ 1,050.00						
Fifer, Carol	SES	Lunch Duty - 30 min	$ 1,050.00						
McCabe, Kristina	SES	Lunch Duty - 30 min	$ 1,050.00						
Quintero, Marline	SES	Lunch Duty - 30 min	$ 1,050.00						
Huntley, Beth	EK8	Beta Club Sponsor	$ 1,134.00						
Fischer, Jocelyn	EK8	Club Flex	$ 1,134.00						
Houston, Victoria	EK8	Production Assistant	$ 1,576.00						
Blazsek, Aaron	EK8	School History Fair, M.S.	$ 670.00						
Ortiz, Juan	EK8	School Science Fair Director, M.S.	$ 670.00						
Blazsek, Aaron	EK8	Student Council Sponsor, M.S.	$ 864.00						
Furterer, Zachary	EK8	Choral Director	$ 1,300.00						
Snyder, Denise	EK8	Visual Arts, M.S.	$ 250.00						
Piecora, Joseph	EK8	Lunch Duty - 30 min	$ 1,050.00						
Mendoza, Laura	EK8	Lunch Duty - 30 min	$ 1,050.00						
Bigwood, Amanda	EK8	Lunch Duty - 30 min	$ 1,050.00						
Nuby, Brandon	EK8	Lunch Duty - 30 min	$ 1,050.00						
Toxen, Sara	EK8	Lunch Duty - 30 min	$ 1,050.00						
Weed, Donald	EK8	Lunch Duty - 30 min	$ 1,050.00						
Toler, Kaitlin	EK8	Team Leader - 7th Gr	$ 1,352.00						
Kittle, Laura	EK8	Team Leader - 6th Gr	$ 1,352.00						
Huntley, Beth	EK8	Team Leader - ELA	$ 1,352.00						
Toxen, Sara	EK8	Team Leader - Math	$ 1,352.00						
Ortiz, Juan	EK8	Team Leader - Science	$ 1,352.00						
Blazsek, Aaron	EK8	Team Leader - S/S	$ 1,352.00						
Rodriguez, Tammy	EK8	Team Leader - Reading	$ 1,352.00						
Roman, Jillian	EK8	Team Leader - Electives	$ 1,352.00						
Rivera, Susan	EK8	Team Leader - Guidance/MTSS	$ 1,352.00						
Nuby, Brandon	EK8	Team Leader - ESE Inclusion	$ 1,352.00						
Roman, Jillian	EK8	PBS Sponsor	$ 487.00						
Palmieri-Ortiz, Toni	EK8	School Science Fair Director - Elem.	$ 670.00						
Ketterer, Haydon	EK8	Visual Arts	$ 250.00						
Leonard, Jennifer	EK8	Team Leader - KG	$ 1,352.00						
McDowell, Jennifer	EK8	Team Leader - 1st Gr	$ 1,352.00						
Manning, Denise	EK8	Team Leader - 2nd Gr	$ 1,352.00						
Hagler, Nicole	EK8	Team Leader - 3rd Gr	$ 1,352.00						
Moffitt, Janet	EK8	Team Leader - 4th Gr	$ 1,352.00						
Elefante-Edwards, Tina	EK8	Team Leader - 5th Gr	$ 1,352.00						
Langdon, Jessica	EK8	Team Leader - Specials	$ 1,352.00						
Kruck, Jennifer	EK8	Team Leader - ESE	$ 1,352.00						
Pope, Laura	EK8	Lunch Duty - 30 min	$ 1,050.00						
Kneiss, Krysti	EK8	Lunch Duty - 30 min	$ 1,050.00						
Houston, Victoria	EK8	Lunch Duty - 30 min	$ 1,050.00						
Rivera, Susan	EK8	Lunch Duty - 30 min	$ 1,050.00						
Waga, Michael JT	EK8	Lunch Duty - 30 min	$ 1,050.00						
Cubillo, Katherine	EK8	Lunch Duty - 30 min	$ 1,050.00						
Lockser, Allen	EK8	Lunch Duty - 30 min	$ 1,050.00						
Washington, Terri	EK8	Lunch Duty - 30 min	$ 1,050.00						
Montalvo, Cheanelly	EK8	Lunch Duty - 30 min	$ 1,050.00						
Schwartz, Heather	EK8	Lunch Duty - 30 min	$ 1,050.00						
Schwaller, Brittany	EK8	Lunch Duty - 30 min	$ 1,050.00						
Rivera, Marysel	EK8	Lunch Duty - 30 min	$ 1,050.00						
Rademacher, Chrystal	EK8	Lunch Duty - 30 min	$ 1,050.00						
Joseph, Tanisha	EK8	Lunch Duty - 30 min	$ 1,050.00						
Blumengarten, Neil	WWK8	Beta Club Sponsor (50/50 split)	$ 567.00						
Kiss, Taylor	WWK8	Beta Club Sponsor (50/50 split)	$ 567.00						
Suiters, Denise	WWK8	Club Flex	$ 1,134.00						
Visceglie, Stacey	WWK8	Student Service Sponsor	$ 487.00						
Torres, MacKenzie	WWK8	Production Assistant (50/50 split)	$ 788.00						
Gamble, Cherie	WWK8	Production Assistant (50/50 split)	$ 788.00						
Visceglie, Stacey	WWK8	PBS Sponsor - M.S.	$ 670.00						
Homan, Amelia	WWK8	Science Fair Director M.S.	$ 670.00						
Lock, David	WWK8	Student Council Sponsor (50/50 split)	$ 432.00						
Waterman, Kasey	WWK8	Student Council Sponsor (50/50 split)	$ 432.00						

Torres, MacKenzie	WWK8	Choral Director (50/50 split)	$ 650.00						
Ballard, Carol	WWK8	Choral Director (50/50 split)	$ 650.00						
Kroenfeld, Jennifer	WWK8	Yearbook Advisor - M.S.	$ 1,080.00						
Frazier, Tracy	WWK8	Academic Competition	$ 668.00						
Thomas, Mark	WWK8	CTE Flex	$ 1,134.00						
Farrington, Julieann	WWK8	CTE Flex	$ 1,134.00						
Torres, MacKenzie	WWK8	Theater Director (50/50 split)	$ 650.00						
Falco, Shane	WWK8	Theater Director (50/50 split)	$ 650.00						
Lock, David	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Visceglie, Stacey	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Gleason, Sheryl	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Perkins, Robert	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Burlett, Tabbitha	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Torres, Debbie	WWK8	Team Leader - 6th Gr	$ 1,352.00						
Blumengarten, Neil	WWK8	Team Leader - 7th Gr	$ 1,352.00						
Kroenfeld, Jennifer	WWK8	Team Leader - 8th Gr	$ 1,352.00						
O'Dell, Ashley	WWK8	Team Leader - ELA	$ 1,352.00						
Shumate, Jeffery	WWK8	Team Leader - Math	$ 1,352.00						
Carmen, Sheree	WWK8	Team Leader - S/S	$ 1,352.00						
Homan, Amelia	WWK8	Team Leader - Science	$ 1,352.00						
Suiters, Denise	WWK8	Team Leader - Electives	$ 1,352.00						
Williams, Nancy	WWK8	Team Leader - ESE	$ 1,352.00						
Burlett, Tabbitha	WWK8	Student Service Sponsor	$ 487.00						
Visceglie, Stacey	WWK8	PBS Sponsor - Elem.	$ 487.00						
Torres, Debbie	WWK8	School Science Fair Director - Elem.	$ 670.00						
Gleason, Sheryl	WWK8	School Initiative Sponsor	$ 515.00						
Visceglie, Stacey	WWK8	School Initiative Sponsor	$ 515.00						
Lock, David	WWK8	Student Council Sponsor - Elem (50/50 split)	$ 243.50						
Waterman, Kasey	WWK8	Student Council Sponsor - Elem (50/50 split)	$ 243.50						
Visceglie, Stacey	WWK8	Academic Competition	$ 487.00						
Kroenfeld, Jennifer	WWK8	Yearbook Advisor - Elem.	$ 668.00						
Ballard, Carol	WWK8	Elementary Music Director	$ 750.00						
Gamble, Cherie	WWK8	Theater Director - Elem.	$ 750.00						
Stucky, Stephani	WWK8	Visual Arts - Elem.	$ 250.00						
Brown, Kathryn	WWK8	Team Leader - KG	$ 1,352.00						
Farrington, Julieann	WWK8	Team Leader - 1st Gr (50/50 split)	$ 676.00						
Visceglie, Stacey	WWK8	Team Leader - 1st Gr (50/50 split)	$ 676.00						
English, Sandra	WWK8	Team Leader - 2nd Gr	$ 1,352.00						
Wagner, Emily	WWK8	Team Leader - 3rd Gr	$ 1,352.00						
Vincent, Charity	WWK8	Team Leader - 4th Gr	$ 1,352.00						
Bilodeau, Kristen	WWK8	Team Leader - 5th Gr	$ 1,352.00						
Ploskonka, Tracie	WWK8	Team Leader - Specials	$ 1,352.00						
Franz, Sean	WWK8	Team Leader - ESE	$ 1,352.00						
Hogan, Renee	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Hart, Robin	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Ortiz, Alexandra	WWK8	Lunch Duty - 30 min	$ 1,050.00						
MacLenna, Michelle	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Lindsey, Gretchen	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Farrington, Julieann	WWK8	Lunch Duty - 30 min	$ 1,050.00						
Stanton, Barbara	HR	ATS Mentor 1st Sem - DES Beard	$ 750.00						
Stanton, Barbara	HR	ATS Mentor 2nd Sem - DES Beard	$ 750.00						
Hill, Stacie	HR	ATS Mentor 1st Sem - DES Youmans	$ 750.00						
Hill, Stacie	HR	ATS Mentor 2nd Sem - DES Youmans	$ 750.00						
Hard, Lisa	HR	ATS Mentor 1st Sem - DES Pagan	$ 750.00						
McCaffrey, Jerry	HR	ATS Mentor 1st Sem - DES Blakeslee	$ 750.00						
McCaffrey, Jerry	HR	ATS Mentor 2nd Sem - DES Blakeslee	$ 750.00						
McCaffrey, Cerina	HR	ATS Mentor 1st Sem - DES Pierce	$ 750.00						
McCaffrey, Cerina	HR	ATS Mentor 2nd Sem - DES Pierce	$ 750.00						
Farmer, Krista	HR	ATS Mentor 1st Sem - MES Spatz	$ 750.00						
Farmer, Krista	HR	ATS Mentor 2nd Sem - MES Spatz	$ 750.00						
Vincent, Charity	HR	ATS Mentor 1st Sem - WWK8 Dunlap	$ 750.00						
Blumengarten, Neil	HR	ATS Mentor 1st Sem - WWK8 Garrison	$ 750.00						
Blumengarten, Neil	HR	ATS Mentor 2nd Sem - WWK8 Garrison	$ 750.00						
Ladd, Jennifer	HR	ATS Mentor 1st Sem - WWK8 Locke	$ 750.00						
Ladd, Jennifer	HR	ATS Mentor 2nd Sem - WWK8 Locke	$ 750.00						
Ladd, Jennifer	HR	ATS Mentor 1st Sem - WWK8 Brunell	$ 750.00						
Burnett, Fabian	PMS	Coach - Football Head M.S.	$ 1,627.50						
Burnett Jr, Fabian	PMS	Coach - Football Asst.	$ 1,354.50						
Pastore, Toni	PMS	Coach - Football Asst.	$ 1,354.50						
Dixon, Jason	PMS	Coach - Basketball Head Boys	$ 1,515.15						
Walden, Robert	PMS	Coach - Basketball JV Boys	$ 1,354.50						
LaRiviere, Derek	PMS	Coach - Basketball Head Girls	$ 1,515.15						
Dixon, Jason	PMS	Coach - Basketball JV Girls	$ 1,354.50						
Blackwell, Reuel	PMS	Coach - Softball	$ 1,515.15						
Casson, Patricia	PMS	Coach - Track Boys	$ 1,515.15						
Alise, Jason	PMS	Coach -Tennis B&G	$ 945.00						
Pastore, Toni	PMS	Coach - Volleyball	$ 1,515.15						
Lopez, Chloe	PMS	Coach - Cheerleading	$ 1,179.15						
Burnett, Fabian	PMS	Coach - Flag Football	$ 1,515.15						
Casson, Patricia	PMS	Coach - Volleyball Head JV (Equity)	$ 900.00						
Burnett, Fabian	PMS	Coach - Track Asst (Equity)	$ 900.00						
Reiter, Karen	PMS	Club Flex	$ 1,134.00						
LaRiviere, Derek	PMS	Newspaper Advisor	$ 487.00						
Young, Serena	PMS	Production Assistant	$ 1,576.00						
Turnbull, Harmony	PMS	School History Fair, M.S.	$ 670.00						
Colston, Shelley	PMS	School Science Fair Director	$ 670.00						
Kepner, Lisa	PMS	Student Council Sponsor (50/50 split)	$ 432.00						
Miller, Michael	PMS	Student Council Sponsor (50/50 split)	$ 432.00						
Pletincks, David	PMS	Choral Director	$ 1,300.00						
LaRiviere, Derek	PMS	Yearbook Advisor	$ 1,080.00						
Colston, Shelley	PMS	Academic Competition	$ 668.00						
Carire, Christopher	PMS	Visual Arts	$ 250.00						
Enders, Brandy	PMS	Lunch Duty - 30 min	$ 1,050.00						

Vega, Kelly	PMS	Lunch Duty - 30 min	$ 1,050.00						
Orfilla, Maria	PMS	Lunch Duty - 30 min	$ 1,050.00						
Pastore, Toni	PMS	Lunch Duty - 30 min	$ 1,050.00						
Everett, Jamieson	PMS	Lunch Duty - 30 min	$ 1,050.00						
Danner, Michaela	PMS	Lunch Duty - 30 min	$ 1,050.00						
Dixon, Jason	PMS	Lunch Duty - 30 min	$ 1,050.00						
Vanderzyden, Karen	PMS	Lunch Duty - 30 min	$ 1,050.00						
Boettcher, Denise	PMS	Lunch Duty - 30 min	$ 1,050.00						
Blackwell, Reuel	PMS	Lunch Duty - 30 min	$ 1,050.00						
Elswick, Kathleen	PMS	Lunch Duty - 30 min	$ 1,050.00						
Colston, Shelley	PMS	Lunch Duty - 30 min	$ 1,050.00						
LaRiviere, Nicole	PMS	Team Leader - ELA	$ 1,352.00						
Elswick, Kathleen	PMS	Team Leader - Math	$ 1,352.00						
Boettcher, Denise	PMS	Team Leader - Science	$ 1,352.00						
Miller, Michael	PMS	Team Leader - S/S	$ 1,352.00						
Miller, Jennifer	PMS	Team Leader - Reading	$ 1,352.00						
Young, Serena	PMS	Team Leader - Performing Arts	$ 1,352.00						
Alise, Jason	PMS	Team Leader - Electives	$ 1,352.00						
Capote, Clara	PMS	Team Leader - Guidance	$ 1,352.00						
Owen, Crystal	PMS	Team Leader - ESE	$ 1,352.00						
Casson, Patricia	PMS	Team Leader - 6th Gr	$ 1,352.00						
Kepner, Lisa	PMS	Team Leader - 7th Gr	$ 1,352.00						
Cross, Jacqueline	PMS	Team Leader - 8th Gr	$ 1,352.00						
Bristol, Joseph	WHMS	Coach - Football Varsity Head	$ 1,627.50						
Morris, Ryan	WHMS	Coach - Basketball Head Boys	$ 1,515.15						
Becude, Thomas	WHMS	Coach - Basketball Asst. Boys	$ 1,354.50						
Morris, Ryan	WHMS	Coach - Basketball Head Girls	$ 1,515.15						
Baker, Nicole	WHMS	Coach - Basketball Asst. Girls	$ 1,354.50						
Bristol, Joseph	WHMS	Coach - Track Boys	$ 1,515.15						
Arroyo, Remy	WHMS	Coach - Golf	$ 945.00						
Scott, Laura	WHMS	Beta Club Sponsor	$ 1,134.00						
Scott, Laura	WHMS	Club Flex (PBIS)	$ 1,134.00						
Woods, Megan	WHMS	Newspaper Advisor	$ 487.00						
Woods, Megan	WHMS	Production Assistant	$ 1,576.00						
Bristol, Joseph	WHMS	School History Fair, M.S.	$ 670.00						
Richartz, Samantha	WHMS	School Science Fair M.S.	$ 670.00						
Smith, Jessica	WHMS	Choral Director	$ 1,300.00						
Woods, Megan	WHMS	Yearbook Advisor	$ 1,080.00						
Smith, Jessica	WHMS	Theater Director	$ 1,300.00						
Godfrey, Karen	WHMS	Visual Arts	$ 250.00						
Anderson, Shilah	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Braithwaite, Michelle	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Bromfield, Joanne	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Buckey, Ashley	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Cooper, Karen	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Gutierrez, Amelia	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Hines, Tiffany	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Irizarry, Bernice	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Langworthy, Kristi	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Peters, Cassandra	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Rae, Lysandra	WHMS	Lunch Duty - 30 min	$ 1,050.00						
Mendoza, Rene	WHMS	Team Leader - 6th Gr	$ 1,352.00						
Tuttle, Haleigh	WHMS	Team Leader - 7th Gr	$ 1,352.00						
Richartz, Samantha	WHMS	Team Leader - 8th Gr	$ 1,352.00						
Woods, Megan	WHMS	Team Leader - Electives	$ 1,352.00						
Langworthy, Kristi	WHMS	Team Leader - ESE (Self-Cont.)	$ 1,352.00						
Scott, Laura	WHMS	Team Leader - ESE (Inclusion)	$ 1,352.00						
Carr, Juretta	WHMS	Team Leader - Science	$ 1,352.00						
Becude, Thomas	WHMS	Team Leader - Math	$ 1,352.00						
Rollo, Deborah	WHMS	Team Leader - S/S	$ 1,352.00						
Nisbet, Deedra	WHMS	Team Leader - ELA	$ 1,352.00						
Buckey, Ashley	WHMS	Team Leader - Reading	$ 1,352.00						
Rae, Lysandra	WHMS	Team Leader - Guidance	$ 1,352.00						
Peters, Cassandra	WHMS	Team Leader - MTSS	$ 1,352.00						
Alexander, Wyndell	HHS	Coach - Football Head Varsity Fall	$ 3,360.00						
Alexander, Wyndell	HHS	Coach - Football Head Varsity Spring	$ 840.00						
Spaulding, Brice	HHS	Coach - Football Associate Varsity Fall	$ 1,680.00						
Spaulding, Brice	HHS	Coach - Football Associate Varsity Spring	$ 420.00						
Fields, Lorenzo	HHS	Coach - Football Asst. Varsity Fall	$ 1,512.00						
Fields, Lorenzo	HHS	Coach - Football Asst. Varsity Spring	$ 378.00						
Laing, Jeffrey	HHS	Coach - Baseball Asst. (True Flex)	$ 1,590.75						
Sims, Michael T.	HHS	Coach - Baseball Varsity	$ 2,735.25						
Aske, Marrick	HHS	Coach - Baseball JV	$ 1,590.75						
Pena, Brian	HHS	Coach - Wrestling Head Boys Varsity	$ 2,735.25						
Pritz, David	HHS	Coach - Wrestling Asst Varsity Boys	$ 1,590.75						
Mobley, Dwayne	HHS	Coach - Track Varsity Girls	$ 2,735.25						
Fields, Lorenzo	HHS	Coach - Cross Country Varsity Boys & Girls	$ 1,590.75						
Burnett, Elsie	HHS	Coach - Cross Country Asst. Boys & Girls	$ 945.00						
Brown, April	HHS	Coach - Tennis Girls	$ 1,590.75						
Flowers, Brittany	HHS	Coach - Volleyball Asst.	$ 1,590.75						
Brown, April	HHS	Coach - Soccer Girls JV	$ 1,590.75						
Paselio, Robin	HHS	Coach - Cheer Competitive Varsity	$ 2,735.25						
Pebler, Heather	HHS	Coach - Cheer JV	$ 1,590.75						
Sittig, Erin	HHS	Coach - Beach Volleyball Head	$ 1,590.75						
Gay, Jessica	HHS	Coach - Beach Volleyball Asst.	$ 945.00						
Ellis, Tyson	HHS	Coach - Flag Football Varsity	$ 1,590.75						
Gresco, Tasha	HHS	Color/Saber Guard (50/50 split)	$ 729.00						
Cole, Yolanda	HHS	Color/Saber Guard (50/50 split)	$ 729.00						
Downing, Heather	HHS	Club Flex	$ 1,134.00						
Melendez, Diana	HHS	Club Flex	$ 1,134.00						
Howie, Lori	HHS	FBLA	$ 1,134.00						
Nelson, Taylor	HHS	FFA	$ 1,134.00						

Michaels, Heather	HHS	National Honor Society	$ 1,134.00						
Lewis, Mason	HHS	National Technical Honor Society	$ 1,134.00						
Dell, Victor	HHS	Newspaper Advisor	$ 595.00						
Drummond, Russell	HHS	Production Assistant	$ 1,576.00						
Gresco, Tasha	HHS	ROTC Drill Tream (50/50 split)	$ 729.00						
Cole, Yolanda	HHS	ROTC Drill Tream (50/50 split)	$ 729.00						
Galante, Lisa	HHS	School History Fair Director	$ 670.00						
Lucas, Ann	HHS	School Science Fair Director	$ 670.00						
Jones, Latressa	HHS	Student Council Sponsor	$ 1,458.00						
Jones, Latressa	HHS	Choral Director	$ 1,700.00						
Dell, Victor	HHS	Yearbook Advisor	$ 1,389.00						
Jones, Latressa	HHS	Theater Director	$ 1,700.00						
Nicholson, Michael	HHS	Visual Arts	$ 250.00						
Brown, April	HHS	Class Sponsor - Fresman (50/50 split)	$ 729.00						
Downing, Heather	HHS	Class Sponsor - Fresman (50/50 split)	$ 729.00						
Greene, Janice	HHS	Class Sponsor - Sophomore	$ 1,458.00						
Paselio, Robin	HHS	Class Sponsor - Junior	$ 2,322.00						
Michaels, Heather	HHS	Class Sponsor - Senior	$ 2,322.00						
Lewis, Mason	HHS	Department Head - CTE	$ 2,190.00						
Burback, Brenda	HHS	Department Head - Reading/ESOL/English	$ 2,190.00						
Lee, Jennifer	HHS	Department Head - Guidance & Assessment	$ 701.00						
Cabrera, Regina	HHS	Department Head - Math	$ 1,458.00						
Jones, Latressa	HHS	Department Head - PE/ROTC/Fine Arts	$ 1,458.00						
Day, Ashley	HHS	Department Head - School Improvement Coord.	$ 1,458.00						
Jacobs, Nancy	HHS	Department Head - SBLT	$ 1,458.00						
Michaels, Heather	HHS	Department Head - Science	$ 1,458.00						
Galante, Lisa	HHS	Deparment Head - S/S	$ 1,458.00						
Williams, Brian	HHS	Department Head - Special Programs (50/50 split)	$ 729.00						
Brown, April	HHS	Department Head - Special Programs (50/50 split)	$ 729.00						
Aske, Marrick	HHS	Lunch Duty - 30 min	$ 1,050.00						
Bailey, Robin	HHS	Lunch Duty - 30 min	$ 1,050.00						
Bingham, Shawn	HHS	Lunch Duty - 30 min	$ 1,050.00						
Cabrera, Regina	HHS	Lunch Duty - 30 min	$ 1,050.00						
Carson, Heidi	HHS	Lunch Duty - 30 min	$ 1,050.00						
Crawford, Lynn	HHS	Lunch Duty - 30 min	$ 1,050.00						
Ellis, Casey	HHS	Lunch Duty - 30 min	$ 1,050.00						
Fields, Lorenzo	HHS	Lunch Duty - 30 min	$ 1,050.00						
Flowers, Brittany	HHS	Lunch Duty - 30 min	$ 1,050.00						
Goff, George	HHS	Lunch Duty - 30 min	$ 1,050.00						
Griffith, Mark	HHS	Lunch Duty - 30 min	$ 1,050.00						
Jackson, Heaven-Leigh	HHS	Lunch Duty - 30 min	$ 1,050.00						
Levandowski, Yvonne	HHS	Lunch Duty - 30 min	$ 1,050.00						
Nicholson, Michael	HHS	Lunch Duty - 30 min	$ 1,050.00						
Provost, Michael	HHS	Lunch Duty - 30 min	$ 1,050.00						
Revennaugh, Teresa	HHS	Lunch Duty - 30 min	$ 1,050.00						
Stokes, Stephen	HHS	Lunch Duty - 30 min	$ 1,050.00						
Wright, Tara	HHS	Lunch Duty - 30 min	$ 1,050.00						
Crisp, Aimee	Acad. Svcs.	District Student Council Faculty	$ 1,134.00						
Aughtman, Erin	Acad. Svcs.	County Science Fair Coord. - Secondary	$ 1,363.00						
Bristol, Joseph	Acad. Svcs.	County History Fair Coord. - Secondary (split 50/50)	$ 681.50						
Clark, Damien	Acad. Svcs.	County History Fair Coord. - Secondary (split 50/50)	$ 681.50						
Furterer, Zachary	EK8	Band Director - M.S.	$ 2,500.00						
Falco, Shane	WWK8	Band Director - M.S.	$ 2,500.00						
Bliffen, John	FCMS	Band Director - M.S.	$ 2,500.00						
McCarthy, Ross	PMS	Band Director - M.S.	$ 2,500.00						
Smith, Jessica	WHMS	Band Director - M.S.	$ 2,500.00						
Danner, Michaela	PMS	Athletic Director - M.S.	$ 1,760.85						
Grinnen, Scott	FCMS	Athletic Director - M.S.	$ 1,760.85						
Anderson, Sherri	PMS	Coach - Track Girls	$ 1,515.15						
Langworthy, Kristi	WHMS	Athletic Director - M.S. (50/50 split)	$ 880.43						
Gaustad, Virginia	WHMS	Athletic Director - M.S. (50/50 split)	$ 880.43						
Imhof, John	SHS	Extra Class - MA (IB History)	$ 3,987.00						
Huston, Leah	SHS	Band Director - H.S.	$ 4,200.00						
Garofano, Michael	SHS	Coach - Football Head Varsity (Fall)	$ 3,360.00						
Garofano, Michael	SHS	Coach - Football Head Varsity (Spring)	$ 840.00						
Hynes, Francis	SHS	Coach - Football Assoc. Head (Fall)	$ 1,680.00						
Hynes, Francis	SHS	Coach - Football Assoc. Head (Spring)	$ 420.00						
Fisher, Shawn	SHS	Coach - Football Asst. Varsity (Fall)	$ 1,512.00						
Fisher, Shawn	SHS	Coach - Football Asst. Varsity (Spring)	$ 378.00						
Walden, Robert	SHS	Coach - Football Asst. Varsity (Fall)	$ 1,512.00						
Walden, Robert	SHS	Coach - Football Asst. Varsity (Spring)	$ 378.00						
Mahla, Tyler	SHS	Coach - Football Asst. Varsity (Fall)	$ 1,512.00						
Mahla, Tyler	SHS	Coach - Football Asst. Varsity (Spring)	$ 378.00						
Bailey, Nickalus	SHS	Coach - Football Head JV (Fall)	$ 1,512.00						
LaRocca, Michael	SHS	Coach - Wrestling Boys Varsity	$ 2,735.25						
Hynes, Francis	SHS	Coach - Wrestling Boys JV	$ 1,590.75						
Garofano, Michael	SHS	Coach - Weightlifting Girls Varsity	$ 1,590.75						
Fisher, Shawn	SHS	Coach - Tennis Varsity Boys	$ 1,590.75						
McGarry, Matthew	SHS	Coach - Golf Varsity Boys	$ 1,590.75						
Bell, Sarah	SHS	Coach - Golf Varsity Girls	$ 1,590.75						
Bell, Sarah	SHS	Coach - Soccer Varsity Girls	$ 2,735.25						
Burzumato, Michael	SHS	Coach - Soccer JV Girls	$ 1,590.75						
Herod, Shannon	SHS	Coach - Competitive Cheer	$ 2,735.25						
Mance, Kara	SHS	Coach - Swimming B&G Varsity	$ 1,590.75						
Mance, Kara	SHS	Coach - Swimming B&G JV	$ 945.00						
Berlew, Abigail	SHS	BETA Club Sponsor (50/50 split)	$ 567.00						
Gonzalez, Morgan	SHS	BETA Club Sponsor (50/50 split)	$ 567.00						
Teague, Renee	SHS	Color/Saber Guard (50/50 split)	$ 729.00						
Williams,Tyrone	SHS	Color/Saber Guard (50/50 split)	$ 729.00						
Guerrier, Ronica	SHS	Club Flex	$ 1,134.00						
Gonzalez, Yordon	SHS	Club Flex	$ 1,134.00						
Erb, Dawn	SHS	National Honor Society	$ 1,134.00						
Benvegna, Meredith	SHS	Newspaper Advisor	$ 595.00						

Rocanelli, Christopher	SHS	Production Assistant	$ 1,576.00						
Teague, Renee	SHS	ROTC Drill Tream (50/50 split)	$ 729.00						
Williams, Tyrone	SHS	ROTC Drill Tream (50/50 split)	$ 729.00						
Bates-Miranda, Suzanne	SHS	School History Fair Director	$ 670.00						
Arshi, Asiya	SHS	School Science Fair Director	$ 670.00						
Edwards, Erin	SHS	Student Council Sponsor	$ 1,458.00						
Rowley, Taylor	SHS	Choral Director	$ 1,700.00						
James, Maritza	SHS	Yearbook Advisor	$ 1,389.00						
Rocanelli, Christopher	SHS	Theater Director	$ 1,700.00						
Stenstrom, Nicholas	SHS	Visual Arts	$ 250.00						
Gonzalez, Morgan	SHS	Class Sponsor - Fresman	$ 1,458.00						
McNerney, Dennis Jason	SHS	Class Sponsor - Sophomore	$ 1,458.00						
Sufficool, Maria	SHS	Class Sponsor - Junior	$ 2,322.00						
Sufficool, Vanessa	SHS	Class Sponsor - Senior (50/50 split)	$ 1,161.00						
Taaffe, Kyra	SHS	Class Sponsor - Senior (50/50 split)	$ 1,161.00						
Benvegna, Meredith	SHS	Department Head - English (12)	$ 2,190.00						
Ashworth, Lorianne	SHS	Department Head - Math (12) (50/50 split)	$ 1,095.00						
Brady, Diane	SHS	Department Head - Math (12) (50/50 split)	$ 1,095.00						
Sufficool, Vanessa	SHS	Department Head - Science (12)	$ 2,190.00						
Imhof, John	SHS	Department Head - S/S (12)	$ 2,190.00						
Imhof, John	SHS	Department Head - AP (16)	$ 2,190.00						
Temple, Vickie	SHS	Department Head - ESE (11)	$ 2,190.00						
Swartout, Tammy	SHS	Department Head - Guidance (6)	$ 1,458.00						
Swartout, Craig	SHS	Department Head - PE (7)	$ 1,458.00						
Altimari, Denise	SHS	Department Head - Reading (5)	$ 701.00						
Teague, Renee	SHS	Department Head - ROTC (2)	$ 701.00						
Taaffe, Kyra	SHS	Department Head - CTE (4)	$ 701.00						
Espinosa, Rosanna	SHS	Department Head - Fine Arts/World Language (10)	$ 2,190.00						
Anderson, Cashawna	SHS	Lunch Duty - 30 min	$ 1,050.00						
Asumanik-Mensah, Michael	SHS	Lunch Duty - 30 min	$ 1,050.00						
Coco, Linda	SHS	Lunch Duty - 30 min	$ 1,050.00						
Espinosa, Rosanna	SHS	Lunch Duty - 30 min	$ 1,050.00						
Garcia, Maira	SHS	Lunch Duty - 30 min	$ 1,050.00						
Loughran, Donna	SHS	Lunch Duty - 30 min	$ 1,050.00						
Mullins, Roland	SHS	Lunch Duty - 30 min	$ 1,050.00						
Pritz, David	HHS	Coach - Varsity Head Coach (cancelled - will be Asst.)	$ (2,735.25)						
Davis, Janice	FCMS	FFA (not eligible)	$ (1,134.00)						
Fonseca, Milena	FCMS	Lunch Duty (ended 9/4/25)	$ (939.23)						
Appleton, Carol	FCMS	Yearbook Advisor (Cancelled - did not do)	$ (1,080.00)						
		Total From Previous Agenda 9/23/25	$ 1,479,083.08						
		Total Instructional Supplement/Differentiated Pay	**$ 1,945,584.44**						

Agenda Item # 7. 26-3332 10/7/2025

Title and Board Action Requested

Approve Out-of-State Overnight Field Trip for Hernando High School Students to Indianapolis, Indiana to Attend the 2025 National FFA Convention and Expo on October 29 - November 1, 2025.

Executive Summary

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the out-of-state overnight field trip for Hernando High School Students to Indianapolis, Indiana to attend the 2025 National FFA Convention and Expo on October 29 - November 1, 2025.

My Contact

Beth Lastra
Supervisor of College and Career Programs
352-797-7000 ext. 70474
lastra_b@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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

EMPOWER
FFA

98TH NATIONAL FFA CONVENTION & EXPO
OCT. 29-NOV. 1, 2025 | INDIANAPOLIS

2025 Student Showcase Schedule Times

Wednesday, Oct. 29
10:45 a.m.-Noon – Animal Systems
1-3 p.m. – Variety

Thursday, Oct. 30
9:30-10:45 a.m. – Environmental Services and Natural Resources
11 a.m. – 12:15 p.m. – Variety
1:15-2:30 p.m. – Power, Structural and Technical Systems
2:45-4 p.m. – Plant Systems

Friday, Oct. 31
8-9:15 a.m. – Agribusiness Systems
9:30-10:45 a.m. – Food Products and Processing
11 a.m.-12:15 p.m. – Variety
1:30-3 p.m. – Animal Systems

EMPOWER FFA

98TH NATIONAL FFA CONVENTION & EXPO
OCT. 29-NOV. 1, 2025 | INDIANAPOLIS

2025 General Sessions

All times Eastern Daylight Time (EDT). Schedules are subject to change

Wednesday, Oct. 29, 2025

Opening Session 1A
Doors open: 2 p.m.
Session Time: 3:30-5:15 p.m.

Convention Kick-Off
Opening Ceremony
Presentation of Flags
National Advisor's Welcome
Recognition of Sponsor's Board
Chorus
Keynote Speaker: A'ric Jackson

Thursday, Oct. 30, 2025

Opening Session 1B
Doors open: 6:30 a.m.
Session Time: 8:00-9:40 a.m.

Convention Kick-Off
Opening Ceremony
Presentation of Flags
National Advisor's Welcome
Band
Keynote Speaker: A'ric Jackson

Second General Session
Doors open: 1:00 p.m.
Session Time: 2:00-4:20 p.m.
Session Chairs: Jack Lingenfelter & Abigale Jacobson

Opening Ceremony
Proficiency Awards: Agricultural Communication; Agricultural Sales – Entrepreneurship; Agricultural Sales – Placement; Agricultural Services; Agricultural Education; Agriscience Research – Integrated Systems; Service-Learning
Agriscience Fair: Social Science
Talent
Retiring Address: Caroline Groth
National Chapter Award: Middle School Models of Excellence
Talent
Career Development Events: Agronomy, Creed, Farm & Agribusiness Management, Floriculture, Food Science & Technology, Nursery/Landscape, Veterinary Science
National Chapter Awards: 1, 2 and 3-star

National FFA Talent Competition Round 1
Time: 5:15 p.m.

Third General Session
Session Time: 7:00-8:55 p.m.
Session Chairs: Thaddeus Bergschneider & Luke Jennings

Opening Ceremony
Outstanding Alumni Awards
Proficiency Awards: Agriscience Research-Animal Systems; Beef Production-Entrepreneurship; Beef Production- Placement; Dairy Production-Entrepreneurship; Dairy Production- Placement; Diversified Agricultural Production; Diversified Livestock Production; Equine Science-Entrepreneurship; Equine Science- Placement; Agricultural Processing
Agriscience Fair: Animal Systems; Food Products & Processing
Talent
Retiring Address: Mary Schrieber
National Chapter Award: Model of Excellence
Talent
Career Development Events: Agricultural Sales; Extemporaneous Speaking; Forestry; Prepared Public Speaking

Friday, Oct. 31, 2025

Fourth General Session
Doors Open: 7:00 a.m.
Session Time: 8:00-10:40 a.m.
Session Chairs: Thaddeus Bergschneider & Caroline Groth

Opening Ceremony
Proficiency Awards: Goat Production; Poultry Production; Sheep Production; Small Animal Production & Care; Specialty Animal Production; Swine Production – Entrepreneurship; Swine Production – Placement; Veterinary Science
Agriscience Fair: Environmental Services & Natural Resources
Chorus
Retiring Address: Luke Jennings
Honorary American Degree
Distinguished Service Citation
VIP Awards
Chorus
Career Development Events: Agricultural Communications; Agricultural Issues; Dairy Cattle; Horse Evaluation

Fifth General Session
Doors Open: 1:30 p.m.
Session Time: 2:30-4:30 p.m.
Session Chairs: Luke Jennings & Mary Schrieber

Opening Ceremony
Proficiency Awards: Agriscience Research – Plant Systems; Diversified Crop Production – Entrepreneurship; Diversified Crop Production – Placement; Diversified Horticulture; Fiber & Oil Crop Production; Forage Production; Fruit and Nut Production; Grain Production; Landscape Installation; Nursery Operations; Specialty Crop Production; Turf and Landscape Maintenance; Vegetable Production
Agriscience Fair: Plant Systems
Band Selection
Retiring Address: Jack Lingenfelter
Recognition: National Officer Candidates
Band Selection
Premier Chapter Award: Building Communities
Recognition: National Officer Mentors
Career Development Events: Agricultural Technology & Mechanical Systems; Conduct of Chapter Meetings; Environmental and Natural Resources; Livestock Evaluation; Marketing Plan; Meats Evaluation and Technology; Milk Quality Products; Poultry

National FFA Talent Competition Finals
Time: 5:30 p.m.

National FFA Band & Chorus Concert
Time: 6:00 p.m.

Sixth General Session
Session Time: 7:00-8:50 p.m.
Session Chairs: Jack Lingenfelter & Caroline Groth

Opening Ceremony
Proficiency Awards: Environmental Science & Natural Resources Management; Forest Management & Products; Outdoor Recreation; Wildlife Production & Management; Agricultural Mechanics Repair & Maintenance – Entrepreneurship; Agricultural Mechanics Repair & Maintenance- Placement
Agriscience Fair: Power, Structural & Technical Systems
Band
Retiring Address: Abigale Jacobson
Premier Chapter Award: Strengthening Agriculture
Career Development Events: Parliamentary Procedure
Chorus
American Star Awards: Star in Agribusiness
American Star Awards: Star in Agricultural Placement
American Star Awards: Star in Agriscience
American Star Awards: Star Farmer
Recognition: American Star Awards

Saturday, Nov. 1, 2025

American Degree
Doors Open: 6:00 a.m.
Session Time: 7:30 a.m.-11:45 a.m.
Session Chair: Thaddeus Bergschneider

Seventh General Session
Doors Open: Noon
Session Time: 1:00-3:00 p.m.
Session Chairs: Abigale Jacobson & Mary Schrieber

Opening Ceremony
Recognition: Nominating Committee
Recognition: Past National Officers
National Officer Family Recognition
Band
Retiring Address: Thaddeus Bergschneider

Delegate Reports
National Officer Election
Chorus & Band
Installation Ceremony
New National President's Remarks
Convention in Review Video

EMPOWER FFA

98TH NATIONAL FFA CONVENTION & EXPO
OCT. 29-NOV. 1, 2025 | INDIANAPOLIS

2025 STUDENT WORKSHOPS

All times EDT. The schedule is sorted alphabetically by workshop title and is subject to change.

**Denotes workshop times that will be conducted bilingually (in English and Spanish). Spanish descriptions for these workshops are also available under the English description for the workshop.*

THANK YOU TO OUR EVENT PARTNERS

CATERPILLAR® Microsoft Nutrien Ag Solutions®

3 SKILLS ALL ADVOCATES HAVE

Becoming a master advocate is no easy feat. This workshop will teach you three skills you must learn to do so.

Wednesday, Oct. 29:	9:30 a.m. – Indiana Convention Center, room 136-137
	12:30 p.m. – Indiana Convention Center, room 134-135
Thursday, Oct. 30:	10:30 a.m. – Indiana Convention Center, room 233-234
	3:00 p.m. – Indiana Convention Center, room 231-232
Friday, Oct. 31:	Noon – Indiana Convention Center, room 136-137
	1:30 p.m. – Indiana Convention Center, room 136-137

BE KIND TO YOUR MIND

Whether needing better sleep or relaxing when you get home, this workshop will give you three ways to improve your mental state.

Wednesday, Oct. 29:	11:00 a.m. – Indiana Convention Center, room 138-139
	12:30 p.m. – Indiana Convention Center, room 138-139
	2:00 p.m. – Indiana Convention Center, room 134-135
Thursday, Oct. 30:	Noon – Indiana Convention Center, room 136-137
	3:00 p.m. – Indiana Convention Center, room 130-131
Friday, Oct. 31:	10:30 a.m. – Indiana Convention Center, room 235-236

BLUE AND GOLD ENTREPRENEURSHIP

Are you an "ideas" person with a big imagination? Want to start your own business? We'll teach you how in this lightning-fast entrepreneurship workshop.

Wednesday, Oct. 29:	11:00 a.m. – Indiana Convention Center, room 235-236
Thursday, Oct. 30:	9:00 a.m. – Indiana Convention Center, room 138-139
	3:00 p.m. – Indiana Convention Center, room 233-234
Friday, Oct. 31:	10:30 a.m. – Indiana Convention Center, room 130-131
	Noon – Indiana Convention Center, room 130-131
	1:30 p.m. – Indiana Convention Center, room 130-131

CULTIVATING CONNECTIONS

Get ready to move, mingle, and make connections that could change your life! This fast-paced, interactive session will have you networking with FFA members from across the country, uncovering your unique strengths, and building your personal Board of Directors. If you're ready to grow your network and your future, this is the workshop you can't miss.

Wednesday, Oct. 29:	12:30 p.m. – Indiana Convention Center, room 138-139
	2:00 p.m. – Indiana Convention Center, room 138-139
Thursday, Oct. 30:	9:00 a.m. – Indiana Convention Center, room 134-135
	Noon – Indiana Convention Center, room 231-232
Friday, Oct. 31:	9:00 a.m. – Indiana Convention Center, room 233-234
	10:30 a.m. – Indiana Convention Center, room 233-234

CULTIVATING YOUR PATH: WHAT COMES AFTER THE BLUE JACKET?

Explore agriculture careers through roundtable discussions with industry professionals from companies like John Deere, BASF, and Merck. Hear real-world insights and "day in the life" stories to help guide your future in agriculture.

This workshop is presented by Agriculture Future of America (AFA).

Partner:	Agriculture Future of America
Thursday, Oct. 30:	1:30 p.m. – Indiana Convention Center, room 134-135

FINDING FRIENDS IN AGRICULTURE

Have you ever wondered what Ohio FFA members do at their chapters? Or what supervised agricultural experience (SAE) a middle school FFA member in Florida has? Come find out as you mix and mingle through engaging activities with FFA members from all over the country.

Wednesday, Oct. 29:	6:00 p.m. – Indiana Convention Center, room 132-133
Thursday, Oct. 30:	6:00 p.m. – Indiana Convention Center, room 132-133

GETTING WHERE YOU WANT TO GO

There are some basic professional steps everyone must take in life. We'll cover a few of those steps to create a standout resume, nail the interview and develop your network.

Wednesday, Oct. 29:	9:30 a.m. – Indiana Convention Center, room 231-232
	11:00 a.m. – Indiana Convention Center, room 231-232
Thursday, Oct. 30:	10:30 a.m. – Indiana Convention Center, room 130-131
	1:30 p.m. – Indiana Convention Center, room 136-137
	3:00 p.m. – Indiana Convention Center, room 136-137
Friday, Oct. 31:	9:00 a.m. – Indiana Convention Center, room 132-133

HABITS: YOUR BEST FRIENEMY

Taking care of yourself is as important now as ever. During this workshop, we will teach you to master your habits — a proven tool to improve your mental health.

Wednesday, Oct. 29:	11:00 a.m. – Indiana Convention Center, room 233-234
	2:00 p.m. – Indiana Convention Center, room 132-133
Thursday, Oct. 30:	10:30 a.m. – Indiana Convention Center, room 132-133
	1:30 p.m. – Indiana Convention Center, room 231-232
Friday, Oct. 31:	Noon - Indiana Convention Center, room 138-139
	1:30 p.m. – Indiana Convention Center, room 138-139

KNOW YOUR WORTH

Far too often, we sell ourselves short. Our talents, experiences and passions shouldn't be diminished. Learn how to demonstrate your worth in a professional setting.

Conoce tu valor

Con demasiada frecuencia, nos quedamos cortos. Nuestros talentos, experiencias y pasiones no deben disminuir. Aprende a demostrar tu valía en un entorno profesional.

Wednesday, Oct. 29:	9:30 a.m. – Indiana Convention Center, room 233-234
	12:30 p.m. – Indiana Convention Center, room 233-234
Thursday, Oct. 30:	9:00 a.m. – Indiana Convention Center, room 132-133
	Noon – Indiana Convention Center, room 233-234
	1:30 p.m. – Indiana Convention Center, room 233-234
Friday, Oct. 31:	Noon – Indiana Convention Center, room 134-135
	***Presented in English and Spanish**

KNOW YOURSELF TO GROW YOURSELF

As students, we learn about a variety of topics, often overlooking the most important one: ourselves. This workshop will teach us things about ourselves we may have never known.

Wednesday, Oct. 29:	9:30 a.m. – Indiana Convention Center, room 138-139
	12:30 p.m. – Indiana Convention Center, room 132-133
Thursday, Oct. 30:	9:00 a.m. – Indiana Convention Center, room 231-232
	10:30 a.m. – Indiana Convention Center, room 231-232
	3:00 p.m. – Indiana Convention Center, room 132-133
Friday, Oct. 31:	9:00 a.m. – Indiana Convention Center, room 136-137
	1:30 p.m. – Indiana Convention Center, room 134-135

LEADERSHIP CIRCUS

Our insurance won't let us bring in actual elephants, but you'll still have the time of your life at this leadership circus. Go from spectator to star as you complete challenges with your friends in this action-packed hour.

Wednesday, Oct. 29:	6:00 p.m. – Indiana Convention Center, room 130-131
Thursday, Oct. 30:	6:00 p.m. – Indiana Convention Center, room 130-131

LEADERSHIP IS INFLUENCE

What we say and do makes a difference. We'll spend time understanding how influence and persuasion work, ensuring we are making a positive difference.

Wednesday, Oct. 29:	2:00 p.m. – Indiana Convention Center, room 136-137
Thursday, Oct. 30:	9:00 a.m. – Indiana Convention Center, room 136-137
	Noon – Indiana Convention Center, room 235-236
Friday, Oct. 31:	10:30 a.m. – Indiana Convention Center, room 132-133
	Noon – Indiana Convention Center, room 132-133
	1:30 p.m. – Indiana Convention Center, room 132-133

MENTORSHIP MATTERS

What do Yoda, Dumbledor, Mary Poppins and Coach Carter have in common? They are some of the best mentors Hollywood has to offer. In this session, we'll learn the importance of both finding and being a mentor.

Wednesday, Oct. 29:	9:30 a.m. – Indiana Convention Center, room 134-135
	12:30 p.m. – Indiana Convention Center, room 130-131

Thursday, Oct. 30: Noon – Indiana Convention Center, room 132-133
1:30 p.m. – Indiana Convention Center, room 132-133
Friday, Oct. 31: 9:00 a.m. – Indiana Convention Center, room 235=236
Noon – Indiana Convention Center, room 235-236

NIGHT SERVICE PROJECT

Join FFA members in assembling emergency pet kits while learning how to plan a similar project back home. The kit will be a collection of essential items prepared in advance to ensure the safety, health, and comfort of your pets during emergencies such as natural disasters (hurricanes, wildfires, earthquakes), evacuations, or power outages. The evening service activity will be limited to the first 200 participants.

Wednesday, Oct. 29: 5:00 p.m. – Indiana Convention Center, room 138-139

SEE IT, SOLVE IT, SHARE IT

Are you ready to serve your community? There are needs all around us. In this session, we'll learn how to plan a service project that makes an impact.

Obsérvalo, resuélvelo, compártelo
¿Estás listo para servir a tu comunidad? Hay necesidades a nuestro alrededor. En esta sesión, aprenderemos cómo planificar un proyecto de servicio que tenga un impacto.

Wednesday, Oct. 29: 2:00 p.m. – Indiana Convention Center, room 130-131
Thursday, Oct. 30: 9:00 a.m. – Indiana Convention Center, room 235-236
10:30 a.m. – Indiana Convention Center, room 235-236
3:00 p.m. - Indiana Convention Center, room 134-135
Presented in English and Spanish
Friday, Oct. 31: 10:30 a.m. – Indiana Convention Center, room 231-232
Noon – Indiana Convention Center, room 231-232

STEP UP TO THE PLATE: #TEACHAG

Slide into teaching agriculture where YOU'RE the real MVP! Let's see if you've got what it takes to run the classroom bases and join the big leagues of agricultural education. Bring your game face and let's #TeachAg!

This workshop is presented by the National Association of Agricultural Educators (NAAE).

Partner: National Association of Agricultural Educators
Thursday, Oct. 30: Noon – Indiana Convention Center, room 134-135
Friday, Oct. 31: 9:00 a.m. – Indiana Convention Center, room 134-135

THE MOST IMPORTANT WORD IN THE WORLD

Often we are defined not by what we do but by who we know. The best leaders build the best relationships. During this workshop, we'll teach you how.

Wednesday, Oct. 29: 9:30 a.m. – Indiana Convention Center, room 130-131
11:00 a.m. – Indiana Convention Center, room 130-131
Thursday, Oct. 30: 10:30 a.m. – Indiana Convention Center, room 136-137
1:30 p.m. – Indiana Convention Center, room 138-139
3:00 p.m. – Indiana Convention Center, room 138-139
Friday, Oct. 31: 9:00 a.m. – Indiana Convention Center, room 231-232
Noon – Indiana Convention Center, room 233-234

THE POWER OF QUESTIONS

In our world, too many people offer answers instead of asking questions. Go against the status quo and become a master of questions during this workshop.

Wednesday, Oct. 29: 9:30 a.m. – Indiana Convention Center, room 235-236
12:30 p.m. – Indiana Convention Center, room 231-232
Thursday, Oct. 30: 9:00 a.m. – Indiana Convention Center, room 130-131
Noon – Indiana Convention Center, room 130-131
1:30 p.m. – Indiana Convention Center, room 130-131
Friday, Oct. 31: 10:30 a.m. – Indiana Convention Center, room 136-137

US ARMY VETERINARY CAREERS

Do you have a passion for animals or food safety? Looking for a path to pursue a career as a veterinarian, animal care specialist, food inspection specialist or animal handler? This workshop will explore the Army careers of soldiers and the animals they work with, including veterinary corps officer, field veterinary services, veterinary laboratory animal medicine officer, animal care specialist, food inspection specialist, veterinary pathology and the military working dog handler. This experience will showcase Army soldiers who turned their love for animals into a full-time career. Find out more at www.goarmy.com

Corporate Partner: U.S. Army
Wednesday, Oct. 29: 11:00 a.m. – Indiana Convention Center, room 134-135
Thursday, Oct. 30: 10:30 a.m. – Indiana Convention Center, room 134-135
Friday, Oct. 31: 10:30 a.m. – Indiana Convention Center, room 134-135

WINNING OVER YOUR VIRTUAL AUDIENCE

Each year over $40 billion is spent on social media marketing in the U.S. We'll look at how to best influence your followers so, as agriculture advocates, we aren't missing out.

Wednesday, Oct. 29: 11:00 a.m. – Indiana Convention Center, room 138-139
12:30 p.m. – Indiana Convention Center, room 235-236
Thursday, Oct. 30: 10:30 a.m. – Indiana Convention Center, room 138-139
Noon – Indiana Convention Center, room 138-139
Friday, Oct. 31: 9:00 a.m. – Indiana Convention Center, room 138-139
10:30 a.m. – Indiana Convention Center, room 138-139

YOUR WORDS HAVE WORTH

We all want to make a difference, but the question is how? The National FFA Advocacy Model is an incredible tool for creating change. Get a deep dive during this workshop.

Wednesday, Oct. 29: 9:30 a.m. – Indiana Convention Center, room 132-133
11:00 a.m. – Indiana Convention Center, room 132-133
Thursday, Oct. 30: 9:00 a.m. – Indiana Convention Center, room 233-234
1:30 p.m. – Indiana Convention Center, room 235-236
3:00 p.m. – Indiana Convention Center, room 235-236
Friday, Oct. 31: 9:00 a.m. – Indiana Convention Center, room 130-131

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: Voc Tech Ed Supplies Academic Svcs Industry Certification Agritechnology

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
	1100E	5300	5100	9410	13300	81000

Original Approved Budget (+/-)	Budget Amendments (-)	Expenditures / Encumbrances To Date (=)	Current Available Budget (-)	Present Request (=)	Remaining Balance Available
$ 75,619.48	$ 0.00	$ 0.00	$ 75,619.48	$ 9,500.00	$ 66,119.48

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget (+/-)	Budget Amendments (-)	Expenditures / Encumbrances To Date (=)	Current Available Budget (-)	Present Request (=)	Remaining Balance Available
$	$	$	$	$	$

B. Item Currently Not Budgeted -**

Funding Source: _____

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

Funding Source: _____

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ☒

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 8. 26-3336 10/7/2025

Title and Board Action Requested
Approve overnight travel for Weeki Wachee High School Boys Cross Country to Tallahassee, FL to attend the Pre-State Cross Country meet on October 24-25, 2025.

Executive Summary
The Principal, Edward LaRose, on behalf of the Superintendent of Schools, hereby requests the Board approve for the WWHS Boys Cross Country overnight travel.

My Contact
Patrick Skipper
skipper_j@hcsb.k12.fl.us
352-797-7029

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.

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

Ed LaRose
Principal

Phone (352) 797-7029
Fax (352) 797-7129
Website:
www.hernandoschools.org/schools/weeki-wachee-high-school

HERNANDO SCHOOL DISTRICT

Kevin Bittinger
Assistant Principal

Mildred Murrman-Dudley
Assistant Principal

Brandy Sladek
Assistant Principal

September 10, 2025

To whom it may concern:

The Weeki Wachee High School Boys Track would like to attend the Pre-State Cross Country Meet in Tallahassee, FL on October 24, 2025, and October 25, 2025.

The team will depart WWHS on Friday October 24th by rental van, arrive at Apalachee Regional Park to run the course. We will stay at a local Double Tree and run again Saturday October 25th in the morning before returning to WWHS that afternoon.

We have budgeted $1350.00 for this trip.

Meals	$400.00
Gas for vans	$50.00
Hotal Rooms	$900.00

The Boys Cross Country account will be responsible for all travel and meal expenses.

Thank you,

Patrick Skipper

HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Woolcock	Jeremy		16511
POSITION			SCHOOL/COST CENTER
Teacher			WWHS - 0391

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☑ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested 15.50

Purpose/Benefit (DO NOT use acronyms) Pre-State Meet (Tallahassee)

Destination Tallahassee

BEGINNING	ENDING
Time 7 (AM) PM	Time AM 2 (PM)
Day of Week Friday Date 10/24/25	Day of Week Saturday Date 10/25/25

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:					TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT	FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date 9/11/25

FOR OFFICE USE ONLY: ☑ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor _____ Date 9/15/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

9/15/25

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DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

HERNANDO COUNTY SCHOOL DISTRICT

Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Skipper	V.	Patrick	8265
POSITION: CTE Teacher / CC Coach			SCHOOL/COST CENTER: WWHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested 7.75

Purpose/Benefit (DO NOT use acronyms) Pre-State Cross Country Meet

Destination Tallahassee, FL

BEGINNING	ENDING
Time 7 AM _____ PM	Time _____ AM 2 PM
Day of Week Friday Date Oct. 24, 2025	Day of Week Sat. Date Oct. 25, 2025

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:					TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT	FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date 9/11/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor _____ Date 9/15/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

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November 2020
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DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

Complete Section A or B; and C

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

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ / -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ / -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source _____

Account Name WWHS Boys Cross Country

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
8020E	9800	9130	0391	92000	01310

Amount $ 1350.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 9. 26-3339 10/7/2025

Title and Board Action Requested
Approve overnight travel for Weeki Wachee High School Cheer to Orlando, FL to attend the National High School Cheer Competition on February 5 - 8, 2026.

Executive Summary
The Principal of Weeki Wachee High School, Ed LaRose, on behalf of the Superintendent of Schools, hereby requests the Board approve for WWHS Cheer to attend the National Cheerleading Competition in Orlando, FL.

My Contact
Carissa Edwards
edwards_c@hcsb.k12.fl.us
352-797-7029

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.

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

Ed LaRose
Principal

Phone (352) 797-7029
Fax (352) 797-7129
Website:
www.hernandoschools.org/schools/weeki-wachee-high-school

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

Kevin Bittinger
Assistant Principal

Mildred Murrman-Dudley
Assistant Principal

Brandy Sladek
Assistant Principal

To: HCSD Board Members
RE: Competitive Cheer Trip to Nationals

To whom it may concern:

The competitive cheerleading team is requesting the opportunity to stay overnight and compete in Orlando at Disney's ESPN Wide World of Sports for the National High School Cheerleading Championships in February 2026. This will be the schools 5th time competing at this National Championship. We will be traveling on our own and our trip dates are February 5th - February 8th, 2026.

Attached you will find our itinerary for this year's 2026 trip. The competition times are an estimate based on previous years and will be finalized 1-2 weeks before our trip. You will also find the field trip packet completed to the best of our ability. Some information in the field trip packet may be updated once funding for our trip is approved and I can book the hotel and charter bus with deposits.

We will be leaving directly from Weeki Wachee High School with 30 students to head to Disney World to eat lunch, check in at registration (All Star Sports) for the competition weekend and attend a designated practice time at the ESPN Wide World of Sports only available on Thursday.

We plan to stay at a hotel just off property, hopefully at the Delta Hotels Orlando Celebration. This hotel is located near the competition venue, provides good rates, and allows us to avoid major traffic jams.

The cost of each student is approximately $750. This includes the competition registration (including 2-day park hopper to Disney World + 5-day admission to Wide World of Sports), hotel for 3 nights, breakfast each morning, lunch or dinner each day, and transportation. The cost of this year's trip is consistent with last year's.

- Hotel ($150 per room X 9 rooms X 3 nights)/ 30 students= $135
- Competition Registration ($499 per person X 34 people)/ 30 students= $565
- Meals ($50 for Sam's Club order + 1 meal)
  - $25 for Sam's Club order will include breakfast foods, snacks, & drinks for the entire trip.
  - $25 for team dinner at Outback Steakhouse (includes drink, bread, entrée, and 2 sides)
  - We use money from fundraisers to cover 2 other meals such as boxed Chic Fil A lunches or Publix sub rings.

We project this number to fluctuate up or down and exact numbers cannot be determined until we have the exact headcount for the trip and pay deposits to lock prices in place

Students will be required to buy a lunch or dinner on their own each day. There will be various food trucks and restaurants at the competition venue and students will purchase their own meal at the Disney parks.

In order to offset the costs students will have the opportunity to participate in fundraising opportunities throughout the season to raise money to pay for their trip. Last year we fundraised enough money for the team that each student only had to pay $325, and that trip was 5 days instead of 4 and included an extra meal.

HERNANDO COUNTY SCHOOL DISTRICT

Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Edwards, Carissa			12870
POSITION			SCHOOL/COST CENTER
ESE Teacher			WHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested ~~16~~ 40

Purpose/Benefit (DO NOT use acronyms) Competition

Destination National Cheer Comp - Orlando

BEGINNING	ENDING
Time 8:00 AM ____ PM	Time ____ AM 11:00 PM
Day of Week Thurs	Day of Week Sun
Date 2/5/26	Date 2/8/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant Edwards Date 9/18/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor _____ Date 9/19/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

9/19/25

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

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HERNANDO COUNTY SCHOOL DISTRICT

Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Gellenbeck	Jacob	A	178960
POSITION			**SCHOOL/COST CENTER**
TIS / Cheer Coach			000

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested _____

Purpose/Benefit (DO NOT use acronyms) _____

Destination National Cheer Camp - Orlando FL

BEGINNING	ENDING
Day of Week: Thurs Time _____ AM _____ PM Date: Feb 5 26	Day of Week: Sun Time _____ AM _____ PM Date: Feb 8. 26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date 9-16-25

FOR OFFICE USE ONLY: ✗ ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor _____ Date 9/16/2025

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

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Complete Section A or B; and C

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

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source _____

Account Name WWHS Cheer

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
8020E	9800	3330	0391	92008	01300

Amount $ 25,500.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 10. 26-3341 10/7/2025

Title and Board Action Requested
Approve out of state travel for Weeki Wachee High School Class of 2026 to Washington DC to attend the Senior Class Trip on March 30- April 4, 2026.

Executive Summary
The Principal of Weeki Wachee High School, Ed LaRose, on behalf of the Superintendent of Schools, hereby requests the Board approval for WWHS Class of 2026 Senior Trip to Washington DC.

My Contact
Corinne Keiper
keiper_c@hcsb.k12.fl.us
352-797-7029

2023-28 Strategic Focus Area
Priority 1: Student Success

Financial Impact
See attached budget sheet.

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

Phone
(352) 797-7029

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

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

Fax
(352) 797-7129

Facebook:
www.facebook.com/wwhsbuzz/

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

Edward LaRose
Principal

Kevin Bittinger
Assistant Principal

Mildred Murrman-Dudley
Assistant Principal

Brandy Sladek
Assistant Principal

To: HCSD Board Members
RE: 2026 Senior Trip to Washington D.C.

To whom it may concern:

The senior class of 2026 is requesting the opportunity to visit Washington DC in the spring of 2026. This will be the schools fourth trip as a senior class to the Nation's Capital. We will be traveling on our own this year. Our trip dates are March 30th 2026-April 4th 2026.

Attached you will find our itinerary for this year's 2026 trip. We plan to follow a very similar itinerary to last years. You will also find the field trip packet completed to the best of our ability. Some information in the field trip packet cannot be provided until future dates, such as students attending, chaperones attending, etc.

We will be flying direct from Tampa International to Reagan National Airport at the moment with 12 students but we have enough spots for more.

Upon arrival to Reagan National Airport, we will use the DC Metro for transportation to our hotel and throughout our trip for getting around the city. Students will receive a DC Metro card as part of their package. This card is an unlimited short trip card.

We plan to stay at the Hilton Garden Inn in Arlington Virginia. This hotel is located near a metro station, provides good rates, is located in a safe neighborhood, provides a continental breakfast each morning, and is close to restaurants.

The cost of each student is approximately $1,300. This includes airfare, hotel for 5 nights, breakfast, dinner, DC Metro pass, transportation and admission to Mt. Vernon, and other costs. The cost of this years trip is consistent with last years.

Hotel ($200 per room X 6 rooms X 5 nights with 14.25% tax) / 12 students @$571.25
Flight (based on current price $400 X 15) / 12 students @$500
Metro Cards ($55 each X 15) / 12 students @$68.75
Dinners ($125 per person X 15) / 12 students @$157
Sponsorship shirts ($25 X 15) / 12 students @$31.25
Mt. Vernon ($50 X 15) / 12 students @$62.50
Total estimated cost of trip
@1390.75

The students will not be expected to pay any more than the $1,300 but the costs for an extra chaperone instead will be offset by fundraising.

We project this number to fluctuate up or down and exact numbers cannot be determined until we have a commitment from all 12 students.

Students will be required to buy lunch on their own each day. There will be various food trucks and restaurants on and around the national mall which is where we stay for lunch each day.

In order to offset the costs students will have the opportunity to participate in fundraising opportunities throughout the school year to raise money to pay for their trip. Last year we even had one student fundraise the entire trip amount.

We plan to visit the following places while in D.C.

- Arlington National Cemetery, where students will get to witness the changing of the guard at the Tomb of the Unknown Soldier. They will visit John F. Kennedy's gravesite where the eternal flame is burning. They will also get to tour Robert E. Lee's home which sits at the top of the hill in Arlington Cemetery.
- We will take a tour of the US Capitol Building and hopefully get to see a session in congress.
- We will walk the various monuments along the National Mall after sundown to see them lit up. We will visit the Washington Monument, Lincoln Memorial, World War II Memorial, Vietnam Memorial, Korean War Memorial, Jefferson Memorial, and Martin Luther King Jr. Memorial
- Students will have several opportunities to visit the many museums along the National Mall at their leisure. A few favorites are always the Air & Space Museum and Natural History Museum.
- We will tour the Library of Congress.
- We will visit and tour the US National Holocaust Museum.
- We will attempt to visit and tour the US African American Museum
- We will travel to Mt. Vernon, Virginia where the students will be taken back in time and visit George Washington's Estate home. Many of the animals on the farm are direct descendants of George Washington's farm animals.

A list of seniors attending the trip will be given to all parties involved as we get close to the trip date. The list of students going will fluctuate as some students will drop out and others will take their spots. The most accurate list will be a few weeks prior to the trip.

Airline information with flight numbers will also be provided a month out. Flight numbers change, flight times and schedules also change. A more accurate airline agenda will be provided to all parties involved as we get closer to the trip.

Please let us know if we need to provide any further information.

Thank you,

Corinne Keiper
Shayna Carr
Joemy Nolasco
WWHS Senior Class Sponsor

HERNANDO COUNTY SCHOOL DISTRICT

Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Leiper	Corinne	N	17130
POSITION			**SCHOOL/COST CENTER**
teacher/sponsor			WMS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☑ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested _____

Purpose/Benefit (DO NOT use acronyms) _____

Destination Washington D.C. class of 26 trip

BEGINNING	ENDING
Time _____ AM _____ PM	Time _____ AM _____ PM
Day of Week Monday Date 3/30/26	Day of Week Saturday Date 4/4/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:					TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT	FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY: ☑ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor _____ Date 9/18/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

9/18/25

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HERNANDO COUNTY SCHOOL DISTRICT

Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Carr	Shayna		18040
POSITION			SCHOOL/COST CENTER
Teacher			Weeki Wachee High School

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested _____

Purpose/Benefit (DO NOT use acronyms) _____

Destination Washington D.C. Class of '26 Trip

BEGINNING	ENDING
Time _____ AM _____ PM	Time _____ AM _____ PM
Day of Week Monday Date 3/30/26	Day of Week Saturday Date 4/4/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:					TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT	FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor _____ Date 9/18/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

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November 2020
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Complete Section A or B; and C

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

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source _____

Account Name WWHS Class of 2026

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
8020E	9800	3330	0391	92200	20260

Amount $ 19,500.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Agenda Item # 11. 26-3344 10/7/2025

Title and Board Action Requested

Approve the Out of State Field Trip for F.W. Springstead High School Students to Visit and Learn about the United States Government in Washington, D.C. from February 19, 2026 through February 23, 2026.

Executive Summary

The Principal, Dana Pearce of F.W. Springstead High School, on behalf of the Superintendent of Schools, hereby requests the Board to approve the out of state field trip to Washington D.C. to visit and learn about the United States government from February 19, 2026 through February 23, 2026. Students are responsible for the payment of this trip.

My Contact

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

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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

.OSON

Trip ID # 3774 3775 3776 3777 3778

B. TRIP CHECKLIST to be completed **only** after Principal signs page 1.

NOTE: Check only if applicable to requested trip.

*** The entire packet, including page 1, must be submitted for final administrative approval at least six (6) weeks prior to the date of the trip.

- ☑ **Student Roster Form, include a copy to clinic**
- ☑ **Transportation Accommodations**: Copy of Purchase Order for Charter Bus (charter bus company must be on district approved list) OR a copy of the purchase order for an airline reservation.
- ☑ **Bus/Airline Seating Chart**
- ☐ **Rental Vehicle Information:** Rental Request/Procedure. Persons driving a rental vehicle must have a copy of their driver's license attached to this form.
- ☑ **Leave Form and Sub Request** (if applicable) for all attending staff completed with Principal's signature
- ☑ **Volunteer/Chaperone Form** is for both NON DISTRICT and DISTRICT persons. This form includes Chaperone Medical Training Verification. All Non-District Chaperones are required to be an approved Level 2 Volunteer.
- ☑ **Lunches** for Field Trip Form
- ☑ **Letter to Parents** must be typed on school letterhead. It must be signed by an administrator prior to being given to students. AND letter **MAY NOT** be distributed until trip is approved.
- ☑ The **Educational Activities Permission for Participation Form** The completed Activities Permission Form must be taken on trip.
- ☑ **Hotel Accommodations:** A printout of the information from the hotel website is to be attached to this packet.
- ☑ **Overnight Stay Emergency Form**
- ☑ **Student to Chaperone ratio: 1 Chaperone per 10; however the 1/10 ration must be same gender chaperone.**

***If approved, I will be responsible for each of the following by the date indicated above.

- ☐ a. Contacting Site and verification of visit.
- ☐ b. Print out of hotel website/reservation
- ☐ c. Student Roster List/Clinic & Lunchroom Notification
- ☐ d. Submitting Bus/Charter/Vehicle Request **(Must be vendor approved charter bus company)**
- ☐ e. Submitting Leave Request to principal
- ☐ f. Chaperone List
- ☐ g. Sending Information Letter to parents
- ☐ h. Sending Educational Activities Permission Form home
- ☐ i. Submitting monies collected to bookkeeper if applicable

Sponsor/Coach Signature — *Date* 9/19/25

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HERNANDO COUNTY SCHOOL BOARD

Initial Request of Out-of- STATE OVERNIGHT Trip
Planning Guide

A. INSTRUCTION: All requests for field trips must have the principal's or designee's approval.
Fundraising for a trip cannot occur prior to administrative approval. Airbnb/VRBO lodging is not permitted.

Field Trip Type (please check one) Educational ☒ Extracurricular ☐ Athletic ☐

Define the purpose of the field trip. to expand students knowledge and awareness of the US government and how it works.

GENERAL INFORMATION

Trip Contact (please check one) Teacher ☒ Coach ☐

Course, class, or activity Seniors No. of students involved: Male 15 Female 30

Event Name Senior Class Trip Destination (city/state) Washington DC

Destination Name and Address Holiday Inn National Mall

Date & Departure Time from school 2/19/26 7:00am Date & Return Time to school 2/23/26 12:55 AM

Costs to be paid from (be specific) ☒ Internal Account ☐ District Account _____

See Bookkeeper for cost/trip information if using district account.

Bookkeeper Signature: [signature]

Will students be required to pay anything? (Yes) No ☐

If yes, explain. See attached pay schedule

I have read and agree to adhere to the Field Trip Procedures as stated in the Staff Handbook/School Board Policies.

[signature] 9/19/25
Signature *Date*

352 797 7010 ext 316 earles-d@hcsb.k12.fl.us
Phone Number *Email Address*

SHS
School

APPROVALS

Initial Approval ☒ Final Approval ☒ School Board: Approved ☐

Denied ☐ Denied ☐

Dana Pearce
Principal Signature
9/22/25
Date

Dana Pearce
Principal Signature
9/22/25
Date

NOTE: Principal, or designee, is responsible for completing all steps to place trip request on School Board agenda. Placement on Board agenda must comply with agenda item due date. Call Kelly Pogue if any questions.

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ALPHA STUDENT ROSTER

NOTE: This form must be signed by administrator and placed in all mailboxes 4 school days prior to trip.

Please excuse the following students on Thurs. (Day), 2/19/26 (Date), at all day (Time).

They will be returning to school at approximately 2/24/26 1st period (Time)

During this time, we will be participating/attending Washington, D.C..

Teachers: Each student is aware of his/her responsibility for all class work that is missed. If you feel that an absence at this time will be detrimental for any student whose name appears on this list, please contact the Principal no later than **TWO** days prior to the trip. Thank you for your cooperation.

Deana Earles

Teacher/Coach

1		31	
2		32	
3		33	
4		34	
5		35	
6		36	
7	TBD.	37	
8		38	
9		39	
10		40	
11	cap @ 45	41	
12		42	
13	students	43	
14		44	
15		45	
16		46	
17		47	
18		48	
19		49	
20		50	
21		51	
22		52	
23		53	
24		54	
25		55	
26		56	
27		57	
28		58	
29		59	
30		60	

NOTE: Clinic Notification – The students listed above will be off campus. Please provide a list of student names, the medication(s), the dosage amount, and the time the med is to be given. The meds list is to be given to the staff member who has completed the meds training.

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TRANSPORTATION ACCOMMODATIONS

CHARTER BUS/AIRLINE INFORMATION

Charter Bus Company* _____ Cost per bus _____

Contact Representative _____ Phone Number _____

American Airline — Airline Company

$349.00 — Cost per student

Contact Representative _____ Phone Number _____

Cupcake Castles — Travel Agency

Bridget Laroche — Contact Representative

7275056290 — Phone Number

Attach copy of: Purchase Order for Charter bus OR
Purchase Order for airline reservation pending

*Trips must utilize a charter bus company that is on the current district approved list. See school bookkeeper for the list.

AIRLINE SEATING

pending 3774

Row/seating may not be provided until flight departure.

	Student Name	Student ID Number	Row/Seat Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Earles	Deanna	m	146619
POSITION	ESE Inc tchr		**SCHOOL/COST CENTER** SHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other _____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) chap field trip

Destination Washington DC

BEGINNING	ENDING
Time 655 AM _____ PM	Time _____ AM 240 PM
Day of Week Thurs	Day of Week Mon.
Date 2/19/26	Date 2/23/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant D Earles Date 9/19/26

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor Dana Pearce Date 9/22/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

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November 2020
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HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
McNerney	Dennis		13307
POSITION			**SCHOOL/COST CENTER**
Teacher			SHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) chaperone field trip

Destination Washington DC

BEGINNING	ENDING
Time 6:55 AM ____ PM	Time ____ AM 2:40 PM
Day of Week Thurs	Day of Week Mon
Date 2/19/26	Date 2/23/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date 9/19/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor Dana Pearce Date 9/19/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

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HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Pearce ,	Dana		6396
POSITION			SCHOOL/COST CENTER
Principal			5HS 0181

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)
- ☐ Per Diem
- ☐ Registration
- ☐ Mileage
- ☐ Meals
- ☐ Hotel Expense (Single Room Rate)

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) Chaperone Field Trip

Destination Washington DC

BEGINNING	ENDING
Time 7:00 AM ____ PM	Time ____ AM 3:00 PM
Day of Week Thurs. Date 2/19/24	Day of Week Monday Date 2/23/24

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:					TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT	FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant Dana Pearce Date 9/22/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor ✗ [signature] Date 9/23/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any):	Amount of Time substituting:	
_____	_____ hours:	_____ days.
_____	_____ hours:	_____ days.

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DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

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HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Taafe	Kyra		08398
POSITION			**SCHOOL/COST CENTER**
Bdg. Coach			JHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) Chaperone field trip

Destination Washington, DC

BEGINNING	ENDING
Time 655 AM _____ PM	Time _____ AM 240 PM
Day of Week Thurs Date 2/19/26	Day of Week Mon Date 2/23/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:					TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT	FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant Kyra Taafe Date 9/22/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor Dana Pena Date 9/22/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

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DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

HERNANDO COUNTY SCHOOL DISTRICT
Field Trip
Staff/Volunteer Chaperone List
(To be submitted with ALL Field Trips)

I certify that the non-district employees whose names are listed below have been scanned in the **Safe Visitation** system for sexual offender/predator offenses (done at school level) **AND** have been screened by the **Volunteer Coordinator** and approved as a Volunteer in the Hernando County School District. All Non-District Chaperones are required to be an approved Level 2 Volunteer.

Principal or Asst. Principal Signature Dana Pearce Date 9/22/25

School Volunteer Coordinator Donna Lorys Date 9/19/25

	Non-District Volunteer Registered Names	Cell Phone #	Medical Training Certified by Nurse Nurse's signature Required
1			
2			
3			
4			
5			
6			
7			
	Staff/District Chaperone Names		
1	Deanna Gorles	8134460781	yes
2	Kyra Iaffe	352 585 5594	yes
3	Dana Pearce v2	352 584 5700	
4	Jason McNerney	352 942 1163	
5			
6			
7			
8			

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FIELD TRIP CAFETERIA NOTIFICATION FORM

LUNCHES FOR FIELD TRIPS:

Any student on the free/reduced lunch program is entitled to a bag lunch for field trips. We cannot require that the child bring a lunch from home, or money to purchase a lunch at the field trip site.

Supplies for the cafeteria are ordered **every two weeks**, therefore any request for bag lunches needs to be submitted to the cafeteria **no later than two weeks prior to the field trip**. If this form is not provided to the cafeteria in the time requested, items may not be available. Also, please supply your own cooler(s) if necessary. It is the teacher's responsibility to fill out this form, and it is also the responsibility of the teacher to advise the cafeteria of any **allergy meals** that may be required.

This form can be submitted with an approximate number of lunches needed, and then a more definite number given two days prior to the field trip. Also, if a student should forget their bag lunch on the day of the trip, one can be provided by the cafeteria.

To the Cafeteria:

Please be advised that _____ (teacher's name/grade) will be attending a field trip on _____(date) from _____(am/pm) to _____(am/pm).

Currently, I anticipate needing about _____student lunches and _____adult lunches.

To confirm the number of lunches needed, I will notify you of the exact count on _____ which is no later than two days prior to the planned trip.

_____ _____

Teacher Signature Date Cafeteria Specialist Signature Date

_____

Administrator Signature Date

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.

F.W. Springstead High School

3300 Mariner Boulevard

Spring Hill, Florida 34609

Phone (352) 797-7010 Fax (352) 797-7110

Trip Name: Senior Washington D.C.
Where: Washington D.C.
Cost: $1400

Date(s): 2/19/2026-2/23/2026
Trip Sponsor/Coach: Deanna Earles

Dear Parents:

If interested in being a chaperone, you must be an approved Level 2 Volunteer for the current school year. Complete the application online for Office of Safe Schools and apply early as approvals can take time.

Please review the Behavior Expectations per the Student Code of Conduct, Page 43, Expected Behavior

"Expected Behavior The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high-quality education in a uniform, safe, secure, efficient, and high-quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority."

Respectfully,

Dana Pearce

Dana Pearce
Principal

Itinerary (attached)

AN EQUAL OPPORTUNITY EMPLOYER

3774

Washington, D.C.

2.19.26 - 2.23.26- dates subject to availability, they may change but will stay in this time frame.

Students must pay on time due to deposits needing to be made.
Adherence to the HCSB attendance policy will be strictly enforced.
Failure to follow the rules in D.C. can also result in loss of privileges such as the Universal trip, the See Ya Fest, or even walking at graduation.
There will be NO REFUNDS.

Cost- $1,400- Includes:

- Roundtrip Airfare
- Hotel, 3 to a room
- Breakfast and Dinner
- Sponsor T-Shirt
- Metro Pass

Payment Schedule:

- 9.22.25 Deposit- $250
- 10.17.25- $300
- 11.10.25- $300
- 12.5.25- $300
- 1.5.26- $250

All Money will be paid on RevTrak

Popular Destinations:

- Arlington
- U.S. Capitol
- The White House
- Holocaust Museum
- National Zoo
- Smithsonian

Fundraising Available

- Sponsorships on T-Shirts
- Sponsorship Calendar
- Block Party

SportsYou Code: DPFC-C2WL

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Senior Class 2025 Washington, D.C. Trip

Initial Trip Contract

This document must be signed and handed in to Ms. Earles at the time of or before the deposit. Both parent/guardian and student must sign & date all sections.

Student Name _____

Government Issued Photo ID

Students are required to have a government issued photo ID (Real ID) to take with them on the trip. It is understood that students will not be permitted to travel to DC without their ID. Should a student arrive at the airport without their photo ID they will not be permitted to attend the trip. A parent MUST return to the airport to pick up said student. The student will remain in the ticketing area until a parent is there. The chaperones will not be able to wait with the student as they will need to get the rest of their kids through security.

_____

Parent Signature Student Signature Date

HCSB Attendance Policy

It is understood that should the student have more than 10 absences per semester as set forth by the Hernando County School Board said student will not be permitted to participate in the Washington, D.C. trip. It is the responsibility of the parent and student to monitor attendance, turn in absent notes / doctor's notes to attendance in the 3-day window allowed.

_____

Parent Signature Student Signature Date

Sportsyou Account

Students and parents MUST join the Washington, D.C. Sportsyou prior to turning in deposit. This is our communication tool leading up to and during the trip. You will be able to use this account to communicate with Ms. Earles via chat with questions prior to and during the trip. Payment reminders can also be found here. Code DPFC-C2WL

_____

Parent Signature Student Signature Date

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Trip Payments

Payment schedule was provided. Should a student fall behind on payments they will forfeit their spot on the trip, no money will be refunded for payments already made.

_____

Parent Signature Student Signature Date

Behavior

It is understood that in the event the student gets into any compromising situation while on the Washington, D.C. trip that a discipline will be given upon return to school. Depending on the severity of the incident – the student will risk losing their Senior field trip to Universal Studios.

_____

Parent Signature Student Signature Date

Mandatory Parent Meeting – January 2026

Parents understand there is a mandatory parent / guardian meeting in January 2026. The date will be communicated through the Washington, D.C. SportsYou page. This is where additional emergency information will be provided to the chaperones and specific details of the trip will be discussed.

_____

Parent Signature Student Signature Date

Room Assignments

I understand that my student will be sharing a room with two other students. I understand Ms. Earles will accommodate room assignments to the best of her ability.

_____

Parent Signature Student Signature Date

Please fill out all the information below. Please PRINT LEGIBLY as this is the document used for ticketing with the airline.

Student's full name on government issued photo ID.

_____

First Name Middle Name Last Name

Birthdate _____

- 4 day unlimited Metro Card $47.25 per person
- ~~Panoramic City Tour (with guide & transportation): $1,779 total~~
- Optional Dinners at Student-Friendly Restaurants (Pinstripes, Hard Rock, Carmine's, etc.): $225 per person (one salad, one entrée, one dessert and one soda)(transportation not included)

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Itinerary

Complimentary Washington, D.C. Experiences

(*Reservations may be required for groups of 100; subject to availability*)

I will arrange if you can provide days you wish to visit so they will be anticipating your arrival.

- Smithsonian Institution Museums (History, Natural History, American Indian, Portrait Gallery, Air & Space Udvar-Hazy Center, etc.)
- Smithsonian Gardens & Castle
- National Postal Museum
- Hirshhorn, Renwick, Sackler, Freer, and more
- Arlington National Cemetery - Free admission (there may be a cost for guided tours/tram).
- U.S. Capitol Building - Free, but timed tour reservations recommended.
- Library of Congress - Free, timed-entry passes required.
- U.S. Holocaust Memorial Museum - Free, but timed-entry passes required (a small $1 service fee per ticket when reserved online).
- National Museum of African American History and Culture - Free, but timed-entry passes required.
- D.C. Memorial Walk (Lincoln Memorial, MLK Memorial, etc.) - Free.
- White House - Free, but requests must be submitted through a member of Congress (security clearance required).
- National Zoo - Free admission; parking and some attractions/experiences have a fee.
- Mount Vernon (George Washington's Estate) - Admission fee applies (about $28 adults, $15 youth).
- Pentagon 9/11 Memorial - Free, open to the public.

Key Notes

- No hotel space is currently being held; rates subject to availability at booking.
- Convenience factor: Holiday Inn is centrally located by the National Mall—worth weighing location against slight price differences.
- Air seats are being held with Southwest Airlines until 9/8 American Airlines 9/12
- Taxes and fuel surcharges subject to change until ticketing (approx. 30 days prior).
- Double Occupancy is highly recommended/ Triple occupancy is the highest we would recommend
- A group contract will need to be signed once the hotel is decided and specific deposit dates are outlined.

School Letterhead/School Logo

3774

A letter typed on school letterhead/school logo will go out to parents and is to be included in the packet submitted for administrator signature.

Letter needs to include trip details, cost, itinerary, and behavior expectations (See Code of Conduct).

Parents: If interested in being a chaperone, you must be an approved Level 1 Volunteer for the current school year. Complete the application online for Office of Safe Schools and apply early as approvals can take time.

Dana Pearce

Administrator's Signature

9/22/25

Date

F.W. Springstead High School

3300 Mariner Boulevard

Spring Hill, Florida 34609

Phone (352) 797-7010 Fax (352) 797-7110

To: HCSD Board Members
RE: 2026 Senior Trip to Washington, D.C.

To Whom it May Concern:

The Senior Class of 2026 is requesting the opportunity to visit Washington, D.C. in the Spring of 2026. This will be the school's first trip as a Senior Class to the Nation's Capital. We will be traveling on our own this year. Our trip dates are February 19, 2026 – February 23, 2026.

Attached you will find our itinerary for this year's 2026 trip. You will also find the field trip packet completed to the best of our ability. Some information in the field trip packet cannot be provided until future dates, such as students attending, chaperones attending, etc.

We will be flying direct from Tampa International to Reagan National Airport with a total of 45 students.

Upon arrival at Reagan National Airport, we will use the DC Metro for transportation to our hotel and throughout our trip for getting around the city. Students will receive a DC Metro card as part of their package. This card is an unlimited short trip card.

We plan to stay at the Holiday Inn at the National Mall. This hotel is located near a metro station, provides good rates, is located in a safe neighborhood, provides a continental breakfast each morning, and is close to restaurants.

The cost of each student is approximately $1,400. This includes airfare, hotel for 4 nights, breakfast, dinner, D.C. Metro pass, and transportation.

Hotel ($600 per room for 5 nights)
Flight (based on current price $400)
Metro Cards ($50)
Dinners ($225 per person)
Sponsorship shirts ($25)
Total estimated cost of trip = $1,400

The students will not be expected to pay any more than the $1,400 which will cover the costs for the chaperones.

We project this number to fluctuate up or down and exact numbers cannot be determined until we have a commitment from all students.

F.W. Springstead High School

3300 Mariner Boulevard

Spring Hill, Florida 34609

Phone (352) 797-7010 Fax (352) 797-7110

Students will be required to buy lunch on their own each day. There will be various food trucks and restaurants on and around the national mall which is where we stay for lunch each day.

In order to offset the costs students will have the opportunity to participate in fundraising opportunities throughout the school year to raise money to pay for their trip.

We plan to visit the following places while in D.C.

Arlington National Cemetery, where students will get to witness the changing of the guard at the Tomb of the Unknown Soldier. They will visit John F. Kennedy's gravesite where the eternal flame is burning. They will also get to tour Robert E. Lee's home which sits at the top of the hill in Arlington Cemetery.

We will take a tour of the US Capitol Building and hopefully get to see a session in congress.

We will walk the various monuments along the National Mall after sundown to see them lit up.

We will visit the Washington Monument, Lincoln Memorial, World War II Memorial, Vietnam Memorial, Korean War Memorial, Jefferson Memorial, and Martin Luther King Jr. Memorial

Students will have several opportunities to visit the many museums along the National Mall at their leisure. A few favorites are always the Air & Space Museum and Natural History Museum. We will tour the Library of Congress, visit and tour the US National Holocaust Museum and we will attempt to visit and tour the US African American Museum

A list of seniors attending the trip will be given to all parties involved as we get close to the trip date. The list of students going will fluctuate. The most accurate list will be a few weeks prior to the trip.

Airline information with flight numbers will also be provided a month out. Flight numbers change, flight times and schedules also change. A more accurate airline agenda will be provided to all parties involved as we get closer to the trip.

Please let us know if we need to provide any further information.

Respectfully,

Deanna Earles
Kyra Taaffe
Dennis McNerney
SHS Senior Class Trip Sponsors

3774

THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

Educational Activities Permission for Participation

I/We, hereby grant permission for (name of student) _____
to participate in all educational activities and trips for the current school year. I/We, understand that announcement of the activities or trip and location will be made in advance, so that if I/we, were to have any objections, I/we, could easily phone or write the school and my child would not participate in the activity or the trip.

I/We, authorize the school representative, in the exercise of his/her judgment as to necessity, to obtain medical treatment in the event of illness or injury and the undersigned agrees to pay any expense incurred for this treatment.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Student Number _____

Street Address _____

_____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Emergency Contact: Name: _____ Number _____

NOTE: Students who have not returned this form prior to the trip, will not be allowed to attend trip.

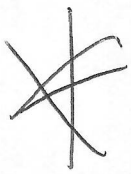
This form will be taken on the trip by the teacher/coach.

3774

Map Map | Filter/Sort | Points | Amenities | Pet friendly | Kitchenette | Free breakfast

63 Hotels Found

Includes taxes and fees



Holiday Inn Washington Capitol - Natl Mall

1 800 972 3159

1 mi (1.61km) from city center

Pets Allowed

1 Pool(s)

In hotel restaurants

EV charging

Health/Fitness Ce

Business Center

180

USD

per night

Select

Holiday Inn Washington-Central/White House

1 800 972 3159

1.09 mi (1.75km) from city center

Feedback

EV charging

Health/Fitness Center

Business Center

Pool

In hotel restaurant

Wireless Internet

Only a

151

USD

per night

Sel

Holiday Inn Express Washington DC Downtov

1 888 HOLIDAY (1 888 465 4329)

1.32 mi (2.12km) from city center

3774

Washington, D.C. Group Travel Proposal

Travel Dates: February 19 - 23, 2026 (4 nights)
Departure City: Tampa, FL

Air Transportation Option #1

- Airline: Southwest Airlines (TPA ↔ DCA)
  - Outbound: TPA 10:00 AM → DCA 12:15 PM (WN 3090)
  - Return: DCA 4:40 PM → TPA 7:20 PM (WN 2513)
- Group Air: 100 seats held @ $445 per seat (price is high as you securing all of you will be together)
- Bonus: 3 complimentary seats (taxes only at $74.25 each)
- Deposit Due: $3,034 by September 8, 2025 (credit card only)
- Final Payment Due: January 2, 2026 (I recommend we rectify prior to Christmas break)
- Once deposited, there is no refund if less than 100 travel

Air Itinerary Option #2

Group # 1 (50 seats)

- **TPA → DCA**: AA 3103, Depart 11:22a, Arrive 1:30p
- **DCA → TPA**: AA 3101, Depart 8:10a, Arrive 10:55a
- Price: $349 pp round trip

Group #2 (50 seats)

- **TPA → DCA**: AA 3103, Depart 1:30p, Arrive 3:40p
- **DCA → TPA**: AA 3103, Depart 10:14a, Arrive 1:00p
- Price: $349 pp round trip

Payment & Ticketing

- Deposit: $5,000 due Sept 12, 2025 ($50 per seat)
- Utilization Date: Dec 15, 2025
- Final Payment: Jan 13, 2026
- Passenger Names Due: Jan 13, 2026 (per passport)
- Ticketing: Jan 16, 2026

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Hernando County School District

OVERNIGHT STAY EMERGENCY INFORMATION

School: Springstead High School

Group/Team: Seniors

Sponsor/Coach: Deana Earles

Dates/Time: FROM: 2/19/26 TO: 2/23/26

Hotel/Motel/Other: Holiday Inn National Mall

(Please include/attach Web print-out, etc. of accommodations)

Address: 550 C St. SW
Washington, D.C. 20024

Hotel Telephone Number: 800 972 3159

Lead Sponsor/Coach Name: Deana Earles

Lead Sponsor/Coach Phone Information:

Daytime Phone Number: ( ) Evening Phone Number: ( )

*Cell Phone Number: (813446781 Other Emergency Phone # (352 584 5700

*(You must have a phone available to reach you, other than the hotel, while you are on the trip.)

2nd Sponsor/Coach Name: Dana Pearce Cell Phone # (352 584 5700

3rd Sponsor/Coach Name: Kyra Taaffe Cell Phone # (352 585 5594

4th Sponsor/Coach Name: Denis McNemely Cell Phone # (352 942 1163

I verify the above is accurate and will be updated if any changes occur prior to the trip.

D. Earles — D Earles

Lead Sponsor/Coach: *Name Printed* — *Signature*

Students to chaperone ratio: 1 chaperone for every 10 students, however, the 1/10 ratio must be same gender chaperone.

Hotel Options (4 Nights with Breakfast & Taxes Included)

Based on 100 passengers, rates are per person - We do not recommend quads. There is not enough space.

Triples would include a roll away or a sofa bed of sorts

1. **Melrose Georgetown Hotel (Full American Buffet)**
   - **Double: $789**
   - **Triple: $630**
   - **Quad: $550**
   - **Single: $1,267**
2. **Hyatt Place Georgetown/West End (Breakfast Buffet)**
   - **Double: $534**
   - **Triple: $389**
   - **Quad: $299**
   - **Single: $1,045**
3. **Holiday Inn Washington DC - National Mall (Hot Buffet Breakfast)**
   - **Double: $778**
   - **Triple: $595**
   - **Quad: $504**
   - **Single: $1,325**

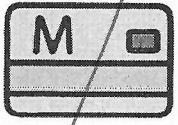
Included:

- **4 nights accommodations**
- **Daily breakfast**
- **Hotel porterage (1 bag per person delivered to room)**
- **Taxes**

Once the specific hotel is chosen, specific details can follow
Not Included:

- **Tips for hotel staff, recommended for housekeeping**

Ground & Tour Options (Additional Cost)



- Roundtrip Airport Transfers (2 x 54-seater coaches): $2,310 per coach

3774

Washington, D.C. Group Travel Pricing Comparison

Airline	Base Cost (Flight + Metro + Dinners)
Southwest	$717.25
American	$621.25

Melrose Georgetown

Occupancy	Southwest	American
Double	$1,506.25	$1,410.25
Triple	$1,347.25	$1,251.25
Quad	$1,267.25	$1,171.25

Hyatt Place Georgetown/West End

Occupancy	Southwest	American
Double	$1,251.25	$1,155.25
Triple	$1,106.25	$1,010.25
Quad	$1,016.25	$920.25

Holiday Inn – National Mall

Occupancy	Southwest	American
Double	$1,495.25	$1,399.25
Triple	$1,312.25	$1,216.25
Quad	$1,221.25	$1,125.25

3774

HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Eales	Deana	m	14619
POSITION			SCHOOL/COST CENTER
ESE Inc tchr			SHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other _____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) chap field trip

Destination Washington DC

BEGINNING	ENDING
Time 6:55 AM ____ PM	Time ____ AM 2:10 PM
Day of Week thurs	Day of Week mon.
Date 2/19/26	Date 2/23/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant Deana Eales Date 9/19/26

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor Dana Pearce Date 9/22/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any):

Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

SO-Per-025
November 2020
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DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

3774

HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
McKerney	Denis		13307
POSITION			**SCHOOL/COST CENTER**
Teacher			SHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other _____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) chaperone field trip

Destination Washington DC

BEGINNING	ENDING
Day of Week Thurs	Day of Week Mon
Time 6:55 AM ____ PM	Time ____ AM 2:10 PM
Date 2/19/26	Date 2/23/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date 9/19/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor Dana Pearce Date 9/19/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any):

Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

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November 2020
Reorder from Printing

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

3774

HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Pearce	Dana		0396
POSITION: Principal			SCHOOL/COST CENTER: SHS 0181

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other _____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) Chaperone Field Trip

Destination Washington DC

BEGINNING	ENDING
Time 7:00 AM ____ PM	Time ____ AM 3:00 PM
Day of Week Thurs. Date 2/19/26	Day of Week Monday Date 2/23/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant Dana Pearce Date 9/22/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor ✗ [signature] Date 9/23/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

SO-Per-025
November 2020
Reorder from Printing

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

3774

HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Taaffe	Kyra		08398
POSITION			SCHOOL/COST CENTER
Bdg. Coach			JHS

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)
- ☐ Per Diem
- ☐ Registration
- ☐ Mileage
- ☐ Hotel Expense (Single Room Rate)
- ☐ Meals

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

Number of Hours Requested 23.25

Purpose/Benefit (DO NOT use acronyms) Chaperone field trip

Destination Washington, DC

BEGINNING	ENDING
Time 655 AM _____ PM	Time _____ AM 240 PM
Day of Week Thurs Date 2/19/26	Day of Week Mon Date 2/23/26

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

TRAVEL EXPENSE CHARGED TO:

FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant Kyra Taaffe Date 9/22/25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor Dana Perna Date 9/22/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

SO-Per-025
November 2020
Reorder from Printing

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

Complete Section A or B; and C

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

A. Item Currently Budgeted -

Account Name: Senior Class Washington DC Field Trip

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
	8020	9800	3330	0181	92200	20260

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 29,588.00	$ 56,000.00	$	$ 29,588.00	$ 70,000.00	$ 15,588.00

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$	$	$	$	$	$

B. Item Currently Not Budgeted -**

Funding Source: _____

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

Funding Source: _____

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ◉

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

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

Hernando School District

School Board Regular Meeting

Agenda Item # 12. 26-3327 10/7/2025

Title and Board Action Requested
Accept the Audit of BEST Academy for Fiscal Year Ending June 30, 2025

Executive Summary
The Chief Financial Officer, on behalf of the Superintendent of Schools, hereby requests the Board accept the 2024-2025 Audit Report for BEST Academy. In accordance with the charter school contract and Section 1002.33 (9) (g), Florida Statutes, attached is the audit of BEST Academy for fiscal year ending June 30, 2025. The audit was performed by the CPA firm, King & Walker, CPA's, PL.

My Contact
Joyce McIntyre
Chief Financial Officer
352-797-7004 Ext.438

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.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.

A Charter School and Component Unit of the
District School Board of Hernando County, Florida

INDEPENDENT AUDITOR'S REPORT

for the fiscal year ended JUNE 30, 2025

King & Walker, CPAs, PL

Certified Public Accountants

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BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.

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KING & WALKER
CERTIFIED PUBLIC ACCOUNTANTS

Members:
Florida Institute of CPAs
American Institute of CPAs
Government Audit Quality Center

2803 W. Busch Blvd Ste 106
Tampa, FL 33618
office (813) 892-4274 fax (813) 932-1913
www.KingandWalker.com

Independent Auditor's Report

To the Board of Directors of the Brooksville Engineering, Science & Technology Academy, Inc.,
a Charter School and Component Unit of the District
School Board of Hernando County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Brooksville Engineering, Science & Technology Academy, Inc., ("School") a charter school and component unit of the District School Board of Hernando County, Florida, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the School, as of June 30, 2025 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the Budgetary Comparison Schedule, and Note to Required Supplementary Information, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report August 19, 2025, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's, internal control over financial reporting and compliance.

August 19, 2025
Tampa, Florida

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.

A Charter School and Component Unit of the District School Board of Hernando County, Florida

MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)

The Management's Discussion and Analysis (MD&A) section of the annual financial report of the Brooksville Engineering, Science & Technology Academy, Inc., ("School") provides an overview of the School's financial activities for the fiscal year ended June 30, 2025.

Because the information contained in the MD&A is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School's financial statements and notes to financial statements, as listed in the table of contents.

It is to be noted that the School merged with Mid Florida Community Services, Inc., in July 2025. The charter school will be operated under Mid Florida Community Services, Inc. starting with the 2025-26 school year.

FINANCIAL HIGHLIGHTS

- For the fiscal year ended June 30, 2025, the School's expenses exceeded revenues as shown on the School's statement of activities by $32,920.
- As shown on the statement of net position, the School reported an unrestricted net position balance of $126,172.

OVERVIEW OF THE FINANCIAL STATEMENTS

The basic financial statements consist of three components:

- ✓ Government-wide financial statements
- ✓ Fund financial statements
- ✓ Notes to financial statements

Government-Wide Financial Statements

The government-wide financial statements provide both short-term and long-term information about the School's overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of net position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of net position provides information about the government's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the School. The statement of activities presents information about the change in the School's net position and the results of operations, during the fiscal year. An increase or decrease in net position is an indication of whether the School's financial health is improving or deteriorating. To assess the overall financial position of the School, one needs to consider additional non-financial factors such as changes in the School student base funding level.

Fund Financial Statements

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide more detailed information about the School's financial activities, focusing on its most significant funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide financial statements.

Governmental Funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund financial statements to provide information on near-term inflows and outflows of spendable resources as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund financial statements provide a detailed short-term view that may be used to evaluate the School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental fund to governmental activities.

The School operates the following funds; a General Fund to account for its general operations and internal account activities, a Capital Projects Fund to account for financial resources that are restricted, committed or assigned to expenditures for capital outlays, and a Special Revenue Fund to account for Federal grant programs. For reporting purposes, the General Fund is considered a major fund. Data from the other governmental funds are combined into a single aggregate presentation.

The School adopts an annual budget for its General Fund. A budgetary comparison schedule, as required, has been provided for the General Fund to demonstrate compliance with the budget.

Notes to Financial Statements

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of the School's current and prior year net position:

Net Position, End of Year

	Governmental Activities		
	6-30-24	6-30-25	Increase (Decrease)
ASSETS			
Current and Other Assets	$ 177,950	$ 134,773	$ (43,177)
Capital Assets, Net	182,699	157,576	(25,123)
Total Assets	360,649	292,349	(68,300)
LIABILITIES			
Current Liabilities	$ 3,202	$ 8,601	$ 5,399
Noncurrent Liabilities	178,838	138,059	(40,779)
Total Liabilities	182,040	146,660	(35,380)
NET POSITION			
Net Investment in Capital Assets	3,861	19,517	15,656
Unrestricted	174,748	126,172	(48,576)
Total Net Position	$ 178,609	$ 145,689	$ (32,920)

Current Assets consist of cash and cash equivalents. Capital assets increased due to the inception of a long-term leased asset agreement. Liabilities consist of accounts payable and a long-term lease liability. Total Net Position amounted to $145,689 which included an Unrestricted Net Position balance of $126,172.

The following is a summary of the School's net change in position for the current and prior year:

Operating Results for the Year

	Governmental Activities		
	6-30-24	6-30-25	Increase (Decrease)
Revenues:			
Federal Through State and Local	$ 36,649	$ 104,958	$ 68,309
State	767,474	725,661	(41,813)
Local and Other	95,322	126,307	30,985
Total Revenues	899,445	956,926	57,481
Expenses:			
Instruction	472,622	523,597	50,975
Instructional Staff Training	256	560	304
Board	8,954	9,337	383
General Administration	34,235	33,297	(938)
School Administration	221,501	262,139	40,638
Fiscal Services	1,249	1,485	236
Student Transportation	7,644	3,912	(3,732)
Operation of Plant	31,950	48,330	16,380
Community Service	30,371	50,759	20,388
Debt Service - Interest	11,991	9,621	(2,370)
Unallocated Depreciation /Amortiztion	43,190	46,809	3,619
Total Expenses	863,963	989,846	125,883
Increase/(Decrease) in Net Position	$ 35,482	$ (32,920)	$ (68,402)

The largest revenue source for the School is the State of Florida (76%). Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula. The FEFP formula utilizes student enrollment data to determine the funds available for the School.

The largest concentration of expenses is in Instruction which accounted for 53% of total expenditures, and consists primarily of teachers' salaries.

FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

Governmental Funds

As the School completed the year, its governmental funds reported a combined fund balance of $126,172.

BUDGETARY HIGHLIGHTS

The General Fund budget for the fiscal year ended June 30, 2025, was developed based on the School's anticipated revenues and expenditures and the expected student population for the school year. Over the course of the year, management monitors the budget and may revise the budget. Refer to the Budgetary Comparison Schedule for additional information.

CAPITAL ASSETS

The School's investment in capital assets for its governmental activities as of June 30, 2025, amounts to $157,576 (net of accumulated depreciation/amortization). This investment in capital assets includes leased asset-building, furniture, fixtures, and equipment and motor vehicles. Additional information regarding the School's capital assets can be found in the notes to the financial statements.

DEBT

The School has entered into a long-term lease for its educational facility through June 30, 2028. This lease has been reported as long-term debt under guidance from GASB 87 in the amount of $217,247. Additional information regarding the long-term debt can be found in the notes to the financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the School's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Principal, Brooksville Engineering, Science & Technology Academy, Inc., 835 School Street, Brooksville, Florida 34601.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF NET POSITION
June 30, 2025

	Government Activities
ASSETS	
Cash & Cash Equivalents	$ 134,773
Capital Assets:	
Leased Assets - Buildings, Net	138,058
Furniture, Fixtures, and Equipment, Net	19,518
Motor Vehicles, Net	-
Total Capital Assets	157,576
TOTAL ASSETS	292,349
LIABILITIES	
Accounts Payable	5,981
Deferred Revenue	2,620
Noncurrent Liabilities:	
Due Within One Year:	
Long-term Lease Payable	43,294
Due After One Year:	
Long-term Lease Payable	94,765
TOTAL LIABILITIES	146,660
NET POSITION	
Net Investment in Capital Assets	19,517
Unrestricted	126,172
TOTAL NET POSITION	$ 145,689

The accompanying notes to the financial statements are an integral part of this statement.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.

A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF ACTIVITIES

For the Fiscal Year Ended June 30, 2025

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenue and Changes Net Position: Governmental Activities
Governmental Activities:					
Instruction	$ 523,597	$ -	$ 7,252	$ -	$ (516,345)
Instructional Staff Training	560		-		(560)
Board	9,337		-		(9,337)
General Administration	33,297		-		(33,297)
School Administration	262,139		-		(262,139)
Fiscal Services	1,485		-		(1,485)
Student Transportation	3,912		-		(3,912)
Operation of Plant	48,330		6,015		(42,315)
Community Service	50,759	48,314	-		(2,445)
Debt Service - Interest	9,621		-		(9,621)
Unallocated Depreciation/Amortization	46,809		-		(46,809)
Total Governmental Activities	$ 989,846	$ 48,314	$ 13,267	$ -	(928,265)
General Revenue					
State Sources					725,661
Local and Other					77,993
Grants not restricted to specific program					91,691
Total General Revenues					895,345
Change in Net Position					(32,920)
Net Position - July 1, 2024					178,609
Net Position - June 30, 2025					$ 145,689

The accompanying notes to the financial statements are an integral part of this statement.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2025

	General Fund	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash & Cash Equivalents	$ 134,773	$ -	$ 134,773
Total Assets	$ 134,773	$ -	$ 134,773
LIABILITIES			
Accounts Payable	$ 5,981	$ -	$ 5,981
Deferred Revenue	2,620	-	2,620
Total Liabilities	8,601	-	8,601
FUND BALANCES			
Unassigned	126,172	-	126,172
Total Fund Balances	126,172	-	126,172
Total Liabilities and Fund Balances	$ 134,773	$ -	$ 134,773

The accompanying notes to the financial statements are an integral part of this statement.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION

June 30, 2025

Total Fund Balances - Governmental Funds		$ 126,172
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets, net of accumulated depreciation/amortization, used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.		157,576
Long-term liabilities are not due and payable in the current period and therefore, are not reported as liabilities in the governmental funds.		
Long-term Lease Payable	(138,059)	(138,059)
Total Net Position - Governmental Activities		$ 145,689

The accompanying notes to financial statements are an integral part of this statement.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2025

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues			
Intergovernmental:			
Federal Through State and Local	$ 91,691	$ 13,267	$ 104,958
State	672,656	53,005	725,661
Local and Other	126,307	-	126,307
Total Revenues	890,654	66,272	956,926
Expenditures			
Current - Education:			
Instruction	516,345	7,252	523,597
Instructional Staff Training	560	-	560
Board	9,337	-	9,337
General Administration	33,297	-	33,297
School Administration	262,139	-	262,139
Fiscal Services	1,485	-	1,485
Student Transportation	3,912	-	3,912
Operation of Plant	42,315	6,015	48,330
Community Service	50,759	-	50,759
Fixed Capital Outlay:			
Other Capital Outlay	21,686	-	21,686
Debt Service:		-	
Principal	40,779	-	40,779
Interest	9,621	-	9,621
Total Expenditures	992,235	13,267	1,005,502
Excess/(Deficiency) of Revenues Over Expenditures	(101,581)	53,005	(48,576)
Other Financing Sources (Uses):			
Transfers In/(Out)	53,005	(53,005)	-
Total Other Financing Sources (Uses)	53,005	(53,005)	-
Net Change in Fund Balances	(48,576)	-	(48,576)
Fund Balances, July 1, 2024	174,748	-	174,748
Fund Balances, June 30, 2025	$ 126,172	$ -	$ 126,172

The accompanying notes to financial statements are an integral part of this statement.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES

For the Fiscal Year Ended June 30, 2025

Net Change in Fund Balances - Governmental Funds		$ (48,576)
Amounts reported for governmental activities in the statement of activities are different because:		
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives as depreciation/amortization expense.		
Capital Outlays	21,686	
Depreciation/Amortization Expense	(46,809)	(25,123)
The repayment of principal of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term debt in the statement of net position.		40,779
Change in Net Position - Governmental Activities		$ (32,920)

The accompanying notes to the financial statements are an integral part of this statement.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- **Reporting Entity**

Brooksville Engineering, Science & Technology Academy, Inc., ("School") is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the Board of Directors, which is comprised of not less than three members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the District School Board of Hernando County, Florida, ("District"). In July 2025, the School merged with Mid Florida Community Services, Inc. (a Florida not-for-profit corporation) and the District approved a consent to assignment of charter agreement effective on the date of the merger. The assigned charter is effective through June 30, 2038, and is subject to annual review and may be renewed by mutual agreement between the School and the District.

The School is considered a component unit of the District; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

Criteria for determining if other entities are potential component units which should be reported within the School's basic financial statements are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. The application of these criteria provides for identification of any entities for which the School is financially accountable and other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the School's basic financial statements to be misleading or incomplete. Based on these criteria, no component units are included within the reporting entity of the School.

- **Basis of Presentation**

Government-wide Financial Statements - Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are

not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements - Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School's major governmental fund is as follows:

- General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.

Financial data from the remaining governmental funds are presented in the aggregate**.**

- **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are prepared using the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 30 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

- **Cash and Cash Equivalents**

  Cash and cash equivalents consist of demand deposits and a certificate of deposit with financial institutions. Deposits on hand at financial institutions are insured by the Federal Deposit Insurance Company up to $250,000.

- **Capital Assets**

  Expenditures for capital assets acquired or constructed for general School purposes are reported in the governmental fund that financed the acquisition or construction. The capital assets so acquired are reported at cost in the government-wide statement of net position but are not reported in the governmental fund financial statements. Capital assets are defined by the School as those costing more than $1,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed

  Capital assets are depreciated/amortized using the straight-line method over the following estimated useful lives:

Description	Estimated Lives
Leased Asset - Buildings	5 years
Furniture, Fixtures and Equipment	3 - 5 years
Motor Vehicles	5 years

- **Noncurrent Liabilities**

  Long-term debt obligations that will be financed by resources to be received in the future by the general fund are reported in the government-wide financial statements, not in the general fund.

- **Deferred Outflows/Inflows of Resources**

  In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

  In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until then. The School does not have any items that qualify for reporting in this category.

- **Net Position and Fund Balance Classification**

Government-wide Financial Statements

Net Position are classified and reported in three components:

- Net Investment in Capital Assets – consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributed to the acquisition or improvement of those assets.
- Restricted Net Position – consists of net position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- Unrestricted Net Position – all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Fund Financial Statements

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions,* defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be reported within one of the following fund balance categories:

- Nonspendable – fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned). All nonspendable fund balances at year end relate to assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the School's Board of Governance.
- Assigned – fund balance that is intended to be used by the School's management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount for the School's general fund and includes all spendable amounts not contained in the other classifications.

- **Order of Fund Balance Spending Policy**

  The School's policy is to apply expenditures against nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First, nonspendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including nonspendable amounts). Any remaining fund balance amounts for the non-general funds are to be classified as restricted fund balance. It is possible for the non-general funds to be classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the amount of restricted fund balances for specific purposes exceed the positive fund balance for non-general fund.

- **Revenue Sources**

  Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent students and related data to the District.

  Under provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent (FTE) students reported by the School during designated full-time equivalent student survey periods. The Department may also adjust subsequent fiscal period allocations based upon an audit of the School's compliance in determining and reporting FTE and related data. Normally, such adjustments are treated as reductions or additions of revenue in the year when the adjustments are made.

  The basic amount of funding through the FEFP under Section 1011.62 is the product of the (1) unweighted FTE, multiplied by (2) the cost factor for each program, multiplied by (3) the base student allocation established by the legislature. Additional funds for exceptional students who do not have a matrix of services are provided through the guaranteed allocation designated in Section 1011.62(1)(e)2., Florida Statutes. For the fiscal year ended June 30, 2025, the School reported 85.68 unweighted FTE and 85.68 weighted FTE.

  FEFP funding may also be adjusted as a result of subsequent FTE audits conducted by the Florida Auditor General pursuant to Section 1010.305, Florida Statutes, and Rule 6A-1.0453, Florida Administrative Code (FAC). Schools are required to maintain the following documentation for three years or until the completion of an FTE audit:

- Attendance and membership documentation (Rule 6A-1.044, FAC).
- Teacher certificates and other certification documentation (Rule 6A-1.0503, FAC).
- Documentation for instructors teaching out-of-field (Rule 6A-1.0503, FAC).
- Procedural safeguards for weighted programs (Rule 6A-6.03411, FAC).
- Evaluation and planning documents for weighted programs (Section 1010.305, Florida Statutes, and Rule 6A-6.03411, FAC).

The School receives Federal or state awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For Federal or state awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred.

The School receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based upon a capital outlay plan submitted to the District and are to be used for lease, rent or construction of school facilities. The School also receives funding through donations and fundraising efforts, school lunch sales and local property tax collections.

The School follows the policy of applying restricted resources prior to applying unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

- **Income Tax**

The School is exempt from Federal tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements. Additionally, no uncertain tax positions have been made requiring disclosure in the related note to financial statements. The School's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

- **Use of Estimates**

In preparing the financial statements in conformity with generally accepted accounting principles in the United States (GAAP) management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the statement of Net Position and affect revenues and expenditures for the period presented. Actual results could differ from those estimates.

- **Subsequent Events**

  Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. It is to be noted that the School merged with Mid Florida Community Services, Inc., in July 2025. The charter school will be operated under Mid Florida Community Services, Inc., starting with the 2025-26 school year.

2. CASH DEPOSITS

Custodial Credit Risk – Deposits. In the case of deposits, this is the risk that in the event of a bank failure, the School's deposits may not be returned to the School. The School does not have a custodial credit risk policy. All cash deposits are held in banks that qualify as public depositories under Florida law. All such deposits are insured by Federal depository insurance and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

3. CHANGES IN CAPITAL ASSETS

Changes in capital assets are presented in the table below:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Furniture, Fixtures and Equipment	$ 95,171	$ 21,686	$ -	$ 116,857
Motor Vehicles	96,381	-		96,381
Leased Asset-Buildings	217,247	-		217,247
Total Capital Assets	408,799	21,686	-	430,485
Less Accumulated Depreciation/Amortization for:				
Furniture, Fixtures and Equipment	(91,309)	(6,030)		(97,339)
Motor Vehicles	(96,381)	-		(96,381)
Leased Asset-Buildings	(38,410)	(40,779)		(79,189)
Total Accumulated Depreciation/Amortization	(226,100)	(46,809)	-	(272,909)
Governmental Activities Capital Assets, net	$ 182,699	$ (25,123)	$ -	$ 157,576

All depreciation/amortization expense was shown as unallocated on the Statement of Activities.

4. LONG-TERM LEASE PAYABLE

The School leases its educational facility under a noncancelable lease beginning July 1, 2023, to June 30, 2028. The lease requires the School to pay insurance and other costs. Rent is payable monthly at a rate of $4,200 per month. The fair value of the leased asset is $217,247. Amortization of the leased asset recorded under this lease is included with depreciation/amortization expense in the accompanying financial statements.

Future minimum lease payments and the present value of the minimum lease payments as of June 30 are as follows: (imputed borrowing rate of 6%).

Fiscal Year Ending June 30	Total	Principal	Interest
2026	$ 50,400	$ 43,294	$ 7,106
2027	50,400	45,965	4,435
2028	50,400	48,800	1,600
Total	$ 151,200	$ 138,059	$ 13,141

5. CHANGES IN LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities:

	Beginning Balance	Additions	Deductions	Ending Balance	Due in One Year
GOVERNMENTAL ACTIVITIES:					
Leased Assets	$ 178,838	$ -	$ (40,779)	$ 138,059	43,294
Total Governmental Activities	$ 178,838	$ -	$ (40,779)	$ 138,059	$43,294

6. SCHEDULE OF STATE REVENUE SOURCES

The following is a schedule of the School's State revenue:

Source	Amount
Florida Education Finance Program	$ 593,060
Categorical Programs:	
Class Size Reduction	77,791
Charter School Capital Outlay	53,005
Miscellaneous	1,805
Total State Revenue	$ 725,661

As provided in the charter school contract, the District has charged the School an administrative fee equal to $34,235.

7. INTERFUND TRANSFERS

The Capital Projects Fund transferred $53,005 to the General Fund for the payment of the School's facility lease. The amounts of interfund transfers are netted together and not reported in the statement of net position or the statement of activities.

8. FUNDING AND CREDIT CONCENTRATIONS

The School receives substantially all of its support and revenue from Federal, state and local funding sources, passed through the District, in the form of performance and budget based contracts. Continuing operation of the School is greatly dependent upon the continued support of these governmental agencies.

9. COMMITMENTS AND CONTINGENT LIABILITIES

The School participates in state grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies, therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectibility of any related receivables at June 30, 2025, may be impaired.

In the opinion of the School, there are no significant liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

10. PENSION PLAN

The School participates in a defined contribution tax sheltered annuity SIMPLE plan under IRS regulation Section 408(p) plan. Eligible employees are allowed to contribute to the plan and the School is obligated to match the employee's contribution up to 3 percent of their annual salary. Contributions are directed to individual employee's accounts, and the individual employees allocate contributions and account balances among various available investment choices, therefore, the School has no liability for the administration or payments of benefits of the plan, and accordingly, the present value of the related benefits is not reflected in these financial statements. The rate of contribution is set annually by the School's Board of Directors.

11. RISK MANAGEMENT PROGRAMS

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School carries commercial insurance. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

12. LEGAL MATTERS

In the normal course of conducting its operations, the School occasionally becomes party to various legal actions and proceedings. In the opinion of management, the ultimate resolution of such legal matters will not have a significant adverse effect on the accompanying financial statements.

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY ACADEMY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND (UNAUDITED)
For the Fiscal Year Ended June 30, 2025

	General Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Revenues:				
Intergovernmental:				
Federal Through State and Local	$ 105,000	$ 91,691	$ 91,691	$ -
State	803,800	672,656	672,656	-
Local and Other	119,300	126,307	126,307	-
Total Revenues	1,028,100	890,654	890,654	-
Expenditures:				
Current - Education:				
Instruction	487,486	516,345	516,345	-
Instructional Staff Training	-	560	560	-
Board	12,500	9,337	9,337	-
General Administration	30,000	33,297	33,297	-
School Administration	163,816	262,139	262,139	-
Fiscal Services	1,500	1,485	1,485	-
Student Transportation	30,000	3,912	3,912	-
Operation of Plant	100,000	42,315	42,315	-
Community Service	40,000	50,759	50,759	-
Fixed Capital Outlay:				
Facilities Acquisition & Construction		-	-	-
Other Capital Outlay		21,686	21,686	-
Debt Service:				
Principal	40,779	40,779	40,779	-
Interest	9,621	9,621	9,621	-
Total Expenditures	915,702	992,235	992,235	-
Excess (Deficiency) of Revenues Over Expenditures	112,398	(101,581)	(101,581)	-
Other Financing Sources (Uses):				
Transfers In/(Out)	38,000	53,005	53,005	-
Total Other Financing Sources (Uses)	38,000	53,005	53,005	-
Net Change in Fund Balance	150,398	(48,576)	(48,576)	-
Fund Balance, July 1, 2024	174,748	174,748	174,748	-
Fund Balance, June 30, 2025	$ 325,146	$ 126,172	$ 126,172	$ -

See Independent Auditor's Report

BROOKSVILLE ENGINEERING, SCIENCE & TECHNOLOGY, INC.

A Charter School and Component Unit of the District School Board of Hernando County, Florida

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2025

1. BUDGETARY BASIS OF ACCOUNTING

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g., instruction, pupil personnel services and school administration). Budgets may be amended by resolution at any Board meeting prior to the date for the annual report.

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

To the Board of Directors of the Brooksville Engineering, Science & Technology Academy, Inc.,
a Charter School and Component Unit of the District
School Board of Hernando County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Brooksville Engineering, Science & Technology Academy, Inc. ("School"), a charter school and component unit of the District School Board of Hernando County, Florida, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated August 19, 2025.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

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

Purpose of This Report

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

August 19, 2025
Tampa, Florida

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Management Letter as Required by Rules of the Florida Auditor General, Chapter 10.850, Florida Statutes, *Charter School Audits*

To the Board of Directors of Brooksville Engineering, Science & Technology Academy, Inc.,
a Charter School and Component Unit of the
District School Board of Hernando County, Florida

Report on the Financial Statements

We have audited the financial statements of the Brooksville Engineering, Science & Technology Academy, Inc. ("School"), a Charter School and Component Unit of the District School Board of Hernando County, Florida, as of and for the fiscal year ended June 30, 2025, and have issued our report thereon dated August 19, 2025 .

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States and Chapter 10.850, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedule, which are dated August 19, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings in the previous audit report.

Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires that the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are Brooksville Engineering, Science & Technology Academy, Inc., 274461.

Financial Condition and Management

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the School did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the School. It is management's responsibility to monitor the School's financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Transparency

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the School maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the School maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies the Board of Directors, applicable management, and District School Board of Hernando County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

August 19, 2025
Tampa, Florida

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Agenda Item # 13. 26-3328 10/7/2025

Title and Board Action Requested
Accept the Audit of Gulf Coast Academy for Fiscal Year Ending June 30, 2025

Executive Summary
The Chief Financial Officer, on behalf of the Superintendent of Schools, hereby requests the Board accept the 2024-2025 Audit Report for Gulf Coast Academy. In accordance with the charter school contract and Section 1002.33 (9) (g), Florida Statutes, attached is the audit of Gulf Coast Academy for fiscal year ending June 30, 2025. The audit was performed by the CPA firm, King & Walker, CPA's, PL.

My Contact
Joyce McIntyre
Chief Financial Officer
352-797-7004 Ext.438

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.

GULF COAST ACADEMY OF SCIENCE AND TECHNOLOGY, INC.

A Charter School and Component Unit of the
District School Board of Hernando County, Florida

INDEPENDENT AUDITOR'S REPORT

for the fiscal year ended JUNE 30, 2025

King & Walker, CPAs, PL

Certified Public Accountants

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GULF COAST ACADEMY OF SCIENCE AND TECHNOLOGY, INC.

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Independent Auditor's Report

To the Board of Directors of the Gulf Coast Academy of Science and Technology, Inc.,
a Charter School and Component Unit of the District
School Board of Hernando County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of the Gulf Coast Academy of Science and Technology, Inc. ("School"), a charter school and component unit of the District School Board of Hernando County, Florida, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the School, as of June 30, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the Budgetary Comparison Schedule, and Note to Required Supplementary Information, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report July 28, 2025, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

July 28, 2025
Tampa, Florida

The Management's Discussion and Analysis (MD&A) section of the annual financial report of the Gulf Coast Academy of Science and Technology, Inc. ("School"), provides an overview of the School's financial activities for the fiscal year ended June 30, 2025.

Because the information contained in the MD&A is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School's financial statements and notes to financial statements found in the table of contents.

FINANCIAL HIGHLIGHTS

- For the fiscal year ended June 30, 2025, the School's expenses exceeded revenues as shown on the School's statement of revenues, expenditures, and changes in fund balances-governmental funds by $1,615.
- As shown on the statement of net position, the School reported an unrestricted net position balance of $428,703.

OVERVIEW OF THE FINANCIAL STATEMENTS

The basic financial statements consist of three components:

- ✓ Government-wide financial statements
- ✓ Fund financial statements
- ✓ Notes to financial statements

Government-Wide Financial Statements

The government-wide financial statements provide both short-term and long-term information about the School's overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of net position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of net position provides information about the government's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the School. The statement of activities presents information about the change in the School's net position and the results of operations, during the fiscal year. An increase or decrease in net position is an indication of whether the School's financial health is improving or deteriorating. To assess the overall financial position of the School, one needs to consider additional non-financial factors such as changes in the School student base funding level.

Fund Financial Statements

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide more detailed information about the School's financial activities, focusing on its most significant funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide financial statements.

Governmental Funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund financial statements to provide information on near-term inflows and outflows of spendable resources as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund financial statements provide a detailed short-term view that may be used to evaluate the School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental fund to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the School's most significant funds. The School operates the following funds; a General Fund to account for its general operations, a Special Revenue Fund to account for Federal grant programs, and a Capital Projects Fund to account for charter school capital outlay funds. For reporting purposes, the School has elected to show all funds as major funds.

The School adopts annual budgets for its governmental funds. A budgetary comparison schedule, as required, has been provided for the General Fund and Major Special Revenue Fund to demonstrate compliance with the budgets.

Notes to Financial Statements

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of the School's current year and prior year net position:

Net Position, End of Year

	Governmental Activities		
	6-30-24	6-30-25	Increase (Decrease)
ASSETS			
Current and Other Assets	$ 491,135	$ 482,589	$ (8,546)
Capital Assets, Net	1,311,393	1,188,987	(122,406)
Total Assets	1,802,528	1,671,576	(130,952)
LIABILITIES			
Current Liabilities	64,047	53,886	(10,161)
Noncurrent Liabilities	1,226,805	1,130,132	(96,673)
Total Liabilities	1,290,852	1,184,018	(106,834)
NET POSITION			
Net Investment in Capital Assets	84,588	58,855	(25,733)
Unrestricted	427,088	428,703	1,615
Total Net Position	$ 511,676	$ 487,558	$ (24,118)

Current Assets consist of cash and cash equivalents, amounts due from a related School. Liabilities consist of salaries and benefits payable, accounts payable, the long-term note payable for the purchase of a school bus, and a long-term lease payable for the School facility. Total Net Position amounted to $487,558 which included an Unrestricted Net Position balance of $428,703.

The following is a summary of the School's change in net position for the current and prior year:

Operating Results for the Year

	Governmental Activities		
	6-30-24	6-30-25	Increase (Decrease)
Revenues:			
Federal Through State and Local	$ 153,862	$ 1,739	$ (152,123)
State	1,756,524	2,087,574	331,050
Local and Other	438,410	360,537	(77,873)
Total Revenues	2,348,796	2,449,850	101,054
Expenses:			
Instruction	1,395,278	1,481,020	85,742
Instructional Media	-	1,038	1,038
Board	93,701	88,949	(4,752)
General Administration	30,126	36,955	6,829
School Administration	473,589	485,918	12,329
Fiscal Services	3,693	4,738	1,045
Student Transportation	80,150	86,703	6,553
Operation of Plant	59,467	61,878	2,411
Debt Service - Interest	107,019	100,173	(6,846)
Unallocated Depreciation/Amortization	128,482	126,596	(1,886)
Total Expenses	2,371,505	2,473,968	102,463
Increase/(Decrease) in Net Position	$ (22,709)	$ (24,118)	$ (1,409)

The largest revenue source for the School is the State of Florida (78%). Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula. The FEFP formula utilizes student enrollment data to determine the funds available for the School.

The largest concentration of expenses is in the Instructional related functions (60%).

FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

Governmental Funds

As the School completed the year, its governmental funds reported a combined fund balance of $428,703.

BUDGETARY HIGHLIGHTS

The budgets for each fund for the fiscal year ended June 30, 2025, were developed based on the School's anticipated revenues and expenditures, the expected student population for the school year, and Federal grant programs for the school year. For the fiscal year ended June 30, 2025, the actual expenditures were equal to the final budget. Refer to the Budgetary Comparison Schedule for additional information.

CAPITAL ASSETS

The School's investment in capital assets for its governmental activities as of June 30, 2025, amounts to $1,188,987 (net of accumulated depreciation/amortization). This investment in capital assets includes furniture, fixtures, and equipment, motor vehicles, and the leased School facility. Additional information regarding the School's capital assets can be found in the notes to the financial statements.

DEBT

The School has a loan for the purchase of a bus in the 2020-21 fiscal year. In addition, the School has entered into a long-term lease for its School facility through June 30, 2035. This lease has been reported as long-term debt under guidance from GASB 87 in the original amount of $1,418,462. The long-term lease liability ends June 30, 2035. Additional information regarding long-term debt can be found in the notes to the financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Gulf Coast Academy of Science and Technology, Inc.'s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director, Gulf Coast Academy of Science and Technology, Inc., 2139 Deborah Drive, Spring Hill, Florida 34609.

GULF COAST ACADEMY OF SCIENCE & TECHNOLOGY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF NET POSITION
June 30, 2025

	Government Activities
ASSETS	
Cash & Cash Equivalents	$ 418,106
Due From Other Agency	64,483
Capital Assets:	
Leased Asset-Building, Net	1,125,918
Furniture, Fixtures, and Equipment, Net	55,075
Motor Vehicles, Net	7,994
Total Capital Assets	1,188,987
TOTAL ASSETS	1,671,576
LIABILITIES	
Salaries and Benefits Payable	8,901
Accounts Payable	44,985
Noncurrent Liabilities:	
Due Within One Year:	
Notes Payable	4,215
Long-term Lease Payable	84,750
Due After One Year:	
Long-term Lease Payable	1,041,167
TOTAL LIABILITIES	1,184,018
NET POSITION	
Net Investment in Capital Assets	58,855
Unrestricted	428,703
TOTAL NET POSITION	$ 487,558

The accompanying notes to the financial statements are an integral part of this statement.

GULF COAST ACADEMY OF SCIENCE & TECHNOLOGY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2025

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenue and Changes Net Position: Governmental Activities
Governmental Activities:					
Instruction	$ 1,481,020	$ 318,462	$ 1,739	$ -	$ (1,160,819)
Instructional Media	1,038		-		(1,038)
Board	88,949	-	-	-	(88,949)
General Administration	36,955	-	-	-	(36,955)
School Administration	485,918	-	-	-	(485,918)
Fiscal Services	4,738	-	-	-	(4,738)
Student Transportation	86,703	-	-	-	(86,703)
Operation of Plant	61,878	-	-	-	(61,878)
Debt Service - Interest	100,173	-	-	-	(100,173)
Unallocated Depreciation/Amortization	126,596	-	-	-	(126,596)
Total Governmental Activities	$ 2,473,968	$ 318,462	$ 1,739	$ -	(2,153,767)
General Revenue					
State Sources					1,917,541
Local and Other					212,108
Total General Revenues					2,129,649
Change in Net Position					(24,118)
Net Position - July 1, 2024					511,676
Net Position - June 30, 2025					$ 487,558

The accompanying notes to the financial statements are an integral part of this statement.

GULF COAST ACADEMY OF SCIENCE & TECHNOLOGY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2025

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash & Cash Equivalents	$ 418,106	$ -	$ -	$ 418,106
Due From Other Agency	64,483	-	-	64,483
Total Assets	$ 482,589	$ -	$ -	$ 482,589
LIABILITIES				
Salaries and Benefits Payable	$ 8,901	$ -	$ -	$ 8,901
Accounts Payable	44,985	-	-	44,985
Total Liabilities	53,886	-	-	53,886
FUND BALANCES				
Unassigned	428,703	-	-	428,703
Total Fund Balances	428,703	-	-	428,703
Total Liabilities and Fund Balances	$ 482,589	$ -	$ -	$ 482,589

The accompanying notes to the financial statements are an integral part of this statement.

GULF COAST ACADEMY OF SCIENCE & TECHNOLOGY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION

June 30, 2025

Total Fund Balances - Governmental Funds		$ 428,703
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets, net of accumulated depreciation/amortization, used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.		1,188,987
Long-term liabilities are not due and payable in the current period and therefore, are not reported as liabilities in the governmental funds.		
Long-Term Lease Payable	(1,125,917)	
Notes Payable	(4,215)	(1,130,132)
Total Net Position - Governmental Activities		$ 487,558

The accompanying notes to financial statements are an integral part of this statement.

GULF COAST ACADEMY OF SCIENCE & TECHNOLOGY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2025

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
Revenues				
Intergovernmental:				
Federal Through State and Local	$ -	$ 1,739	$ -	$ 1,739
State	1,783,343	-	134,198	1,917,541
Local and Other	530,570	-	-	530,570
Total Revenues	2,313,913	1,739	134,198	2,449,850
Expenditures				
Current - Education:				
Instruction	1,479,281	1,739	-	1,481,020
Instructional Media	1,038	-	-	1,038
Board	88,949	-	-	88,949
General Administration	36,955	-	-	36,955
School Administration	485,918	-	-	485,918
Fiscal Services	4,738	-	-	4,738
Student Transportation	86,703	-	-	86,703
Operation of Plant	61,878	-	-	61,878
Fixed Capital Outlay:				
Other Capital Outlay	4,190	-	-	4,190
Debt Service:				
Principal	96,673	-	-	96,673
Interest	100,173	-	-	100,173
Total Expenditures	2,446,496	1,739	-	2,448,235
Excess/(Deficiency) of Revenues Over Expenditures	(132,583)	-	134,198	1,615
Other Financing Sources/(Uses):				
Transfers In/(Out)	134,198	-	(134,198)	-
Total Other Financing Sources/(Uses)	134,198	-	(134,198)	-
Net Change in Fund Balances	1,615	-	-	1,615
Fund Balances, July 1, 2024	427,088	-	-	427,088
Fund Balances, June 30, 2025	$ 428,703	$ -	$ -	$ 428,703

The accompanying notes to financial statements are an integral part of this statement.

GULF COAST ACADEMY OF SCIENCE & TECHNOLOGY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES

For the Fiscal Year Ended June 30, 2025

Net Change in Fund Balances - Governmental Funds		$ 1,615
Amounts reported for governmental activities in the statement of activities are different because:		
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation/amortization expense.		
Capital Outlays	4,190	
Depreciation/Amortization Expense	(126,596)	(122,406)
The repayment of principal of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term debt in the statement of net position.		96,673
Change in Net Position - Governmental Activities		$ (24,118)

The accompanying notes to the financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS
June 30, 2025

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

➢ Reporting Entity

Gulf Coast Academy of Science and Technology, Inc. ("School"), is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the Board of Directors, which is comprised of not less than three members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the District School Board of Hernando County, Florida, ("District"). The current charter has been renewed and is effective until June 30, 2033, and is subject to annual review and may be renewed by mutual agreement between the School and the District. At the end of the term of the charter, the District may choose not to renew the charter under grounds specified in the charter. In this case, the District is required to notify the School in writing at least 90 days prior to the charter's expiration. During the term of the charter, the District may also terminate the charter if good cause is shown. In the event of termination of the charter, the District shall assume operation of the School. The School is considered a component unit of the District; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

Criteria for determining if other entities are potential component units which should be reported within the School's basic financial statements are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. The application of these criteria provides for identification of any entities for which the School is financially accountable and other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the School's basic financial statements to be misleading or incomplete. Based on these criteria, no component units are included within the reporting entity of the School.

➢ Basis of Presentation

Government-wide Financial Statements - Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements - Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School's major governmental funds are as follows:

- General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.
- Special Revenue Fund – to account for Federal grant programs.
- Capital Projects Fund – to account for financial resources that are restricted, committed or assigned to expenditures for capital outlays.

➢ **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are prepared using the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 30 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis

of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

- **Cash and Cash Equivalents**

The School's cash and cash equivalents are considered to be cash on hand, demand deposits, and short term liquid investments with original maturities of 3 months or less from the date of acquisition.

Cash deposits are held by banks qualified as public depositories under Florida law, which complies with the provisions of Section 218.415(23), Florida Statutes. All deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

- **Capital Assets**

Expenditures for capital assets acquired or constructed for general School purposes are reported in the governmental fund that financed the acquisition or construction. The capital assets so acquired are reported at cost in the government-wide statement of net position but are not reported in the governmental fund financial statements. Capital assets are defined by the School as those costing more than $750. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at fair value at the date of donation.

Capital assets are depreciated/amortized using the straight-line method over the following estimated useful lives:

Description	Estimated Lives
Leased Asset - Building	15 years
Furniture, Fixtures and Equipment	3 - 5 years
Motor Vehicles	5 years

- **Long-term Debt**

Long-term obligations that will be financed by resources to be received in the future by the general fund are reported in the government-wide financial statements, not in the general fund. Current-year information relative to changes in long-term debt is described in a subsequent note.

- **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until then. The School does not have any items that qualify for reporting in this category.

- **Net Position and Fund Balance Classification**

Government-wide Financial Statements

Net Position are classified and reported in three components:

- Net Investment in Capital Assets – consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributed to the acquisition or improvement of those assets.
- Restricted Net Position – consists of net position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- Unrestricted Net Position – all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Fund Financial Statements

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions,* defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be reported within one of the following fund balance categories:

- Nonspendable – fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned). All nonspendable fund balances at year end relate to assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the School's Board of Governance.
- Assigned – fund balance that is intended to be used by the School's management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount for the School's general fund and includes all spendable amounts not contained in the other classifications.

- **Order of Fund Balance Spending Policy**

  The School's policy is to apply expenditures against nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First, nonspendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including nonspendable amounts). Any remaining fund balance amounts for the non-general funds are to be classified as restricted fund balance. It is possible for the non-general funds to be classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the amount of restricted fund balances for specific purposes exceed the positive fund balance for non-general fund.

- **Revenue Sources**

  Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent students and related data to the District.

  Under provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent (FTE) students reported by the School during designated full-time equivalent student survey periods. The Department may also adjust subsequent fiscal period allocations based upon an audit of the School's compliance in determining and reporting FTE and related data. Normally, such adjustments are treated as reductions or additions of revenue in the year when the adjustments are made.

  The basic amount of funding through the FEFP under Section 1011.62 is the product of the (1) unweighted FTE, multiplied by (2) the cost factor for each program, multiplied by (3) the base student allocation established by the legislature. Additional funds for exceptional students who do not have a matrix of services are provided through the guaranteed allocation designated in Section 1011.62(1)(e)2., Florida Statutes. For the fiscal year ended June 30, 2025, the School reported 216.88 unweighted FTE and 217.04 weighted FTE.

  FEFP funding may also be adjusted as a result of subsequent FTE audits conducted by the Florida Auditor General pursuant to Section 1010.305, Florida Statutes, and Rule 6A-1.0453, Florida Administrative Code (FAC). Schools are required to maintain the following documentation for three years or until the completion of an FTE audit:

  - Attendance and membership documentation (Rule 6A-1.044, FAC).

- Teacher certificates and other certification documentation (Rule 6A-1.0503, FAC).
- Documentation for instructors teaching out-of-field (Rule 6A-1.0503, FAC).
- Procedural safeguards for weighted programs (Rule 6A-6.03411, FAC).
- Evaluation and planning documents for weighted programs (Section 1010.305, Florida Statutes, and Rule 6A-6.03411, FAC).

The School receives Federal or state awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For Federal or state awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred.

The School receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based upon a capital outlay plan submitted to the District and are to be used for lease, rent or construction of school facilities. The School also receives funding through donations and fundraising efforts, school lunch sales and local property tax collections.

The School follows the policy of applying restricted resources prior to applying unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

- **Income Tax**

The School is exempt from Federal tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements. Additionally, no uncertain tax positions have been made requiring disclosure in the related note to financial statements. The School's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

- **Use of Estimates**

In preparing the financial statements in conformity with generally accepted accounting principles in the United States (GAAP) management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the statement of Net Position and affect revenues and expenditures for the period presented. Actual results could differ from those estimates.

- **Subsequent Events**

  Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

2. CASH DEPOSITS

Custodial Credit Risk – Deposits. In the case of deposits, this is the risk that in the event of a bank failure, the School's deposits may not be returned to the School. The School does not have a custodial credit risk policy. All cash deposits are held in banks that qualify as public depositories under Florida law. All such deposits are insured by Federal depository insurance and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

3. DUE FROM OTHER AGENCY

The Due From Other Agency reported in the accompanying statement of Net Position and Balance Sheet – Governmental Funds represents expenses paid on behalf of Gulf Coast Academy Elementary School (a related party under the same charter-holder) and an amount due from The Gulf Coast Academy Foundation, Inc. These receivables are considered to be fully collectible and as such, no uncollectible allowance has been accrued.

4. CHANGES IN CAPITAL ASSETS

Changes in capital assets are presented in the table below:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Furniture, Fixtures and Equipment	$ 243,107	$ 4,190	$ -	$ 247,297
Motor Vehicles	172,336	-	-	172,336
Leased Asset-Building	1,418,462	-		1,418,462
Total Capital Assets	1,833,905	4,190	-	1,838,095
Less Accumulated Depreciation/Amortization for:				
Furniture, Fixtures and Equipment	(168,042)	(24,180)	-	(192,222)
Motor Vehicles	(141,753)	(22,589)	-	(164,342)
Leased Asset-Building	(212,717)	(79,827)		(292,544)
Total Accumulated Depreciation/Amortization	(522,512)	(126,596)	-	(649,108)
Governmental Activities Capital Assets, net	$ 1,311,393	$ (122,406)	$ -	$ 1,188,987

All depreciation/amortization expense was shown as unallocated on the Statement of Activities.

5. NOTE PAYABLE

Note payable consist of the following:

	Balance at 6-30-25
Santander Bank	
$79,942 borrowed on 8/15/20 to purchase a bus. Interest rate of 2.251%. Payments are to be made in 60 equal installments of $1,410 beginning 9-15-20.	$ 4,215
Total Note Payable	$ 4,215

Future amounts payable for note payable follows:

Fiscal Year Ending June 30	Total	Principal	Interest
2026	$ 4,431	$ 4,215	$ 216
Total	$ 4,431	$ 4,215	$ 216

6. LONG-TERM LEASE LIABILITY - (RELATED PARTY)

The School leases its educational facility under a 15 year noncancelable lease beginning July 1, 2020, with the Gulf Coast Academy of Science and Technology Education Foundation, Inc. (Foundation), a related party. The Foundation's board of directors is the same as the School's board of directors. This lease is payable in monthly installments of $15,000. The fair value of the leased asset is $1,418,462. Amortization of the leased asset recorded under this lease is included with depreciation/amortization expense in the accompanying financial statements.

Future minimum lease payments and the present value of the minimum lease payments as of June 30 are as follows:

Fiscal Year Ending June 30	Total	Principal	Interest
2026	$ 150,000	$ 84,750	$ 65,250
2027	150,000	89,978	60,022
2028	150,000	95,527	54,473
2029	150,000	101,419	48,581
2030	150,000	107,674	42,326
2031-35	750,000	646,569	103,431
Total	$ 1,500,000	$ 1,125,917	$ 374,083

The imputed interest rate is 6 percent.

7. CHANGES IN LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities:

	Beginning Balance	Additions	Deductions	Ending Balance	Due in One Year
GOVERNMENTAL ACTIVITIES:					
Note Payable	$ 21,061	$ -	$ (16,846)	$ 4,215	$ 4,215
Lease Payable	1,205,745	-	(79,827)	1,125,918	84,750
Total Governmental Activities	$ 1,226,806	$ -	$ (96,673)	$ 1,130,133	$ 88,965

8. SCHEDULE OF STATE REVENUE SOURCES

The following is a schedule of the School's State revenue:

Source	Amount
Florida Education Finance Program	$ 1,537,253
Categorical Programs:	
Class Size Reduction	197,053
School Recognition	29,522
Charter School Capital Outlay	134,198
Miscellaneous	19,515
Total State Revenue	$ 1,917,541

As provided in the charter school contract, the District has charged the School an administrative fee equal to $36,955.

9. INTERFUND TRANSFERS

The Capital Projects Fund transferred $134,198 to the General Fund for the payment of the School's facility lease. The amounts of interfund transfers are netted together and not reported in the statement of net position or the statement of activities.

10. PENSION PLAN

The School participates in a defined contribution tax sheltered annuity SIMPLE plan under IRS regulation Section 408(p) plan. Eligible employees are allowed to contribute to the plan and the School is obligated to match the employee's contribution up to 3 percent of their annual salary. Contributions are directed to individual employee's accounts, and the individual employees allocate contributions and account balances among various available investment choices, therefore, the School has no liability for the administration or payments of benefits of the plan, and accordingly, the present value of the related benefits

is not reflected in these financial statements. The rate of contribution is set annually by the School's Board of Directors.

11. RISK MANAGEMENT PROGRAMS

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School carries commercial insurance. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

12. COMMITMENTS AND CONTINGENT LIABILITIES

The School participates in state grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies, therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectibility of any related receivables at June 30, 2025, may be impaired.

In the opinion of the School, there are no significant liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

13. LEGAL MATTERS

In the normal course of conducting its operations, the School occasionally becomes party to various legal actions and proceedings. In the opinion of management, the ultimate resolution of such legal matters will not have a significant adverse effect on the accompanying financial statement

GULF COAST ACADEMY OF SCIENCE & TECHNOLOGY, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND AND SPECIAL REVENUE FUND-(UNAUDITED)
For the Fiscal Year Ended June 30, 2025

	General Fund				Special Revenue Fund		
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)	Original/Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Revenues:							
Intergovernmental:							
Federal Through State and Local	$ -	$ -	$ -	$ -	$ 1,739	$ 1,739	$ -
State	1,785,044	1,783,343	1,783,343	-	-	-	-
Local and Other	583,899	530,570	530,570	-	-	-	-
Total Revenues	2,368,943	2,313,913	2,313,913	-	1,739	1,739	-
Expenditures:							
Current - Education:							
Instruction	1,652,351	1,479,281	1,479,281	-	1,739	1,739	-
Instructional Media	2,538	1,038	1,038	-	-	-	-
Board	73,646	88,949	88,949	-	-	-	-
General Administration		36,955	36,955	-	-	-	-
School Administration	437,846	485,918	485,918	-	-	-	-
Fiscal Services	9,312	4,738	4,738	-	-	-	-
Student Transportation	86,670	86,703	86,703	-	-	-	-
Operation of Plant	50,194	61,878	61,878	-	-	-	-
Fixed Capital Outlay:						-	
Other Capital Outlay		4,190	4,190	-	-	-	-
Debt Service:						-	
Principal	80,000	96,673	96,673	-	-	-	-
Interest	100,000	100,173	100,173	-	-	-	-
Total Expenditures	2,492,557	2,446,496	2,446,496	-	1,739	1,739	-
Excess (Deficiency) of Revenues Over Expenditures	(123,614)	(132,583)	(132,583)	-	-	-	-
Other Financing Sources (Uses):							
Transfers In/(Out)	134,198	134,198	134,198	-	-	-	-
Total Other Financing Sources (Uses)	134,198	134,198	134,198	-	-	-	-
Net Change in Fund Balances	10,584	1,615	1,615	-	-	-	-
Fund Balances, July 1, 2024	427,088	427,088	427,088	-	-	-	-
Fund Balances, June 30, 2025	$ 437,672	$ 428,703	$ 428,703	$ -	$ -	$ -	$ -

See Independent Auditor's Report

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2025

1. BUDGETARY BASIS OF ACCOUNTING

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g., instruction, pupil personnel services and school administration). Budgets may be amended by resolution at any Board meeting prior to the date for the annual report.

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

To the Board of Directors of the Gulf Coast Academy of Science and Technology, Inc.,
a Charter School and Component Unit of the District
School Board of Hernando County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Gulf Coast Academy of Science and Technology, Inc. ("School"), a charter school and component unit of the District School Board of Hernando County, Florida, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated July 28, 2025.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

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

Purpose of This Report

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

July 28, 2025
Tampa, Florida

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Management Letter as Required by Rules of the Florida Auditor General, Chapter 10.850, Florida Statutes, *Charter School Audits*

To the Board of Directors Gulf Coast Academy of Science and Technology, Inc.,
a Charter School and Component Unit of the
District School Board of Hernando County, Florida

Report on the Financial Statements

We have audited the financial statements of the Gulf Coast Academy of Science and Technology, Inc. ("School"), a Charter School and Component Unit of the District School Board of Hernando County, Florida, as of and for the fiscal year ended June 30, 2025, and have issued our report thereon dated July 28, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States and Chapter 10.850, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedule, which are dated July 28, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no prior audit findings or recommendations.

Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires that the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are Gulf Coast Academy of Science and Technology, 274422.

Financial Condition and Management

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the Gulf Coast Academy of Science and Technology, Inc., has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Gulf Coast Academy of Science and Technology, Inc., did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the Gulf Coast Academy of Science and Technology, Inc. It is management's responsibility to monitor the Gulf Coast Academy of Science and Technology, Inc.'s financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Transparency

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the Gulf Coast Academy of Science and Technology, Inc., maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the Gulf Coast Academy of Science and Technology, Inc., maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies the Board of Directors, applicable management, and District School Board of Hernando County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

King & Walker, CPAs

July 28, 2025
Tampa, Florida

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 14. 26-3329 10/7/2025

Title and Board Action Requested
Accept the Audit of Gulf Coast Elementary School for Fiscal Year Ending June 30, 2025

Executive Summary
The Chief Financial Officer, on behalf of the Superintendent of Schools, hereby requests the Board accept the 2024-2025 Audit Report for Gulf Coast Elementary School. In accordance with the charter school contract and Section 1002.33 (9) (g), Florida Statutes, attached is the audit of Gulf Coast Elementary School for fiscal year ending June 30, 2025. The audit was performed by the CPA firm, King & Walker, CPA's, PL.

My Contact
Joyce McIntyre
Chief Financial Officer
352-797-7004 Ext.438

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.

GULF COAST ELEMENTARY SCHOOL, INC.

A Charter School and Component Unit of the
District School Board of Hernando County, Florida

INDEPENDENT AUDITOR'S REPORT

for the fiscal year ended JUNE 30, 2025

King & Walker, CPAs, PL

Certified Public Accountants

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GULF COAST ELEMENTARY SCHOOL, INC.

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Independent Auditor's Report

To the Board of Directors of the Gulf Coast Elementary School, Inc.,
a Charter School and Component Unit of the District
School Board of Hernando County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of the Gulf Coast Elementary School, Inc. ("School"), a charter school and component unit of the District School Board of Hernando County, Florida, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund information of the School, as of June 30, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the Budgetary Comparison Schedule, and Note to Required Supplementary Information, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report July 28, 2025, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

July 28, 2025
Tampa, Florida

MANAGEMENT'S DISCUSSION AND ANALYSIS - (Unaudited)

The Management's Discussion and Analysis (MD&A) section of the annual financial report of the Gulf Coast Elementary School, Inc., ("School") provides an overview of the School's financial activities for the fiscal year ended June 30, 2025.

Because the information contained in the MD&A is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School's financial statements and notes to financial statements found in the table of contents.

FINANCIAL HIGHLIGHTS

- For the fiscal year ended June 30, 2025 the School's revenues exceeded expenses as shown on the School's statement of revenues, expenditures and changes in fund balances-governmental funds by $1,941.
- As shown on the statement of net position, the School reported an unrestricted net position balance of $421,580.

OVERVIEW OF THE FINANCIAL STATEMENTS

The basic financial statements consist of three components:

- ✓ Government-wide financial statements
- ✓ Fund financial statements
- ✓ Notes to financial statements

Government-Wide Financial Statements

The government-wide financial statements provide both short-term and long-term information about the School's overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of net position and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of net position provides information about the government's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net position, is a measure of the financial health of the School. The statement of activities presents information about the change in the School's net position and the results of operations, during the fiscal year. An increase or decrease in net position is an indication of whether the School's financial health is improving or deteriorating. To assess the overall financial position of the School, one needs to consider additional non-financial factors such as changes in the School student base funding level.

Fund Financial Statements

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide more detailed information about the School's financial activities, focusing on its most significant funds rather than fund types. This is in contrast to the entity-wide perspective contained in the government-wide financial statements.

Governmental Funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the government-wide financial statements. The financial resources measurement focus allows the governmental fund financial statements to provide information on near-term inflows and outflows of spendable resources as well as balances of spendable resources available at the end of the fiscal year.

The governmental fund financial statements provide a detailed short-term view that may be used to evaluate the School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the government-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental fund to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the School's most significant funds. The School operates the following funds; a General Fund to account for its general operations, a Special Revenue Fund to account for Federal grant programs, and a Capital Projects Fund to account for charter school capital outlay funds. For reporting purposes, the School has elected to show all funds as major funds.

The School adopts annual budgets for its governmental funds. A budgetary comparison schedule, as required, has been provided for the General Fund and Major Special Revenue Fund to demonstrate compliance with the budgets.

Notes to Financial Statements

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of the School's current year and prior year net position changes:

Net Position, End of Year

	Governmental Activities		
	6-30-24	6-30-25	Increase (Decrease)
ASSETS			
Current and Other Assets	$ 518,536	$ 447,668	$ (70,868)
Capital Assets, Net	984,695	895,812	(88,883)
Total Assets	1,503,231	1,343,480	(159,751)
LIABILITIES			
Current Liabilities	98,898	26,088	(72,810)
Noncurrent Liabilities	796,702	750,858	(45,844)
Total Liabilities	895,600	776,946	(118,654)
NET POSITION			
Net Investment in Capital Assets	187,993	144,954	(43,039)
Unrestricted	419,638	421,580	1,942
Total Net Position	$ 607,631	$ 566,534	$ (41,097)

Current assets consist of cash and cash equivalents, due from other agencies, and prepaid items and deposits. Current liabilities consist of salaries and benefits payable and accounts payable. Noncurrent liabilities consist of a long-term lease payable related to the School's educational facility. Total Net Position amounted to $566,534 which included an Unrestricted Net Position balance of $421,580.

The following is a summary of the School's change in net position for the current and prior year:

Operating Results for the Year

	Governmental Activities		
	6-30-24	6-30-25	Increase (Decrease)
Revenues:			
Federal Through State and Local	$ 171,562	$ 25,884	$ (145,678)
State	966,457	924,905	(41,552)
Local and Other	169,172	376,091	206,919
Total Revenues	1,307,191	1,326,880	19,689
Expenses:			
Instruction	729,202	731,184	1,982
Board	17,145	21,805	4,660
General Administration	42,342	42,601	259
School Administration	302,661	378,170	75,509
Facilities Acquisition & Construction	-	2,870	2,870
Fiscal Services	3,754	8,980	5,226
Student Transportation	19,056	16,909	(2,147)
Operation of Plant	30,757	30,020	(737)
Debt Service - Interest	3,233	46,556	43,323
Unallocated Depreciation/Amortization	140,952	88,883	(52,069)
Total Expenses	1,289,102	1,367,978	78,876
Increase/(Decrease) in Net Position	$ 18,089	$ (41,098)	$ (59,187)

The largest revenue source for the School is the State of Florida (70%). Revenues from State sources for current operations are primarily received through the Florida Education Finance Program (FEFP) funding formula. The FEFP formula utilizes student enrollment data to determine the funds available for the School.

The largest concentration of expenses is in the Instruction function (53%).

FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

Governmental Funds

As the School completed the year, its governmental funds reported a combined fund balance of $421,580.

BUDGETARY HIGHLIGHTS

The budgets for each fund for the fiscal year ended June 30, 2025, were developed based on the School's anticipated revenues and expenditures, the expected student population for the school year, and Federal grant programs for the school year. For the fiscal year ended June 30, 2025, the actual expenditures were equal to the final budget. Refer to the Budgetary Comparison Schedule for additional information.

CAPITAL ASSETS

The School's investment in capital assets for its governmental activities as of June 30, 2025, amounts to $895,812 (net of accumulated depreciation/amortization). This investment in capital assets includes furniture, fixtures, and equipment, improvements, motor vehicles, and the leased educational facility. Additional information regarding the School's capital assets can be found in the notes to the financial statements.

DEBT

The School has entered into a long-term lease with renewals for its educational facility through June 30, 2035. This lease has been reported as long-term debt under guidance from GASB 87 in the amount of $750,858. Additional information regarding the long-term debt can be found in the notes to the financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Gulf Coast Elementary School, Inc.'s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director, Gulf Coast Elementary School, Inc., 2139 Deborah Drive, Spring Hill, Florida 34609.

GULF COAST ELEMENTARY SCHOOL, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF NET POSITION
June 30, 2025

	Government Activities
ASSETS	
Cash & Cash Equivalents	$ 355,916
Due From Other Agencies	74,952
Prepaid Items & Deposits	16,800
Capital Assets:	
Improvements, Net	28,393
Leased Asset - Buildings, Net	750,857
Furniture, Fixtures, and Equipment, Net	42,173
Motor Vehicles, Net	74,389
Total Capital Assets	895,812
TOTAL ASSETS	1,343,480
LIABILITIES	
Salaries and Benefits Payable	14,317
Accounts Payable	11,771
Noncurrent Liabilities:	
Due Within One Year:	
Long-term Lease Payable	48,673
Due After One Year:	
Long-term Lease Payable	702,185
TOTAL LIABILITIES	776,946
NET POSITION	
Net Investment in Capital Assets	144,954
Unrestricted	421,580
TOTAL NET POSITION	$ 566,534

The accompanying notes to the financial statements are an integral part of this statement.

GULF COAST ELEMENTARY SCHOOL, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2025

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenue and Changes Net Position: Governmental Activities
Governmental Activities:					
Instruction	$ 731,184	$ 88,728	$ 21,271	$ -	$ (621,185)
Board	21,805		-		(21,805)
General Administration	42,601		-		(42,601)
School Administration	378,170		-		(378,170)
Facilities Acquisition & Construction	2,870		-	65,691	62,821
Fiscal Services	8,980		-		(8,980)
Student Transportation	16,909		-		(16,909)
Operation of Plant	30,020		4,613		(25,407)
Debt Service - Interest	46,556		-		(46,556)
Unallocated Depreciation/Amortization	88,883		-		(88,883)
Total Governmental Activities	$ 1,367,978	$ 88,728	$ 25,884	$ 65,691	(1,187,675)
General Revenue					
State Sources					859,214
Local and Other					287,363
Total General Revenues					1,146,577
Change in Net Position					(41,098)
Net Position - July 1, 2024					493,911
Adjustment to Beginnig Net Position					113,721
Net Position - July 1, 2024-Restated					607,632
Net Position - June 30, 2025					$ 566,534

The accompanying notes to the financial statements are an integral part of this statement.

GULF COAST ELEMENTARY SCHOOL, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2023

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash & Cash Equivalents	$ 355,916	$ -	$ -	$ 355,916
Due From Other Agencies	74,952	-	-	74,952
Prepaid Items & Deposits	16,800	-	-	16,800
Total Assets	$ 447,668	$ -	$ -	$ 447,668
LIABILITIES				
Salaries and Benefits Payable	$ 14,317	$ -	$ -	$ 14,317
Accounts Payable	11,771	-	-	11,771
Total Liabilities	26,088	-	-	26,088
FUND BALANCES				
Nonspendable	16,800	-	-	16,800
Unassigned	404,780	-	-	404,780
Total Fund Balances	421,580	-	-	421,580
Total Liabilities and Fund Balances	$ 447,668	$ -	$ -	$ 447,668

The accompanying notes to the financial statements are an integral part of this statement.

GULF COAST ELEMENTARY SCHOOL, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION

June 30, 2025

Total Fund Balances - Governmental Funds		$ 421,580
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets, net of accumulated depreciation/amortization, used in governmental activities are not financial resources and therefore, are not reported as assets in governmental funds.		895,812
Long-term liabilities are not due and payable in the current period and therefore, are not reported as liabilities in the governmental funds.		
Long-term Lease Payable	(750,858)	(750,858)
Total Net Position - Governmental Activities		$ 566,534

The accompanying notes to financial statements are an integral part of this statement.

GULF COAST ELEMENTARY SCHOOL, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2025

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
Revenues				
Intergovernmental:				
Federal Through State and Local	$ -	$ 25,884	$ -	$ 25,884
State	859,214	-	65,691	924,905
Local and Other	376,091	-	-	376,091
Total Revenues	1,235,305	25,884	65,691	1,326,880
Expenditures				
Current - Education:				
Instruction	709,913	21,271	-	731,184
Board	21,805	-	-	21,805
General Administration	42,601	-	-	42,601
School Administration	378,170	-	-	378,170
Facilities Acquisition & Construction	2,870	-	-	2,870
Fiscal Services	8,980	-	-	8,980
Student Transportation	16,909	-	-	16,909
Operation of Plant	25,407	4,613	-	30,020
Debt Service:				
Principal	45,844	-	-	45,844
Interest	46,556	-	-	46,556
Total Expenditures	1,299,055	25,884	-	1,324,939
Excess/(Deficiency) of Revenues Over Expenditures	(63,750)	-	65,691	1,941
Other Financing Sources (Uses):				
Transfers In/(Out)	65,691	-	(65,691)	-
Total Other Financing Sources (Uses)	65,691	-	(65,691)	-
Net Change in Fund Balances	1,941	-	-	1,941
Fund Balances, July 1, 2024	305,918	-	-	305,918
Adjustment to Beginning Fund Balance	113,721	-	-	113,721
Fund Balances, July 1, 2024-Restated	419,639	-	-	419,639
Fund Balances, June 30, 2025	$ 421,580	$ -	$ -	$ 421,580

The accompanying notes to financial statements are an integral part of this statement.

GULF COAST ELEMENTARY SCHOOL, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES

For the Fiscal Year Ended June 30, 2025

Net Change in Fund Balances - Governmental Funds		$ 1,941
Amounts reported for governmental activities in the statement of activities are different because:		
Capital outlays are reported in governmental funds as expenditures. However, However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation/amortization expense.		
Capital Outlays	-	
Depreciation/Amortization Expense	(88,883)	(88,883)
The repayment of principal of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term debt in the statement of net position.		45,844
Change in Net Position - Governmental Activities		$ (41,098)

The accompanying notes to the financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS
June 30, 2025

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

➢ Reporting Entity

Gulf Coast Elementary School, Inc., ("School") is a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the Board of Directors, which is comprised of not less than three members.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school district, the District School Board of Hernando County, Florida, ("District"). The current charter has been renewed and is effective until June 30, 2040, and is subject to annual review and may be renewed by mutual agreement between the School and the District. In this case, the District is required to notify the School in writing at least 90 days prior to the charter's expiration. During the term of the charter, the District may also terminate the charter if good cause is shown. In the event of termination of the charter, the District shall assume operation of the School. The School is considered a component unit of the District; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

Criteria for determining if other entities are potential component units which should be reported within the School's basic financial statements are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. The application of these criteria provides for identification of any entities for which the School is financially accountable and other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the School's basic financial statements to be misleading or incomplete. Based on these criteria, no component units are included within the reporting entity of the School.

➢ Basis of Presentation

Government-wide Financial Statements - Government-wide financial statements, including the statement of net position and the statement of activities, present information about the School as a whole.

Government-wide financial statements are prepared using the economic resources measurement focus. The statement of activities presents a comparison between direct expenses and program revenues for each function or program of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are thereby clearly identifiable to a particular function.

Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are

not classified as program revenues are presented as general revenues. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements - Fund financial statements report detailed information about the School in the governmental funds. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is reported in a separate column. Because the focus of governmental fund financial statements differs from the focus of government-wide financial statements, a reconciliation is presented with each of the governmental fund financial statements.

The School's major governmental funds are as follows:

- General Fund – to account for all financial resources not required to be accounted for in another fund, and for certain revenues from the State that are legally restricted to be expended for specific current operating purposes.
- Special Revenue Fund – to account for Federal grant programs.
- Capital Projects Fund – to account for financial resources that are restricted, committed or assigned to expenditures for capital outlays.

➢ **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are prepared using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when a liability is incurred, regardless of the timing of the related cash flows. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are prepared using the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 30 days of the end of the current fiscal year. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for Federal, State, and other grant resources, revenue is recognized at the time the expenditure is made. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

- **Cash and Cash Equivalents**

The School's cash and cash equivalents are considered to be cash on hand, demand deposits, and short term liquid investments with original maturities of 3 months or less from the date of acquisition.

Cash deposits are held by banks qualified as public depositories under Florida law, which complies with the provisions of Section 218.415(23), Florida Statutes. All deposits are insured by Federal depository insurance, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

- **Capital Assets**

Expenditures for capital assets acquired or constructed for general School purposes are reported in the governmental fund that financed the acquisition or construction. The capital assets so acquired are reported at cost in the government-wide statement of net position but are not reported in the governmental fund financial statements. Capital assets are defined by the School as those costing more than $750. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at fair value at the date of donation.

Capital assets are depreciated/amortized using the straight-line method over the following estimated useful lives:

Description	Estimated Lives
Leased Asset - Building	11 years
Improvements	5 - 10 years
Furniture, Fixtures and Equipment	3 - 5 years
Motor Vehicles	7 years

- **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until then. The School does not have any items that qualify for reporting in this category.

- **Net Position and Fund Balance Classification**

Government-wide Financial Statements

Net Position are classified and reported in three components:

- Net Investment in Capital Assets – consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributed to the acquisition or improvement of those assets.
- Restricted Net Position – consists of net position with constraints placed on their use either by external groups such as creditors, contributors, or laws or regulations of other governments.
- Unrestricted Net Position – all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Fund Financial Statements

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions,* defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be reported within one of the following fund balance categories:

- Nonspendable – fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned). All nonspendable fund balances at year end relate to assets that are in nonspendable form.
- Restricted – fund balance that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed – fund balance that can be used only for the specific purposes determined by a formal action of the School's Board of Governance.
- Assigned – fund balance that is intended to be used by the School's management for specific purposes but does not meet the criteria to be classified as restricted or committed.
- Unassigned – fund balance that is the residual amount for the School's general fund and includes all spendable amounts not contained in the other classifications.

- **Order of Fund Balance Spending Policy**

The School's policy is to apply expenditures against nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year. First, nonspendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including nonspendable amounts). Any remaining fund balance

amounts for the non-general funds are to be classified as restricted fund balance. It is possible for the non-general funds to be classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the amount of restricted fund balances for specific purposes exceed the positive fund balance for non-general fund.

- **Revenue Sources**

Revenues for current operations are received primarily from the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent students and related data to the District.

Under provisions of Section 1011.62, Florida Statutes, the District reports the number of full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent (FTE) students reported by the School during designated full-time equivalent student survey periods. The Department may also adjust subsequent fiscal period allocations based upon an audit of the School's compliance in determining and reporting FTE and related data. Normally, such adjustments are treated as reductions or additions of revenue in the year when the adjustments are made.

The basic amount of funding through the FEFP under Section 1011.62 is the product of the (1) unweighted FTE, multiplied by (2) the cost factor for each program, multiplied by (3) the base student allocation established by the legislature. Additional funds for exceptional students who do not have a matrix of services are provided through the guaranteed allocation designated in Section 1011.62(1)(e)2., Florida Statutes. For the fiscal year ended June 30, 2025, the School reported 106.00 unweighted FTE and 109.84 weighted FTE.

FEFP funding may also be adjusted as a result of subsequent FTE audits conducted by the Florida Auditor General pursuant to Section 1010.305, Florida Statutes, and Rule 6A-1.0453, Florida Administrative Code (FAC). Schools are required to maintain the following documentation for three years or until the completion of an FTE audit:

- Attendance and membership documentation (Rule 6A-1.044, FAC).
- Teacher certificates and other certification documentation (Rule 6A-1.0503, FAC).
- Documentation for instructors teaching out-of-field (Rule 6A-1.0503, FAC).
- Procedural safeguards for weighted programs (Rule 6A-6.03411, FAC).
- Evaluation and planning documents for weighted programs (Section 1010.305, Florida Statutes, and Rule 6A-6.03411, FAC).

The School receives Federal or state awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For Federal or state awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred.

The School receives state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based upon a capital outlay plan submitted to the District and are to be used for lease, rent or construction of school facilities. The School also receives funding through donations and fundraising efforts, school lunch sales and local property tax collections.

The School follows the policy of applying restricted resources prior to applying unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

- **Income Tax**

The School is exempt from Federal tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements. Additionally, no uncertain tax positions have been made requiring disclosure in the related note to financial statements. The School's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

- **Use of Estimates**

In preparing the financial statements in conformity with generally accepted accounting principles in the United States (GAAP) management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the statement of Net Position and affect revenues and expenditures for the period presented. Actual results could differ from those estimates.

- **Subsequent Events**

Management has evaluated all events subsequent to the balance sheet date and through the report date, which is the date these financial statements were available to be issued. Management determined there are no subsequent events which require disclosure.

2. RESTATEMENT OF BEGINNING NET POSITION AND FUND BALANCE

It was discovered that the School reported a stale dated check in a prior year that was incorrectly recorded on its statement of net position and balance sheet-governmental funds in error. An adjustment was made to increase the beginning net position and beginning fund balance-general fund by $113,721.

3. CASH DEPOSITS

Custodial Credit Risk – Deposits. In the case of deposits, this is the risk that in the event of a bank failure, the School's deposits may not be returned to the School. The School does not have a custodial credit risk policy. All cash deposits are held in banks that qualify as public depositories under Florida law. All such deposits are insured by federal depository insurance and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes.

4. CHANGES IN CAPITAL ASSETS

Changes in capital assets are presented in the table below:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities:				
Improvements	$ 48,206	$ -	$ -	$ 48,206
Furniture, Fixtures and Equipment	99,017	-		99,017
Motor Vehicles	115,717	-		115,717
Leased Asset - Building	1,049,613	-		1,049,613
Total Capital Assets	1,312,553	-	-	1,312,553
Less Accumulated Depreciation/Amotization for:				
Improvements	(13,798)	(6,015)		(19,813)
Furniture, Fixtures and Equipment	(36,352)	(20,492)		(56,844)
Motor Vehicles	(24,797)	(16,531)		(41,328)
Leased Asset - Building	(252,911)	(45,845)		(298,756)
Total Accumulated Depreciation/Amortization	(327,858)	(88,883)	-	(416,741)
Governmental Activities Capital Assets, net	$ 984,695	$ (88,883)	$ -	$ 895,812

All Depreciation/Amortization expense is shown as unallocated on the Statement of Activities.

5. DUE FROM OTHER AGENCIES

Due From Other Agencies in the accompanying statement of Net Position and Balance Sheet – Governmental Funds represents expenses paid on behalf of the School by Gulf Coast Academy of Science and Technology, Inc., (a related party with the same Board) and an amount due from The Gulf Coast Academy Foundation, Inc. These amounts owed will be paid by the end of the fiscal year ended June 30, 2026.

6. LONG-TERM LEASE PAYABLE

The School leases its educational facility under a noncancelable lease. The School anticipates renewing its lease for additional 2 five year terms through June 30, 2035. The lease requires the School to pay insurance and other costs. Rent is payable monthly at a

rate of $7,700 per month and is subject to a rate increase of no more than 10% every two years. The fair value of the leased asset is $1,049,613. Amortization of the leased asset recorded under this lease is included with depreciation/amortization expense in the accompanying financial statements.

Future minimum lease payments and the present value of the minimum lease payments as of June 30 are as follows: (imputed borrowing rate of 6%)

Fiscal Year Ending June 30	Total	Principal	Interest
2026	$ 92,400	$ 48,673	$ 43,727
2027	96,000	55,375	40,625
2028	96,000	58,791	37,209
2029	98,400	64,884	33,516
2030	98,400	68,886	29,514
2031-35	528,000	454,249	73,751
Total	$ 1,009,200	$ 750,858	$ 258,342

7. CHANGES IN LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities:

	Beginning Balance	Additions	Deductions	Ending Balance	Due in One Year
GOVERNMENTAL ACTIVITIES:					
Long-term Lease Payable	$ 796,702	$ -	$ (45,844)	$ 750,858	48,673
Total Governmental Activities	$ 796,702	$ -	$ (45,844)	$ 750,858	$48,673

8. SCHEDULE OF STATE REVENUE SOURCES

The following is a schedule of the School's State revenue:

Source	Amount
Florida Education Finance Program	$ 756,029
Categorical Programs:	
Class Size Reduction	101,079
Charter School Capital Outlay	65,691
Miscellaneous	2,106
Total State Revenue	$ 924,905

As provided in the charter school contract, the District has charged the School an administrative fee equal to $42,601.

9. INTERFUND TRANSFERS

The Capital Projects Fund transferred $65,691 to the General Fund for the payment of the School's facility lease. The amounts of interfund transfers are netted together and not reported in the statement of net position or the statement of activities.

10. RISK MANAGEMENT PROGRAMS

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School carries commercial insurance. There have been no significant reductions in insurance coverage and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

11. PENSION PLAN

The School participates in a defined contribution tax sheltered annuity SIMPLE plan under IRS regulation Section 408(p) plan. Eligible employees are allowed to contribute to the plan and the School is obligated to match the employee's contribution up to 3 percent of their annual salary. Contributions are directed to individual employee's accounts, and the individual employees allocate contributions and account balances among various available investment choices, therefore, the School has no liability for the administration or payments of benefits of the plan, and accordingly, the present value of the related benefits is not reflected in these financial statements. The rate of contribution is set annually by the School's Board of Directors.

12. COMMITMENTS AND CONTINGENT LIABILITIES

The School participates in state grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies, therefore, to the extent that the School has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivables at June 30, 2025, may be impaired.

In the opinion of the School, there are no significant liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

13. LEGAL MATTERS

In the normal course of conducting its operations, the School occasionally becomes party to various legal actions and proceedings. In the opinion of management, the ultimate resolution of such legal matters will not have a significant adverse effect on the accompanying financial statements.

GULF COAST ELEMENTARY SCHOOL, INC.
A CHARTER SCHOOL AND COMPONENT UNIT OF THE
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND AND SPECIAL REVENUE FUND (UNAUDITED)
For the Fiscal Year Ended June 30, 2025

	General Fund				Special Revenue Fund			
	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Revenues:								
Intergovernmental:								
Federal Through State and Local	$ -	$ -	$ -	$ -	$ 160,000	$ 25,884	$ 25,884	$ -
State	850,000	859,214	859,214	-		-	-	-
Local and Other	245,000	376,091	376,091	-		-	-	-
Total Revenues	1,095,000	1,235,305	1,235,305	-	160,000	25,884	25,884	-
Expenditures:								
Current - Education:								
Instruction	622,000	709,913	709,913	-	150,000	21,271	21,271	-
Board	20,000	21,805	21,805	-		-	-	-
General Administration		42,601	42,601	-		-	-	-
School Administration	300,000	378,170	378,170	-		-	-	-
Facilities Acquisition & Construction	13,600	2,870	2,870	-		-	-	-
Fiscal Services	7,500	8,980	8,980	-		-	-	-
Student Transportation	15,000	16,909	16,909	-		-	-	-
Operation of Plant	15,000	25,407	25,407	-	10,000	4,613	4,613	-
Debt Service:							-	
Principal	50,000	45,844	45,844	-		-	-	-
Interest	50,000	46,556	46,556	-		-	-	-
Total Expenditures	1,093,100	1,299,055	1,299,055	-	160,000	25,884	25,884	-
Excess (Deficiency) of Revenues Over Expenditures	1,900	(63,750)	(63,750)	-	-	-	-	-
Other Financing Sources (Uses):								
Transfers In/(Out)		65,691	65,691	-		-	-	-
Total Other Financing Sources (Uses)	-	65,691	65,691	-	-	-	-	-
Net Change in Fund Balances	1,900	1,941	1,941	-	-	-	-	-
Fund Balances, July 1, 2024	305,918	305,918	305,918	-	-	-	-	-
Adjustment to Beginning Fund Balance	(51,464)	113,721	113,721	-	-	-	-	-
Fund Balances, July 1, 2024-Restated	419,639	419,639	419,639	-	-	-	-	-
Fund Balances, June 30, 2025	$ 421,539	$ 421,580	$ 421,580	$ -	$ -	$ -	$ -	$ -

See Independent Auditor's Report

GULF COAST ELEMENTARY SCHOOL, INC.

A Charter School and Component Unit of the District School Board of Hernando County, Florida

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2025

1. BUDGETARY BASIS OF ACCOUNTING

Budgets are presented on the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g., salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g., instruction, pupil personnel services and school administration). Budgets may be amended by resolution at any Board meeting prior to the date for the annual report.

KING&WALKER
CERTIFIED PUBLIC ACCOUNTANTS

Members:
Florida Institute of CPAs
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Government Audit Quality Center

2803 W. Busch Blvd Ste 106
Tampa, FL 33618
office (813) 892-4274 *fax* (813) 932-1913
www.KingandWalker.com

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

To the Board of Directors of the Gulf Coast Elementary School, Inc.,
a Charter School and Component Unit of the District
School Board of Hernando County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Gulf Coast Elementary School, Inc. ("School"), a charter school and component unit of the District School Board of Hernando County, Florida, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated July 28, 2025.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

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

Purpose of This Report

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

July 28, 2025
Tampa, Florida

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Tampa, FL 33618
office (813) 892-4274 *fax* (813) 932-1913
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Management Letter as Required by Rules of the Florida Auditor General, Chapter 10.850, Florida Statutes, *Charter School Audits*

To the Board of Directors Gulf Coast Elementary School, Inc.
a Charter School and Component Unit of the
District School Board of Hernando County, Florida

Report on the Financial Statements

We have audited the financial statements of the Gulf Coast Elementary School, Inc. ("School"), a Charter School and Component Unit of the District School Board of Hernando County, Florida, as of and for the fiscal year ended June 30, 2025, and have issued our report thereon dated July 28, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States and Chapter 10.850, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedule, which are dated July 28, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no prior audit findings or recommendations.

Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires that the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity are Gulf Coast Elementary School, 274522.

Financial Condition and Management

Sections 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not the Gulf Coast Elementary School, Inc.. has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Gulf Coast Elementary School, Inc., did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for the Gulf Coast Elementary School, Inc. It is management's responsibility to monitor the Gulf Coast Elementary School, Inc.'s financial condition, and our financial condition assessment was based in part on representations made by management and review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Transparency

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether the Gulf Coast Elementary School, Inc., maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the Gulf Coast Elementary School, Inc., maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies the Board of Directors, applicable management, and District School Board of Hernando County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

July 28, 2025
Tampa, Florida

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Agenda Item # 15. 26-3227 10/7/2025

Title and Board Action Requested
Approval of the Proportionate Share Mitigation Agreement with multiple developers.

Executive Summary
The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the Proportionate Share Mitigation Agreement with multiple developers.

Trails At Rivard and Arden of Brooksville.

My Contact
Brian Ragan
Director of Facilities & Construction
ragan_b@hcsb.k12.fl.us
352-797-7050

Jim Lipsey
School Planner
lipsey_J@hcsb.k12.fl.us
352-797-7050

2023-28 Strategic Focus Area
Priority 5: Fiscal Transparency and Capital Planning

Financial Impact
See attached budget sheet.

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

The School District of Hernando County, Florida
Facilities & Construction Department
8016 Mobley Road
Brooksville, FL 34601
Phone: (352) 797-7050
Fax: (352) 797-7150

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

Superintendent: *Ray Pinder*
Board Chairperson: *Shannon Rodriguez*
Vice Chairperson: *Mark Johnson*
Board Members:
Michelle Bonczek
Susan Duval
Kayce Hawkins

May 28, 2025
August 21, 2025 (Revised)

Hernando County Planning Department
Lashaundra Ellison, Planner II
1653 Blaise Drive
Brooksville, Florida 34601

RE: TRAILS AT RIVARD – 240 SINGLE FAMILY D.U.
School Capacity Deficit Report

Ms. Ellison,

The School District has revised its school concurrency analysis of the proposed residential development referenced above, based on information we recently received from your department, identifying several inactive developments for which we have been reserving school capacity until now. The application data and our revised findings are summarized below:

REVIEWING AUTHORITY	Hernando County School District
PROJECT NAME / CASE NUMBER	Trails at Rivard
APPLICATION TYPE	School Concurrency Analysis
OWNER / DEVELOPER	Rivard Development, LLC
PARCEL KEY NUMBER(S)	383374
LOCATION / ADDRESS	Eastern terminus of Rivard Blvd.
PROJECT ACREAGE	63.70 acres, more or less
LAND USE DESIGNATION	**CURRENT:** Residential
ZONING	**CURRENT:** CPDP (SF)
PROPOSED DWELLING UNITS	**SINGLE FAM:** 240 **MULTI FAM:** 0 **TOWNHS:** 0

CAPACITY CALCULATIONS Student generation rates for each type of dwelling unit, distribution among grade levels, and resulting capacity utilizations are tabulated below:

DWELLING UNIT TYPE	NUMBER OF DWELLING UNITS	STUDENT GENERATION RATE 1	STUDENTS PER UNIT TYPE
Single Family	**240**	**0.300**	**72**
Multi Family	**0**	**0.188**	**0**
Townhouse	**0**	**0.159**	**0**
TOTAL NUMBER OF STUDENTS			**72**

AVERAGE GRADE LEVEL DISTRIBUTION		
GRADE	**DISTRIBUTION**	**STUDENTS**
PK - 5	46 %	33
6-8	23 %	17
9-12	31 %	22

[[1] Student generation rates based on *Hernando County Educational Facilities Impact Fee Update Study*, August 2022.]

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.

CONCURRENCY SERVICE AREA [2] (SCHOOL NAME)	A SCHOOL CAPACITY	B PLANNED CAPACITY	C STUDENTS ENROLLED [3]	D RESERVED CAPACITY	E PROPOSED STUDENTS	F TOTAL STUDENTS (C+D+E)	G RESULTING LEVEL OF SVC. (F ÷ (A+B))
Moton ES	835	0	674	149	**12**	**835**	**100%**
Suncoast ES	1214	0	973	**78**	**21**	**1072**	**88%**
DS Parrott MS	1040	0	749	**215**	**17**	**981**	**94%**
Hernando HS	1654	0	1301	**338**	**15**	**1654**	**100%**
Central HS	1888	0	1447	**441**	**0**	**1888**	**100%**
Weeki Wachee HS	1611	375	1444	**541**	**1**	**1986**	**100%**

[[2] There is no guarantee that students from the proposed development will attend the schools in the assigned CSAs.]
[[3] As published on the district's website, 10-11-2024.]

CAPACITY FINDINGS The Hernando County School District Level of Service (LOS) is 100% of school capacity.

At the elementary school level, adequate capacity is available for only 12 of 33 students in the assigned Concurrency Service Area (CSA) of Moton ES. However, capacity is available for the remaining 21 students in the adjacent CSA of Suncoast ES, shown as shaded in the table above.

At the middle school level, adequate capacity is available for 17 students at the assigned CSA of DS Parrott MS.

At the high school level, adequate capacity is available for only ~~12~~ **15** of the 22 students in the assigned CSA of Hernando HS **and for only 1 student in the adjacent CSA of Weeki Wachee HS.** Adequate capacity is not available for the remaining ~~10~~ **6** students in the other adjacent CSA of Central HS, shown as shaded in the table above. Consequently, **there is a capacity deficit of ~~10~~ 6 students at the high school level.**

COMMENT In view of the capacity deficit indicated above, the School District cannot issue a *Finding of Available School Capacity* at this time.

When a school capacity deficit exists, Section 23-269 of the Hernando County Code of Ordinances allows the Owner/Developer to mitigate such deficit by proffering a Proportionate Share Mitigation Agreement (PSMA) to contribute their fair share of the cost of providing, expanding or improving a public school facility in exchange for a school impact fee credit on a dollar-for-dollar basis. Once a PSMA has been executed, the School District can issue a *Finding of Available School Capacity*.

Should you have any questions concerning this report, please do not hesitate to contact me.

Regards,

James W. Lipsey
School Planner
Hernando County School District
PHONE: (352) 797-7050, ext. 71410
EMAIL: lipsey_j@hcsb.k12.fl.us

Copies to: Omar DePablo, Director, Hernando Co. Development Services
Brian Ragan, Director of Facilities, HCSD
Ralph Leath, Director of Transportation, HCSD
Dawn Williams, Supervisor of School Choice, HCSD
Steve Crognale, Executive Director of Support Operations, HCSD
Caroline Mockler, Esq., Staff Attorney, HCSD
Kyle J. Benda, Esq. Benda Law
Chris Wilson, C.J. Wilson Law, P.A.

After recording return to:
Hernando County Public Schools
Attn: Facilities and Construction Department
8016 Mobley Road
Brooksville, Florida, 34601

SCHOOL CONCURRENCY PROPORTIONATE SHARE MITIGATION AGREEMENT

TRAILS AT RIVARD

THIS SCHOOL CONCURRENCY PROPORTIONATE SHARE MITIGATION AGREEMENT ("**Agreement**"), is made by and among **HERNANDO COUNTY,** a political subdivision of the State of Florida, whose address is 20 North Main St., Brooksville, Florida 34601, hereinafter referred to as **"Local Government"**; **THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA**, a body corporate of the State of Florida, hereinafter referred to as the "**School Board**", whose address is 919 North Broad St., Brooksville, FL 34601; and **RIVARD DEVELOPMENT, LLC,** hereinafter referred to as the "**Applicant**" whose address is **6601 Memorial Highway, Suite 223, Tampa, Florida 33615**; and

WHEREAS, Applicant is **THE FEE SIMPLE OWNER** of a **63.7** acre parcel of real property located in Hernando County and generally located at **the intersection of Old Oak Trail, Dog Leg Court, and Rivard Boulevard, also described as Hernando County Property Appraiser Key Number 383374** ("**Project Site**"), the complete legal description for which is attached hereto as EXHIBIT "A." The Project Site is illustrated with a map appearing in EXHIBIT "B"; and

WHEREAS, the **Applicant** has applied for master plan reactivation approval from the **Local Government** pursuant to Application No. **H-25-10** and to allow 240 dwelling units to be constructed on the Project Site ("**Proposed Development**"); and

WHEREAS, the **Local Government** has determined the Proposed Development is consistent with the future land use designation of its Comprehensive Plan and pertinent portions of the Comprehensive Plan; and

WHEREAS, the **Local Government** and School Board utilize data and methodologies contained in Florida Statutes, Department of Education, and the Hernando County Educational Facilities Impact Fee, as periodically updated; and

WHEREAS, the **Local Government** and the **School Board** have adopted and implemented a public school concurrency management system to assure the future availability of public school facilities to serve new development consistent with level of service standards, as defined in the

Interlocal Agreement ("Standards" or "Level of Service" or "Level of Service Standards") and consistent with the terms of the current Interlocal Agreement for Public School Facility Planning between the School Board and the Local Governments, as may be amended from time to time (the "Interlocal Agreement") and the Local Government's public school facilities element, and capital improvement elements of the respective comprehensive plans; and

WHEREAS, at the adopted Level of Service Standards, adequate school capacity for six (6) students at the high school level projected to be generated by the development is not available within the school Concurrency Service Area(s) ("Concurrency Service Area(s)")shall have the meaning as set forth in the Interlocal Agreement) in which the Proposed Development is located; Proposed Development within any contiguous school Concurrency Service Area(s); and adequate school capacity will not be in place or under actual construction within three (3) years after the Local Government's approval of the Proposed Development; and

WHEREAS, authorizing these new residential dwelling units without the mitigation provided for in this Agreement would result in a failure of the Level of Service Standard for public school facilities in one or more applicable school Concurrency Service Area(s); and

WHEREAS, the parties agree that public school concurrency shall be satisfied by the **Applicant's** execution of this legally binding Agreement and payment of a mitigation amount proportionate to the demand for public school facilities to be created by these new residential dwelling units ("**Proportionate Share Mitigation**"); and

WHEREAS, it is the policy of the State of Florida that public educational facilities and services needed to support new residential development shall be available concurrently with the impact of such new residential development; and

WHEREAS, an appropriate mitigation option necessary to satisfy public school concurrency is payment of a Proportionate Share Mitigation for the Proposed Development, as more specifically described herein; and

WHEREAS, the **Local Government** has authority to issue a Certificate of Concurrency ("COC") for the Proposed Development contingent upon the payment of Proportionate Share Mitigation being guaranteed in an enforceable development agreement; and

WHEREAS, the **Applicant** is eligible for Educational Facilities Impact Fee credits for the payment of the Proportionate Share Mitigation for the Proposed Development in such amounts as are authorized by Hernando County Ordinance 2024-10, § IV (Ex. A).

NOW, THEREFORE, in consideration of the foregoing described Proportionate Share Mitigation, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. **INCORPORATION OF RECITALS:** The foregoing recitals are true and correct and are hereby incorporated into this Agreement by reference as if fully set forth herein.

2. **PARTIES:** The **Local Government**, the **School Board** and the **Applicant** shall be collectively referred to as the "parties."

3. **LEGALLY BINDING COMMITMENT:** This Agreement constitutes a legally binding commitment by the **Applicant** to provide Proportionate Share Mitigation for the deficiency of school capacity needed for the number and type of new residential dwelling units on the Project Site for the Proposed Development sought to be approved by the **Local Government**.

4. **DESCRIPTION OF DEVELOPMENT USES:** The Proposed Development shall be developed to include a maximum of **240 single-family residential dwelling units**. Construction of dwelling units within the Proposed Development is anticipated to begin in the year **2026,** and is anticipated to be complete in the year **2028**.

5. **PROPORTIONATE SHARE MITIGATION:**
   a. The **parties** agree the formula to calculate the total amount of the Proportionate Share Mitigation shall be: $p = (s - a) \times (c + (c \times f)$, where
      i. p = Proportionate Share Mitigation Amount, and
      ii. s = Students (by school type) that will be generated by the Proposed Development (by housing type), and
      iii. a = Available FISH capacity (by school type) or ***zero*** if no capacity is available, and
      iv. c = Total Facility Cost per Student Station for **high** school level, as published in the Educational Facilities Impact Fee Update Study adopted by the School Board and in effect at the time when the Proportionate Share Mitigation is accepted plus authorized ancillary facility costs per student, and
      v. f = Student Station Cost Adjustment Factor (indexed to 2022=100) for the year in which the Proportionate Share Mitigation is accepted, as published by the Florida Legislative Office of Economic and Demographic Research (EDR).

   b. The **parties** agree that the payment of a Proportionate Share Mitigation in the total amount of **TWO HUNDRED SIXTY-EIGHT THOUSAND THREE HUNDRED ELEVEN AND 00/100 DOLLARS ($268,311.00)** for the Proposed Development, is proportionate to the demand for public school facilities to be created by the actual development of the property and based on existing and actual school capacity deficit as determined pursuant to the Amended and Restated Interlocal Agreement.

6. **SCHOOL CONCURRENCY ANALYSIS:** Upon the final execution of this Agreement, the Superintendent shall provide the **Local Government** with a *Finding of Available School Capacity*, encumbering 33 elementary, 17 middle school, and 22 high school capacity for the Proposed Development.

7. **TIMING:** The execution of this Agreement shall be a condition of the Conditional Plat approval, Site Plan approval, or its functional equivalent. The payment of the Proportionate Share Mitigation in full shall occur at the time of, and shall be a condition of the final plat approval, or its functional equivalent for the Proposed Development, but in no event later than the issuance of the first building permit. This payment shall be made directly to the **School Board**.

8. **EDUCATIONAL FACILITIES IMPACT FEE CREDIT:**
   a. In accordance with Section 163.3180(6)(h)(2)(b) and 163.31801(5)(a), Florida Statutes, as consideration for the payment of the Proportionate Share Mitigation as described in Section 5 above, the **Parties** agree that the **School Board** shall provide the **Applicant** a credit on a dollar-for-dollar credit basis at fair market value, in the amount of **TWO HUNDRED SIXTY-EIGHT THOUSAND THREE HUNDRED ELEVEN AND 00/100 DOLLARS ($268,311.00)** toward Educational Facilities impact fees ("Impact Fee Credits") in the form of the Hernando County Educational Facilities Impact Fee Voucher attached hereto as Exhibit "C" (the "Voucher"). The number of units set forth in the Voucher will be based upon the rate of Impact Fees at the time of the Proportionate Share Mitigation payment and shall be rounded down to the nearest unit. In no event will the dollar amount of the Proportionate Share Mitigation exceed the dollar amount of the Impact Fees due for the Proposed Development.
      i. As an example, the Educational Impact Fee as of July 1, 2025, is $6,135.00 per single family home. Assuming the payment is in the amount of $350,000.00, it would result in a voucher for 57.04 single family home units, which would be rounded down to 57 units and the actual payment would be $349,695. If the impact fee rate is increased after the issuance of the Voucher, the Voucher would nevertheless be valued at 57 single family residential units. The same calculation method would apply to other housing types, such as multi-family.
   b. **Applicant** may assign the Voucher, in whole or in part, pursuant to Section 163.31801(10). To accomplish said transaction, the School Board shall, within thirty (30) days of receipt of a written request from the Applicant, reassign the Voucher in whole or in part, to any other development or parcel within the school district. Should, at any time, the total number of units set forth in the Proposed Development exceed the number of units set forth in Voucher(s) issued, the **Applicant** shall pay the then current impact fee amount for each unit above the total amount of units in the issued vouchers. The **Applicant** shall provide the Voucher(s) to the **Local Government** at the time of impact fee payment.

9. **SCHOOL CAPACITY IMPROVEMENT:** The **School Board** agrees to apply the Proportionate Share Mitigation contributed by the **Applicant** toward a school capacity improvement identified in its 5-year Educational Facilities Work Program and if no project has been identified, the **School Board** shall set aside the funds, and not spend same until an improvement has been identified which satisfies the demands created by the Development Proposal in accordance with this Agreement.

10. **IMPACT FEES.** The payment of Educational Facilities impact fees shall be the responsibility of the **Applicant** for each dwelling unit constructed on the Property and shall be due at the time of building permit issuance. The **Applicant's** payment of Educational Facilities impact fees shall be collected, transmitted, and reported in conformance with and according to the Educational Facilities Impact Fee Ordinance, and as set forth on EXHIBIT "D" attached hereto and incorporated herein by reference.

11. **TERMINATION.** This Agreement shall terminate, and **Applicant** shall forfeit any administrative fees paid, as well as any capacity encumbered or reserved under the following circumstances, unless the **School Board** agrees to an extension of this Agreement, if one of the following occurs:
    a. Upon final approval of the conditional plat, the developer shall have two (2) years to be granted construction plan approval. In no case shall the conditional plat be valid for more than five (5) years from the original date of approval; or
    b. Applicant fails to fully pay the Proportionate Share Mitigation Payment when due hereunder and such breach remains uncured for a period of thirty (30) days; or
    c. The **Applicant** fails to obtain at least one building permit for a unit other than a model home within three (3) years of recording of the plat or, if a plat is not required, within three (3) years of final approval of the site plan, or its equivalent. In such case, unless for good cause shown by the **Applicant**, this Agreement shall be terminated and, other than capacity associated with a payment of Proportionate Share Mitigation, any encumbered or reserved school capacity shall be returned to its applicable capacity bank.
    d. The **Applicant** shall not be entitled to a refund of any portion of the Proportionate Share Mitigation paid under this Agreement prior to termination.

12. **NO GUARANTEE OF LAND USE/ZONING:** Nothing in the Agreement shall require the **Local Government** to approve any land use amendment or rezoning application associated with the Project Site.

13. **EFFECTIVE DATE:** This Agreement shall become effective immediately upon the occurrence of all the following:
    a. Signatory execution by the **Applicant**
    b. Adoption and approval of this Agreement by the **Local Government**;
    c. Adoption and approval of this Agreement by the **School Board**;
    d. The recordation of a fully executed original of this Agreement in the official records of Hernando County, Florida, at the expense of **Applicant**; and
    e. The expiration of any and all appeal periods for any challenge to the approval of this Agreement.

14. **TERM:** This Agreement shall automatically terminate and expire upon the first occurrence of any of the following:
    a. The full performance by all parties hereto of each and every one of their respective obligations arising under the terms of this Agreement.

b. The execution of a written agreement by all **parties**, or their successors in interest, providing for the cancellation and termination of this Agreement.
c. The expiration or termination of either the COC or permitted authorization of related horizontal or vertical construction.
d. Ten (10) years from the Effective Date.

15. **DEFAULT:** If any party to this Agreement materially defaults under the terms hereof, then the **Local Government or School Board** shall give the defaulting party thirty (30) days' notice and a right to cure such breach. Should the **Applicant** of the property described herein fail to timely cure a default in meeting their obligations set forth herein, the COC, issued based upon payment and/or performance hereunder, this Agreement shall be voided and the **Applicant** and the property described herein shall lose their right to school concurrency under this Agreement and their right to any Educational Facilities Impact Fee credits under this Agreement. Further, in the case of such default, any development upon that property site dependent upon such COC shall cease and no further permits shall be issued by the Local Government, until and unless the agreement is reinstated or the default is cured or capacity becomes available and a new COC is issued. Should the **Local Government** or the **School Board** fail to timely cure a default in meeting their obligations set forth herein, **Applicant** may seek any and all remedies available to it by law.

16. **VENUE; CHOICE OF LAW:** Any controversies or legal issues arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be submitted to the jurisdiction of the Circuit Court of Hernando County, Florida, and shall be governed by the laws of the State of Florida.

17. **RELEASE.** Upon the performance of all obligations of all Parties hereto, the School Board and the Local Government shall release the Applicant from this Agreement, and the Applicant shall release the School Board and the Local Government from all future claims, costs or liabilities arising out of the provision of Proportionate Share Mitigation in accordance with this Agreement. These releases shall be recorded at the Applicant's expense in the Official Records of Hernando County, Florida, evidencing such performance.

18. **CAPTIONS AND PARAGRAPH HEADINGS:** Captions and paragraph headings contained in this Agreement are for convenience and reference only. They in no way define, describe, extend or limit the scope or intent of this Agreement.

19. **NO WAIVER:** No waiver of any provision of this Agreement shall be effective unless it is in writing and signed by the party against whom it is asserted. Any such written waiver shall only be applicable to the specific instance to which it relates and shall not be deemed to be a continuing or future waiver.

20. **EXHIBITS:** All Exhibits attached hereto contain additional terms of this Agreement and are incorporated herein by reference.

21. **FURTHER ASSURANCES:** The parties hereby agree to execute, acknowledge and deliver and cause to be done, executed, acknowledged and delivered all further assurances and to perform such acts as shall reasonably be requested of them in order to carry out this Agreement.

22. **AMENDMENTS:** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective, unless contained in a written document prepared with the same or similar formality as this Agreement and executed be all the parties to this Agreement.

23. **ASSIGNMENT:** This Agreement runs with the land. The **Applicant** may assign its rights, obligations and responsibilities under this Agreement to a third-party purchaser of all or any part of fee simple title to the Property. Any such assignment shall be in writing and shall require the prior acknowledgement of all of the parties. At the election of the **School Board**, such acknowledgement may be conditioned upon the written agreement of the assignee to comply with conditions and procedures to aid in the monitoring and enforcement of the assignee's performance of the Proportionate Share Mitigation under this Agreement. The assignor under such assignment shall furnish the parties with a copy of the written assignment within ten (10) days of the date of execution of same.

24. **NO THIRD-PARTY BENEFICIARIES:** This Agreement is made for the sole benefit and protection of the parties, their successors and assigns, and no other persons shall have any right of action hereunder.

25. **COUNTERPARTS:** This Agreement may be executed in three (3) counterparts, each of which may be deemed to be an original.

26. **RECORDING OF THIS AGREEMENT:** The **Applicant** shall record this Agreement, at its expense in the Hernando County Public Records. The Applicant shall provide a copy to the **Local Government** and the **School Board**.

27. **MERGER CLAUSE:** This Agreement sets forth the entire agreement among the parties, and it supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, among the parties.

28. **SEVERABILITY:** If any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the invalid or unenforceable provision will be stricken from the Agreement, and the balance of this Agreement will remain in full force and effect as long as doing so would not affect the overall purpose or intent of the Agreement.

29. **STATUTORY COMPLIANCE:** This Agreement satisfies the requirements for a binding Proportionate Share Mitigation Agreement in Section 163.3180(6)(h), Florida Statutes (2024), as amended from time to time.

30. **NOTICES:** Whenever any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for who it is intended at the place last specified, delivered via overnight mail signature required (FEDEX), or via electronic mail with delivery receipt provided. The place for giving of notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. Until otherwise designated by amendment to this Agreement, the parties designate the following as the respective places for giving notice:

FOR HERNANDO COUNTY:	County Administrator 15470 Flight Path Dr. Brooksville, FL 34604
With a Copy to:	County Attorney Hernando County 20 North Main St., St. 463 Brooksville, FL 34601
FOR SCHOOL BOARD:	Superintendent Hernando County School District 919 North Broad Street Brooksville, FL 34601
With a Copy to:	School Board Attorney School Board of Hernando County 919 North Broad Street Brooksville, FL 34601
	Manager of Planning, Design & Construction Hernando County School District 8016 Mobley Road Brooksville, FL 34601
FOR APPLICANT:	Rivard Development, LLC 6601 Memorial Hwy, Ste. 223 Tampa, FL 33615
With a Copy to:	Kyle J. Benda, Esq. Benda Law 270 N. Broad St. Brooksville, FL 34601

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates above each signature:

SCHOOL DISTRICT

Signed, witnessed, executed, and acknowledged on this___day of_____, 2025.

WITNESSES:	**SCHOOL DISTRICT OF HERNANDO COUNTY, FLORIDA, a body corporate and politic existing under the laws of the State of Florida**
_____ Print Name:_____ Address_____ _____ _____ Print Name:_____ Address_____ _____	_____ Shannon Rodriguez Title: School Board Chair

STATE OF FLORIDA

COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☐ physical present or ☐ online notarization, this _____day of _____, 202__, by_____
,_____

{AFFIX NOTARY STAMP}

Notary Public of Florida

_____
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known _____
OR Produced Identification _____
Type of Identification Produced_____

APPLICANT

Signed, witnessed, executed, and acknowledged on this 18th day of Sept, 2025

WITNESSES:

Print Name: Linda McCabe
Address 13411 Rain Owl Ave
Weeki Wachee, FL 34614

Print Name: Riley Jacoby
Address 3352 Fishway St
Spring Hill, FL 34606

APPLICANT:

By: _____

STUART R GLOVER
Print

_____
Title

STATE OF FLORIDA

COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☒ physical present or ☐ online notarization, this 18th day of Sept, 2025, by Stuart, Glover.

{AFFIX NOTARY STAMP}

DIANE LUECKE
MY COMMISSION EXPIRES 04-02-2026
NOTARY PUBLIC
COMM. # HH 244378
STATE OF FLORIDA

Notary Public of Florida

Diane Luecke
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known X
OR Produced Identification _____
Type of Identification Produced _____

LOCAL GOVERNMENT

Signed, witnessed, executed, and acknowledged on this___day of_____, 20____.

HERNANDO COUNTY,
a political subdivision of the
State of Florida

ATTEST:

By: _____
Douglas A. Chorvat, Jr., Clerk

By: _____
_____, Chairman

WITNESSES:	**Approved as to form and legal sufficiency by County Attorney's Office with LR 25-267.**
_____ **Print Name:_____** **Address_____** _____ _____ **Print Name:_____** **Address_____** _____	

STATE OF FLORIDA

COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☐ physical present or ☐ online notarization, this ___day of _____, 20___, by_____ as Chairman of the Hernando County Board of County Commissioners..

{AFFIX NOTARY STAMP}

Notary Public of Florida

_____
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known _____
OR Produced Identification _____
Type of Identification Produced_____

Exhibit "A"

Hernando County Property Appraiser Parcel Identification Number
R20 423 19 0000 0030 0000 and
Hernando County Property Appraiser Key Number
383374

3 pages - 27.00
Deed - 25,445.00
25,472

3/2

280

Doc# 2006020663
Hernando County, Florida
03/09/2006 2:40PM
KAREN NICOLAI, Clerk

RECORDING FEES $ 27.00
DEED DOC STAMP $ 25,445.00
03/09/2006 Deputy Clk

OFFICIAL RECORDS
BK: 2215 PG: 1594

Prepared by and return to:
James N. Powell, Esquire
Powell, Carney, Gross, Maller & Ramsay, P.A.
One Progress Plaza Suite 1210
St. Petersburg, FL 33701
727-898-9011
File Number: **5794-6**

R

[Space Above This Line For Recording Data]

Warranty Deed

This Warranty Deed made this 27th day of **February, 2006** between **The Trails at Rivard, LLC, a Florida limited liability company** whose post office address is **P.O. Box 429, St. Petersburg, FL 33731**, grantor, and **Rivard Development, LLC, a Florida limited liability company** whose post office address is **7627 Little Road, New Port Richey, FL 34654**, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Hernando County, Florida** to-wit:

Commence at the Southwest corner of the Northwest 1/4 of Section 20, Township 23 South, Range 19 East, Hernando County, Florida; go thence S 00°07'20" W along the West line of said Section 20 1820.97 feet; thence East 1733.29 feet to a point on the South boundary and the POINT OF BEGINNING; continue thence along the South boundary East 1409.99 feet; thence North along the East boundary 3129.52 feet to a point on the North boundary; thence N 89°48'12" W 479.59 feet to the Southeast corner of the Northeast 1/4 of the Northwest 1/4 of said Section 20; continue thence along the North boundary N 89°48'09" W 503.99 feet to the Easterly right-of-way of the C.S.X. Railroad; thence along said right-of-way S 52°11'02" W 271.69 feet; thence leaving said right-of-way S 37°48'58" E 156.92 feet to a point of curve; thence 172.49 feet along the arc of a curve concave to the Northeast, said curve having a central angle of 54°54'13" and a radius of 180.00 feet and a chord and bearing of 165.96 feet S 65°16'05" E; thence N 87°16'49" E 315.35 feet; thence S 89°12'14" E 166.39 feet to a point of curve; thence 157.08 feet along the arc of a curve concave to the Southwest, said curve having a central angle of 90°00'00", a radius of 100.00 feet and a chord and bearing of 141.42 feet S 44°12'14" E; thence S 00°47'46" W 55.65 feet to a point of curve; thence 191.98 feet along the arc of a curve concave to the Northeast, said curve having a central angle of 09°19'18", a radius of 1180.00 feet and a chord and bearing of 191.77 feet S 03°51'53" E; thence S 08°31'32" E 67.97 feet to a point of curve; thence 122.02 feet along the arc of a curve concave to the West, said curve having a central angle of 08°31'32", a radius of 820.00 feet and a chord and bearing of 121.90 feet S 04°15'46" E; thence South 70.00 feet to a point of curve; thence 38.51 feet along the arc of a curve concave to the Northwest, said curve having a central angle of 88°15'05", a radius of 25.00 feet and a chord and bearing of 34.81 feet S 44°07'33" W to a point of reverse curve; thence 119.88 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 07°56'27", a radius of 865.00 feet and a chord and bearing of 119.79 feet S 84°16'52" W; thence S 10°21'06" E 115.01 feet; thence 20.00 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 01°31'41", a radius of 750.00 feet and a chord and bearing of 20.00 feet S 79°38'54" W; thence N 10°21'06" W 169.10 feet; thence N 00°26'37" W 110.25 feet to a point of curve; thence 172.70 feet along the arc of a curve concave to the Southwest, said curve having a central angle of 54°58'19", a radius of 180.00 feet and a chord and bearing of 166.15 feet N 27°55'47" W to a point of compound curve; thence 427.68 feet along the arc of a curve concave to the Southwest, said curve having a central angle of 36°02'08", a radius of 680.00 feet and a chord and bearing of 420.66 feet N

DoubleTime®

73°26'00" W to a point of compound curve; thence 270.72 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 15°49'40", a radius of 980.00 feet and a chord and bearing of 269.86 feet S 80°38'06" W; thence S 72°43'16" W 360.58 feet to a point of curve; thence 342.18 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 33°48'08", a radius of 580.00 feet and a chord and bearing of 337.24 feet S 55°49'12" W to the most Northerly corner of Lot 98 of the TRAILS AT RIVARD, PHASES I, II & VI, record Plat as recorded in Plat Book 31, pages 3 through 6 of the Public Records of Hernando County, Florida; thence along the boundary of said Plat S 51°04'52" E 155.00 feet to a point on a curve on the Westerly right-of-way of Old Oak Trail; thence along said right-of-way and 63.32 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 08°32'10", a radius of 425.00 feet and a chord and bearing of 63.26 feet N 43°11'13" E; thence S 42°32'42" E 198.26 feet to a point on a curve; thence 216.21 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 42°02'26", a radius of 295.21 feet and a chord and bearing of 211.78 feet S 22°45'08" W; thence S 87°49'43" E 202.46 feet to the Easterly right-of-way of Dog Leg Court of said record Plat; thence 29.83 feet along the arc of a curve concave to the Northeast, said curve having a central angle of 13°40'16", a radius of 125.00 feet and a chord and bearing of 29.75 feet S 04°40'38" E; thence N 88°05'23" E 154.58 feet to a point on a curve; thence 14.85 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 34°02'42", a radius of 25.00 feet and a chord and bearing of 14.64 feet S 18°55'58" E; thence S 35°57'19" E 94.46 feet to a point of curve; thence 41.14 feet along the arc of a curve concave to the Northeast, said curve having a central angle of 94°16'51", a radius of 25.00 feet and a chord and bearing of 36.65 feet S 83°05'45" E; thence N 49°45'50" E 229.42 feet to a point of curve; thence 11.33 feet along the arc of a curve concave to the Northwest, said curve having a central angle of 25°58'16", a radius of 25.00 feet and a chord and bearing of 11.24 feet N 36°46'41" E; thence S 66°12'27" E 152.99 feet; thence N 49°45'50" E 27.87 feet; thence S 40°14'10" E 195.00 feet to the most Easterly corner of Lot 169 of said record Plat; thence leaving the boundary of said record Plat N 49°45'50" E 61.54 feet; thence N 54°45'50" E 230.52 feet to a point of curve; thence 43.68 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 25°01'42", a radius of 100.00 feet and a chord and bearing of 43.34 feet N 67°16'41" E; thence N 11°49'20" W 120.00 feet to a point on a curve; thence 20.00 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 01°39'39", a radius of 690.01 feet and a chord and bearing of 20.00 feet N 78°10'35" E; thence S 11°49'20" E 104.57 feet; thence East 16.94 feet to a point of curve; thence 125.33 feet along the arc of a curve concave to the West, said curve having a central angle of 143°37'14", a radius of 50.00 feet and a chord and bearing of 95.00 feet S 18°11'23" E; thence S 53°37'14" W 148.24 feet; thence S 33°05'14" W 183.18 feet to a point of curve; thence 500.27 feet along the arc of a curve concave to the Northeast, said curve having a central angle of 89°34'24", a radius of 320.00 feet and a chord and bearing of 450.86 feet S 11°41'58" E; thence S 56°29'10" E 46.44 feet to a point of curve; thence 98.54 feet along the arc of a curve concave to the Northeast, said curve having a central angle of 12°00'45", a radius of 470.00 feet and a chord and bearing of 98.36 feet S 62°29'33" E to a point of reverse curve; thence 119.55 feet along the arc of a curve concave to the Southwest, said curve having a central angle of 68°29'55", a radius of 100.00 feet and a chord and bearing of 112.56 feet S 34°14'55" E; thence South 102.87 feet to a point of curve; thence 34.61 feet along the arc of a curve concave to the Northwest, said curve having a central angle of 04°43'15", a radius of 420.00 feet and a chord and bearing of 34.60 feet S 02°21'37" W; thence S 04°43'15" W 188.99 feet to a point of curve; thence 64.27 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 04°43'15", a radius of 780.00 feet and a chord and bearing of 64.25 feet S 02°21'37" W; thence South 97.46 feet to a point of curve; thence 154.91 feet along the arc of a curve concave to the Northwest, said curve having a central angle of 88°45'31", a radius of 100.00 feet and a chord and bearing of 139.88 feet S 44°22'46" W; thence S 88°45'31" W 207.88 feet to a point of curve; thence 98.83 feet along the arc of a curve concave to the North, said curve having a central angle of 06°43'05", a radius of 842.91 feet and a chord and bearing of 98.78 feet N 87°52'56" W; thence N 84°31'23" W 151.02 feet to a point of curve; thence 294.59 feet along the arc of a curve concave to the Southeast, said curve having a central angle of 14°35'14", a radius of 1157.10 feet and a chord and bearing of 293.80 feet S 88°11'00" W; thence S 80°53'19" W 87.96 feet to a point on the Easterly boundary of the aforesaid TRAILS AT RIVARD record Plat; thence along said boundary S 85°19'59" W 65.60 feet to the Northeast corner of Lot 42 of said Plat; continue thence along said Plat boundary S 01°54'47" E 182.10 feet to a point on a curve; thence 55.87 feet along the arc of a curve concave to the North, said curve having a central angle of 03°52'48", a radius of 825.00 feet and a chord and bearing of 55.86 feet N 89°58'19" W;

OFFICIAL RECORDS
BK: 2215 PG: 1596

thence South 142.15 feet to the Southeast corner of Lot 41 of said Plat and the POINT OF BEGINNING.

Parcel Identification Number: R20-423-19-0000-0030-0000

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2005**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

The Trails at Rivard, LLC, a Florida limited liability company

By: JJM Fund Management, LLC, a Delaware limited liability company, its Manager

By: _____
Jean G. Irwin, Manager

Witness Name: _____

Witness Name: _____

State of Florida
County of Pinellas

The foregoing instrument was acknowledged before me this 24th day of February, 2006 by Jean G. Irwin, Manager of JJM Fund Management, LLC, a Florida limited liability company, as Manager, on behalf of the corporation for The Trails at Rivard, LLC, a Florida limited liability company. She [X] is personally known to me or [X] has produced a driver's license as identification.

[Notary Seal]

LINDA C. JOHNSON
MY COMMISSION # DD 252383
EXPIRES: January 21, 2008
Bonded Thru Notary Public Underwriters

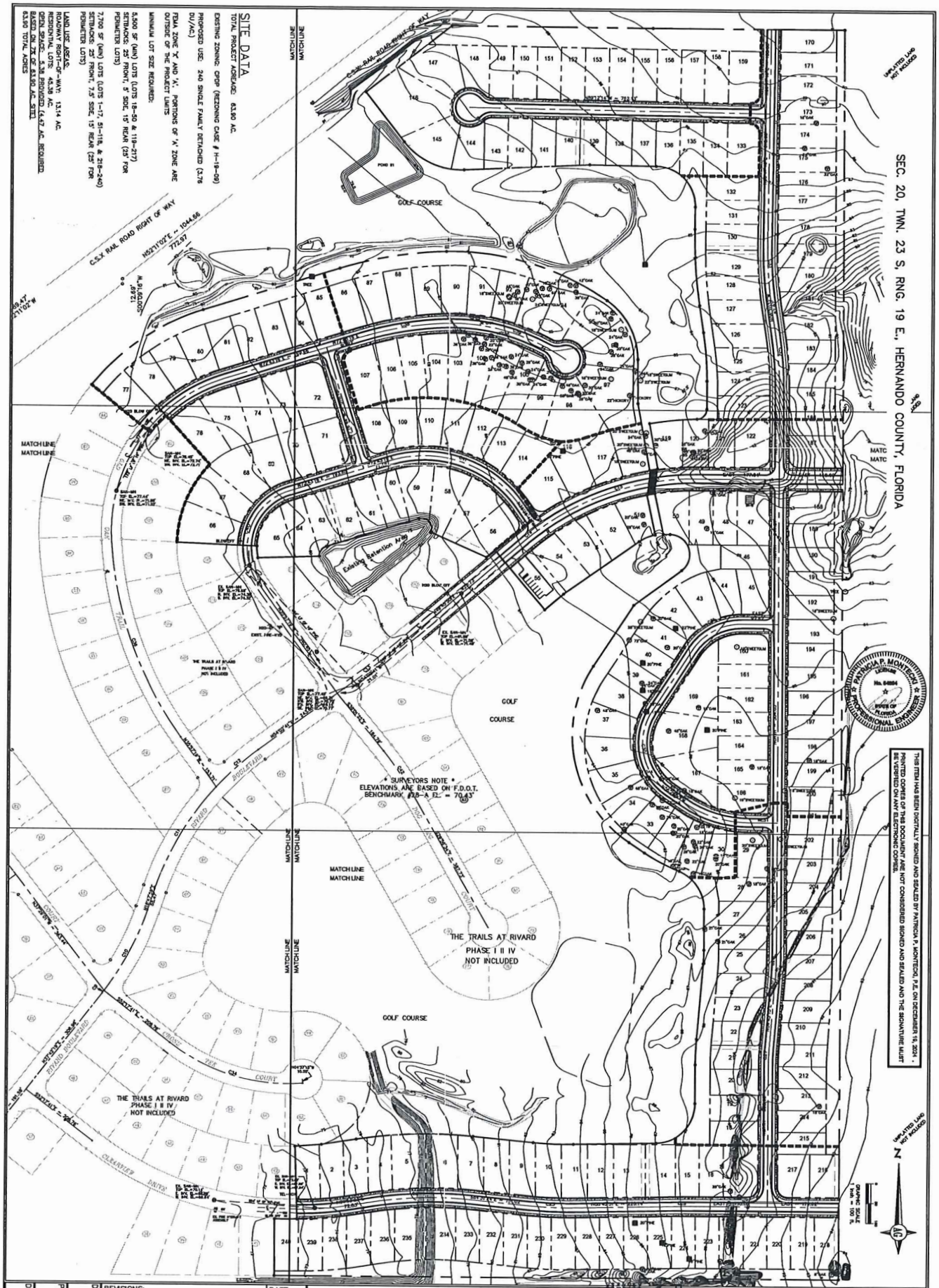
_____
Notary Public

Printed Name: Linda C Johnson

My Commission Expires: _____

Exhibit "B"

Map or Plan Identifying Property



REVISIONS:	DATE
1	
2	
3	
4	
5	
6	

DATE 12-01-23
PROJECT NO. 2023104
DRAWING NO. C-2

RIVARD SUBDIVISION
FOR:
RIVARD DEVELOPMENT, LLC
6601 MEMORIAL HWY., STE. 231
TAMPA, FL 33615

SITE PLAN

PAT MONTECKI, P.E.
F.P.E. NO. 54884

ARCTURUS GROUP, LLC
CIVIL ENGINEERS • LAND PLANNERS • CONSTRUCTION MANAGEMENT
5922 MAIN STREET, NEW PORT RICHEY, FLORIDA 34652
PHONE (727) 834-8882
info@arcturusgroupllc.com
CERTIFICATE OF AUTHORIZATION EB 30829

Exhibit "C"

Hernando County School Board
Educational Facilities Impact Fee Credit Voucher
TRAILS AT RIVARD

1. Date of Finding of Available School Capacity: _____
   Number of dwelling units associated with application: _____
   Type of dwelling units associated with application: _____
2. Name of Developer/Applicant: _____
3. Address of Developer/Applicant: _____
4. Legal description of subject property: **See Exhibit "A" - Attachment 1.**
5. Subdivision or Master Development Plan name: _____
6. Local Government Development Application Number:

The undersigned School Board Official confirms that it has received from the Developer/Applicant named above, Proportionate Share Mitigation for **[elementary] [middle] [high]** school capacity on the ____ day of _____, 2025, as shown below.

The School Board Official gives notice to Local Government that the following sums should be credited towards the Educational Facilities Impact Fee obligations of the Developer/Applicant.

1. Date of Proportionate Share Payment	
2. Amount of Proportionate Share Payment	
3. Impact Fee per unit at Time of Proportionate Share Payment	
4. Impact Fee Credits issued (Line 2 divided by line 3.)	

By: _____

Print: _____

Title: _____

Impact Fee Credit Redemption Ledger

TRAILS AT RIVARD

Date Credits Redeemed	Available Credits	Credits Redeemed	Remaining Credits	County/City Staff Accepting Credits	Signature of County/City Staff Accepting Credits

Exhibit "D"

EDUCATIONAL FACILITIES IMPACT FEE

1. **Impact Fees Established.** The County has adopted the Hernando County Educational Facilities Impact Fee Ordinance (the "Impact Fee Ordinance"), codified at Chapter 23, Article III, of the Hernando County Code, to assure that new development which creates a need for educational facilities bears a proportionate share of the cost of capital expenditures necessary to provide the educational facilities necessitated by such development ("Impact Fee"). The Impact Fee amount is established pursuant to the Impact Fee Ordinance and is due and payable upon the issuance of a building permit by the respective Local Governments except as otherwise provided in the Impact Fee Ordinance.

2. **Collection of Impact Fees.** Each Local Government shall collect the Impact Fee for each building permit resulting in a new impact generated by ordinance or resolution. The ultimate calculation of the Impact Fee amount shall be based on the timing of the submittal of a complete building permit application, with the Impact Fee payable at the time of building permit issuance. The permitting Local Government shall be solely responsible for determining the amount of any Impact Fee due at the time of building permit issuance.

3. **Administrative Costs.** In accordance with the Florida Impact Fee Act, it is agreed by the Parties that the Local Governments may retain the actual costs incurred in collecting the Impact Fees. Each Local Government is responsible for providing for accounting and reporting of impact fee collections and expenditures and account for the revenues and expenditures of such impact fee in a separate accounting fund and providing same to the School Board on an annual basis.

4. **Remittance of Impact Fees.** The Local Governments shall remit the collected Impact Fees minus the administrative fee, as described above, to the School Board pursuant to Hernando County Code of Ordinance, Chapter 23, Article III, Section 23-71. as prescribed by Ordinance or Resolution. Remittance may be through wire transfer to the School Board, through check payable to the Hernando County School Board, or through other method mutually agreed to between the Local Government as payor and the School Board as payee.

5. **Reporting.** Each Local Government shall, in addition to the monthly transfer of the Impact Fees, remit to the School Board a report accounting for the total Impact Fees collected for the month and the administrative fees retained by the Local Government. The reports shall specify the dates the fees were paid, Parcel Identification Number, Impact Fee paid per parcel, total Impact Fee paid including allocations, applicant's name, property description, use code, and the financial payment history (including date of payment to the School Board and check number). Should no Impact Fees be

collected for the month, the Local Government shall report to the School Board that no Impact Fees are to be remitted because no Impact Fees were collected by the Local Government.

The School District of Hernando County, Florida
Facilities & Construction Department
8016 Mobley Road
Brooksville, FL 34601
Phone: (352) 797-7050
Fax: (352) 797-7150

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

Superintendent: *Ray Pinder*
Board Chairperson: *Shannon Rodriguez*
Vice Chairperson: *Mark Johnson*
Board Members:
Michelle Bonczek
Susan Duval
Kayce Hawkins

May 31, 2025
June 5, 2025 (Revised)
August 25, 2025 (Revised)

Steven Gouldman, AICP
City Planner, City of Brooksville
201 Howell Avenue
Brooksville, FL 34601

RE: ARDEN OF BROOKSVILLE – 360 MULTIFAMILY D.U.
School Capacity Deficit Report

Mr. Gouldman,

The School District has revised its school concurrency analysis of the proposed residential development referenced above, based on information we recently received from your department. The application data and our revised findings are summarized below:

REVIEWING AUTHORITY	Hernando County School District
PROJECT NAME / CASE NUMBER	Arden of Brooksville
APPLICATION TYPE	School Concurrency Analysis (Site Plan Approval)
OWNER / DEVELOPER	Brooksville Development Partners, LLC
PARCEL KEY NUMBER(S)	359873
LOCATION / ADDRESS	19200 Cortez Blvd. Brooksville, FL
PROJECT ACREAGE	21.20 acres, more or less
LAND USE DESIGNATION	**CURRENT:** Multi Fam AC
ZONING	**CURRENT:** C3
PROPOSED DWELLING UNITS	**SINGLE FAM:** 0 **MULTI FAM:** 360 **TOWNHS:** 0

CAPACITY CALCULATIONS Student generation rates for each type of dwelling unit, distribution among grade levels, and resulting capacity utilizations are tabulated below:

DWELLING UNIT TYPE	NUMBER OF DWELLING UNITS	STUDENT GENERATION RATE 1	STUDENTS PER UNIT TYPE
Single Family	**0**	**0.300**	**0**
Multi Family	**360**	**0.188**	**68**
Townhouse	**0**	**0.159**	**0**
TOTAL NUMBER OF STUDENTS			**68**

AVERAGE GRADE LEVEL DISTRIBUTION		
GRADE	**DISTRIBUTION**	**STUDENTS**
PK - 5	46 %	31
6-8	23 %	16
9-12	31 %	21

[[1] Student generation rates based on *Hernando County Educational Facilities Impact Fee Update Study*, August 2022.]

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.

CONCURRENCY SERVICE AREA [2] (SCHOOL NAME)	A SCHOOL CAPACITY	B PLANNED CAPACITY	C STUDENTS ENROLLED [3]	D RESERVED CAPACITY	E PROPOSED STUDENTS	F TOTAL STUDENTS (C+D+E)	G RESULTING LEVEL OF SVC. (F ÷ (A+B))
Moton ES	835	0	674	161	0	835	100%
Eastside ES	820	334	756	324	31	1111	96%
DS Parrott MS	1040	0	749	291	0	1040	100%
West Hernando MS	1308	0	668	432	16	1116	85%
Hernando HS	1654	0	1301	473	0	1774	107%
Nature Coast Tech. HS	1296	0	1297	12	0	1309	101%
Central HS	1888	0	1447	441	0	1888	100%
Weeki Wachee HS	1611	375	1444	542	0	1986	103%

[[2] There is no guarantee that students from the proposed development will attend the schools in the assigned CSAs.]
[[3] As published on the district's website, 10-11-2024.]

CAPACITY FINDINGS The Hernando County School District Level of Service (LOS) is 100% of school capacity.

At the elementary school level, adequate capacity is not available for any of the 31 students in the assigned Concurrency Service Area (CSA) of Moton ES. However, adequate capacity is available in the adjacent CSA of Eastside ES, shown as shaded in the table above.

At the middle school level, adequate capacity is not available for any of the 16 students in the assigned CSA of DS Parrott MS. However, adequate capacity is available in the adjacent CSA of West Hernando MS, shown as shaded in the table above.

At the high school level, adequate capacity is not available for any of the 21 students in the assigned CSA of Hernando HS. Neither is any capacity available in the adjacent CSAs of Nature Coast Tech. HS, Central HS, or Weeki Wachee HS, shown as shaded in the table above. Consequently, **there is a capacity deficit of 21 students at the high school level.**

COMMENT In view of the capacity deficit indicated above, the School District cannot issue a *Finding of Available School Capacity* at this time.

When a school capacity deficit exists, Section 23-269 of the Hernando County Code of Ordinances allows the Owner/Developer to mitigate such deficit by proffering a Proportionate Share Mitigation Agreement (PSMA) to contribute their fair share of the cost of providing, expanding or improving a public school facility in exchange for a school impact fee credit on a dollar-for-dollar basis. Once a PSMA has been executed, the School District can issue a *Finding of Available School Capacity*.

Should you have any questions concerning this report, please do not hesitate to contact me.

Regards,

James W. Lipsey, AICP-C
School Planner
Hernando County School District
PHONE: (352) 797-7050, ext. 71410
EMAIL: lipsey_j@hcsb.k12.fl.us

Copies to: Omar DePablo, Director, Hernando Co. Development Services
Brian Ragan, Director of Facilities, HCSD
Ralph Leath, Director of Transportation, HCSD
Dawn Williams, Supervisor of School Choice, HCSD
Steve Crognale, Executive Director of Support Operations, HCSD
Tim H. Safransky, CPA, Vice President – Acquisitions, Arden

After recording return to:
Hernando County Public Schools
Attn: Facilities and Construction Department
8016 Mobley Road
Brooksville, Florida, 34601

SCHOOL CONCURRENCY PROPORTIONATE SHARE MITIGATION AGREEMENT

ARDEN OF BROOKSVILLE

THIS SCHOOL CONCURRENCY PROPORTIONATE SHARE MITIGATION AGREEMENT ("**Agreement**"), is made by and among **CITY OF BROOKSVILLE**, a municipal corporation of the State of Florida, whose address is 201 Howell Avenue, Brooksville, FL 34601, hereinafter referred to as **"Local Government"**; **THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA**, a body corporate of the State of Florida, hereinafter referred to as the "**School Board**", whose address is 919 North Broad St., Brooksville, FL 34601; and **BROOKSVILLE DEVELOPMENT PARTNERS, LLC,** a Florida limited liability company hereinafter referred to as the "**Applicant**" whose address is 19046 Bruce B Downs Blvd., 403 Tampa, FL 33647; and

WHEREAS, **Applicant** is **The Fee Simple Owner**, of an **approximately 21.20 acre** parcel of real property located in Hernando County and generally located at **19200 Cortez, Blvd., Brooksville** ("**Project Site**"), the complete legal description for which is attached hereto as EXHIBIT "A." The Project Site is illustrated with a map appearing in EXHIBIT "B"; and

WHEREAS, the **Applicant** has applied for **PRELIMINARY PLAT** approval from the **Local Government** to allow **three hundred sixty (360) multifamily dwelling units** to be constructed on the Project Site ("**Proposed Development**"); and

WHEREAS, the **Local Government** has determined the Proposed Development is consistent with the future land use designation of its Comprehensive Plan and pertinent portions of the Comprehensive Plan; and

WHEREAS, the **Local Government** and School Board utilize data and methodologies contained in Florida Statutes, Department of Education, and the Hernando County Educational Facilities Impact Fee, as periodically updated; and

WHEREAS, the **Local Government** and the **School Board** have adopted and implemented a public school concurrency management system to assure the future availability of public school facilities to serve new development consistent with level of service standards, as defined in the

Interlocal Agreement ("Standards" or "Level of Service" or "Level of Service Standards") and consistent with the terms of the current Interlocal Agreement for Public School Facility Planning between the School Board and the Local Governments, as may be amended from time to time (the "Interlocal Agreement") and the Local Government's public school facilities element, and capital improvement elements of the respective comprehensive plans; and

WHEREAS, at the adopted Level of Service Standards, adequate school capacity for **TWENTY-ONE (21) high school** students projected to be generated by the development is not available within the school Concurrency Service Area(s) ("Concurrency Service Area(s)") shall have the meaning as set forth in the Interlocal Agreement) in which the Proposed Development is located; nor within any contiguous school Concurrency Service Area(s); and adequate school capacity will not be in place or under actual construction within three (3) years after the Local Government's approval of the Proposed Development; and

WHEREAS, authorizing these new residential dwelling units without the mitigation provided for in this Agreement would result in a failure of the Level of Service Standard for public school facilities in one or more applicable school Concurrency Service Area(s); and

WHEREAS, the parties agree that public school concurrency shall be satisfied by the **Applicant's** execution of this legally binding Agreement and payment of a mitigation amount proportionate to the demand for public school facilities to be created by these new residential dwelling units ("**Proportionate Share Mitigation**"); and

WHEREAS, it is the policy of the State of Florida that public educational facilities and services needed to support new residential development shall be available concurrently with the impact of such new residential development; and

WHEREAS, an appropriate mitigation option necessary to satisfy public school concurrency is payment of a Proportionate Share Mitigation for the Proposed Development, as more specifically described herein; and

WHEREAS, the **Local Government** has authority to issue a Certificate of Concurrency ("COC") for the Proposed Development contingent upon the payment of Proportionate Share Mitigation being guaranteed in an enforceable development agreement; and

WHEREAS, the **Applicant** is eligible for Educational Facilities Impact Fee credits for the payment of the Proportionate Share Mitigation for the Proposed Development in such amounts as are authorized by Hernando County Ordinance 2024-10, § IV (Ex. A).

NOW, THEREFORE, in consideration of the foregoing described Proportionate Share Mitigation, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. **INCORPORATION OF RECITALS:** The foregoing recitals are true and correct and are hereby incorporated into this Agreement by reference as if fully set forth herein.

2. **PARTIES:** The **Local Government**, the **School Board** and the **Applicant** shall be collectively referred to as the "parties."

3. **LEGALLY BINDING COMMITMENT:** This Agreement constitutes a legally binding commitment by the **Applicant** to provide Proportionate Share Mitigation for the deficiency of school capacity needed for the number and type of new residential dwelling units on the Project Site for the Proposed Development sought to be approved by the **Local Government**.

4. **DESCRIPTION OF DEVELOPMENT USES:** The Proposed Development shall be developed to include a maximum of **three hundred sixty (360) multifamily dwelling units**. Construction of dwelling units within the Proposed Development is anticipated to begin in the year **2026** and is anticipated to be complete in the year **2028.**

5. **PROPORTIONATE SHARE MITIGATION:**
   a. The **parties** agree the formula to calculate the total amount of the Proportionate Share Mitigation shall be: $p = (s - a) \times (c + (c \times f)$, where
      i. p = Proportionate Share Mitigation Amount, and
      ii. s = Students (by school type) that will be generated by the Proposed Development (by housing type), and
      iii. a = Available FISH capacity (by school type) or ***zero*** if no capacity is available, and
      iv. c = Total Facility Cost per Student Station for **high school** level, as published in the Educational Facilities Impact Fee Update Study adopted by the School Board and in effect at the time when the Proportionate Share Mitigation is accepted plus authorized ancillary facility costs per student, and
      v. f = Student Station Cost Adjustment Factor (indexed to 2022=100) for the year in which the Proportionate Share Mitigation is accepted, as published by the Florida Legislative Office of Economic and Demographic Research (EDR).

   b. The **parties** agree that the payment of a Proportionate Share Mitigation in the total amount of **NINE HUNDRED THIRTY-NINE THOUSAND EIGHTY-SEVEN AND 00/100 DOLLARS ($939,087.00)** for the Proposed Development, is proportionate to the demand for public school facilities to be created by the actual development of the property and based on existing and actual school capacity deficit as determined pursuant to the Amended and Restated Interlocal Agreement.

6. **SCHOOL CONCURRENCY ANALYSIS:** Upon the final execution of this Agreement, the Superintendent shall provide the **Local Government** with a *Finding of Available School Capacity*, encumbering **31 Elementary, 16 Middle, and 21 High School** students for the Proposed Development.

7. **TIMING:** The execution of this Agreement shall be a condition of the Conditional Plat approval, Site Plan approval, or its functional equivalent. The payment of the Proportionate Share Mitigation in full shall occur at the time of, and shall be a condition of the final plat approval, or its functional equivalent for the Proposed Development, but in no event later than the issuance of the first building permit. This payment shall be made directly to the **School Board**.

8. **EDUCATIONAL FACILITIES IMPACT FEE CREDIT:**
   a. In accordance with Section 163.3180(6)(h)(2)(b) and 163.31801(5)(a), Florida Statutes, as consideration for the payment of the Proportionate Share Mitigation as described in Section 5 above, the **Parties** agree that the **School Board** shall provide the **Applicant** a credit on a dollar-for-dollar credit basis at fair market value, in the amount of **NINE HUNDRED THIRTY-NINE THOUSAND EIGHTY-SEVEN AND 00/100 DOLLARS ($939,087.00)** toward Educational Facilities impact fees ("Impact Fee Credits") in the form of the Hernando County Educational Facilities Impact Fee Voucher attached hereto as Exhibit "C" (the "Voucher"). The number of units set forth in the Voucher will be based upon the rate of Impact Fees at the time of the Proportionate Share Mitigation payment and shall be rounded down to the nearest unit. In no event will the dollar amount of the Proportionate Share Mitigation exceed the dollar amount of the Impact Fees due for the Proposed Development.
      i. As an example, the Educational Impact Fee as of July 1, 2025, is $6,135.00 per single family home. Assuming the payment is in the amount of $350,000.00, it would result in a voucher for 57.04 single family home units, which would be rounded down to 57 units and the actual payment would be $349,695. If the impact fee rate is increased after the issuance of the Voucher, the Voucher would nevertheless be valued at 57 single family residential units. The same calculation method would apply to other housing types, such as multi-family.
   b. **Applicant** may assign the Voucher, in whole or in part, pursuant to Section 163.31801(10). To accomplish said transaction, the School Board shall, within thirty (30) days of receipt of a written request from the Applicant, reassign the Voucher in whole or in part, to any other development or parcel within the school district. Should, at any time, the total number of units set forth in the Proposed Development exceed the number of units set forth in Voucher(s) issued, the **Applicant** shall pay the then current impact fee amount for each unit above the total amount of units in the issued vouchers. The **Applicant** shall provide the Voucher(s) to the **Local Government** at the time of impact fee payment.

9. **SCHOOL CAPACITY IMPROVEMENT:** The **School Board** agrees to apply the Proportionate Share Mitigation contributed by the **Applicant** toward a school capacity improvement identified in its 5-year Educational Facilities Work Program and if no project has been identified, the **School Board** shall set aside the funds, and not spend same until an improvement has been identified which satisfies the demands created by the Development Proposal in accordance with this Agreement.

10. **IMPACT FEES**. The payment of Educational Facilities impact fees shall be the responsibility of the **Applicant** for each dwelling unit constructed on the Property and shall be due at the time of building permit issuance. The **Applicant's** payment of Educational Facilities impact fees shall be collected, transmitted, and reported in conformance with and according to the Educational Facilities Impact Fee Ordinance, and as set forth on EXHIBIT "D" attached hereto and incorporated herein by reference.

11. **TERMINATION**. This Agreement shall terminate, and **Applicant** shall forfeit any administrative fees paid, as well as any capacity encumbered or reserved under the following circumstances, unless the **School Board** agrees to an extension of this Agreement, if one of the following occurs:
    a. The **Local Government** does not approve the final plat or final site plan, or its functional equivalent, within twelve (12) months from approval of the preliminary plat, or its functional equivalent, by the **Local Government**; or
    b. Applicant fails to fully pay the Proportionate Share Mitigation Payment when due hereunder and such breach remains uncured for a period of thirty (30) days; or
    c. The **Applicant** fails to obtain at least one building permit for a unit other than a model home within three (3) years of recording of the plat or, if a plat is not required, within three (3) years of final approval of the site plan, or its equivalent. In such case, unless for good cause shown by the **Applicant**, this Agreement shall be terminated and, other than capacity associated with a payment of Proportionate Share Mitigation, any encumbered or reserved school capacity shall be returned to its applicable capacity bank.
    d. The **Applicant** shall not be entitled to a refund of any portion of the Proportionate Share Mitigation paid under this Agreement prior to termination.

12. **NO GUARANTEE OF LAND USE/ZONING:** Nothing in the Agreement shall require the **Local Government** to approve any land use amendment or rezoning application associated with the Project Site.

13. **EFFECTIVE DATE:** This Agreement shall become effective immediately upon the occurrence of all the following:
    a. Signatory execution by the **Applicant**
    b. Adoption and approval of this Agreement by the **Local Government**;
    c. Adoption and approval of this Agreement by the **School Board**;
    d. The recordation of a fully executed original of this Agreement in the official records of Hernando County, Florida, at the expense of **Applicant**; and
    e. The expiration of any and all appeal periods for any challenge to the approval of this Agreement.

14. **TERM:** This Agreement shall automatically terminate and expire upon the first occurrence of any of the following:
    a. The full performance by all parties hereto of each and every one of their respective obligations arising under the terms of this Agreement.
    b. The execution of a written agreement by all **parties**, or their successors in interest, providing for the cancellation and termination of this Agreement.

c. The expiration or termination of either the COC or permitted authorization of related horizontal or vertical construction.
d. Ten (10) years from the Effective Date.

15. **DEFAULT:** If any party to this Agreement materially defaults under the terms hereof, then the **Local Government or School Board** shall give the defaulting party thirty (30) days' notice and a right to cure such breach. Should the **Applicant** of the property described herein fail to timely cure a default in meeting their obligations set forth herein, the COC, issued based upon payment and/or performance hereunder, this Agreement shall be voided and the **Applicant** and the property described herein shall lose their right to school concurrency under this Agreement and their right to any Educational Facilities Impact Fee credits under this Agreement. Further, in the case of such default, any development upon that property site dependent upon such COC shall cease and no further permits shall be issued by the Local Government, until and unless the agreement is reinstated or the default is cured or capacity becomes available and a new COC is issued. Should the **Local Government** or the **School Board** fail to timely cure a default in meeting their obligations set forth herein, **Applicant** may seek any and all remedies available to it by law.

16. **VENUE; CHOICE OF LAW:** Any controversies or legal issues arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be submitted to the jurisdiction of the Circuit Court of Hernando County, Florida, and shall be governed by the laws of the State of Florida.

17. **RELEASE**. Upon the performance of all obligations of all Parties hereto, the School Board and the Local Government shall release the Applicant from this Agreement, and the Applicant shall release the School Board and the Local Government from all future claims, costs or liabilities arising out of the provision of Proportionate Share Mitigation in accordance with this Agreement. These releases shall be recorded at the Applicant's expense in the Official Records of Hernando County, Florida, evidencing such performance.

18. **CAPTIONS AND PARAGRAPH HEADINGS:** Captions and paragraph headings contained in this Agreement are for convenience and reference only. They in no way define, describe, extend or limit the scope or intent of this Agreement.

19. **NO WAIVER:** No waiver of any provision of this Agreement shall be effective unless it is in writing and signed by the party against whom it is asserted. Any such written waiver shall only be applicable to the specific instance to which it relates and shall not be deemed to be a continuing or future waiver.

20. **EXHIBITS:** All Exhibits attached hereto contain additional terms of this Agreement and are incorporated herein by reference.

21. **FURTHER ASSURANCES:** The parties hereby agree to execute, acknowledge and deliver and cause to be done, executed, acknowledged and delivered all further assurances

and to perform such acts as shall reasonably be requested of them in order to carry out this Agreement.

22. **AMENDMENTS:** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective, unless contained in a written document prepared with the same or similar formality as this Agreement and executed be all the parties to this Agreement.

23. **ASSIGNMENT:** This Agreement runs with the land. The **Applicant** may assign its rights, obligations and responsibilities under this Agreement to a third-party purchaser of all or any part of fee simple title to the Property. Any such assignment shall be in writing and shall require the prior acknowledgement of all of the parties. At the election of the **School Board**, such acknowledgement may be conditioned upon the written agreement of the assignee to comply with conditions and procedures to aid in the monitoring and enforcement of the assignee's performance of the Proportionate Share Mitigation under this Agreement. The assignor under such assignment shall furnish the parties with a copy of the written assignment within ten (10) days of the date of execution of same.

24. **NO THIRD-PARTY BENEFICIARIES:** This Agreement is made for the sole benefit and protection of the parties, their successors and assigns, and no other persons shall have any right of action hereunder.

25. **COUNTERPARTS:** This Agreement may be executed in three (3) counterparts, each of which may be deemed to be an original.

26. **RECORDING OF THIS AGREEMENT:** The **Applicant** shall record this Agreement, at its expense in the Hernando County Public Records. The Applicant shall provide a copy to the **Local Government** and the **School Board**.

27. **MERGER CLAUSE:** This Agreement sets forth the entire agreement among the parties, and it supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, among the parties.

28. **SEVERABILITY:** If any provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the invalid or unenforceable provision will be stricken from the Agreement, and the balance of this Agreement will remain in full force and effect as long as doing so would not affect the overall purpose or intent of the Agreement.

29. **STATUTORY COMPLIANCE:** This Agreement satisfies the requirements for a binding Proportionate Share Mitigation Agreement in Section 163.3180(6)(h), Florida Statutes (2024), as amended from time to time.

30. **NOTICES:** Whenever any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for who it is intended at the place last specified, delivered via overnight mail signature required

(FEDEX), or via electronic mail with delivery receipt provided. The place for giving of notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. Until otherwise designated by amendment to this Agreement, the parties designate the following as the respective places for giving notice:

CITY OF BROOKSVILLE:

City Manager
City Hall
201 Howell Avenue
Brooksville, FL 34601

With a Copy to:

City Attorney
City of Brooksville
City Hall
201 Howell Avenue
Brooksville, FL 34601

FOR SCHOOL BOARD:

Superintendent
Hernando County School District
919 North Broad Street
Brooksville, FL 34601

With a Copy to:

School Board Attorney
School Board of Hernando County
919 North Broad Street
Brooksville, FL 34601

Manager of Planning, Design and Construction
Hernando County School District
8016 Mobley Road
Brooksville, FL 34601

FOR APPLICANT:

Interforum Holdings, LLC
Alina Sandal, Vice President - Finance
Two Northfield Plaza, Suite #320
Northfield, IL 60093

With a Copy to:

BZ Construction Management, LLC
Tim H. Safransky, Vice President - Acquisitions
19046 Bruce B Downs Blvd. Suite #403
Tampa, FL 33647

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates above each signature:

SCHOOL DISTRICT

Signed, witnessed, executed, and acknowledged on this___day of_____, 202_.

WITNESSES:	**SCHOOL DISTRICT OF HERNANDO COUNTY, FLORIDA, a body corporate and politic existing under the laws of the State of Florida**
_____ Print Name:_____ Address_____ _____ _____ Print Name:_____ Address_____ _____	_____ Shannon Rodriguez Title: School Board Chair

STATE OF FLORIDA

COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☐ physical present or ☐ online notarization, this _____day of _____, 202__, by_____
,_____

{AFFIX NOTARY STAMP}

Notary Public of Florida

_____
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known _____
OR Produced Identification _____
Type of Identification Produced_____

APPLICANT

Signed, witnessed, executed, and acknowledged on this 22nd day of September, 2025

WITNESSES:

Larisa Klimchak
Print Name: 704 Eastchester Rd
Address Wheeling IL 60090

Print Name: Larysa Rukhar
Address 894 Saxon Pl.
Buffalo Grove IL
60089

APPLICANT: BROOKSVILLE DEVELOPMENT PARTNERS, LLC

By: Brooksville Development DE LLC

Manager
Title

By: SAF Trust u/a/d July 5, 2022

By:
Boris Tabak, as Co-Trustee of the SAF Trust u/a/d July 5, 2022
Print

Manager
Title

STATE OF ILLINOIS

COUNTY OF COOK

The foregoing instrument was acknowledged before me by means of ☒ physical present or ☐ online notarization, this 22nd day of September, 2025, by Boris Tabak.

{AFFIX NOTARY STAMP}

OFFICIAL SEAL
ALINA SANDAL
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 07/02/2026

Notary Public of Florida

Alina Sandal
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known X
OR Produced Identification
Type of Identification Produced

LOCAL GOVERNMENT
CITY OF BROOKSVILLE

ATTEST:

By: _____
Print Name:_____
Title: _____

By: _____
Christa Tanner_____
Mayor

WITNESSES:	
_____ **Print Name:**_____ **Address**_____ _____ _____ **Print Name:**_____ **Address**_____ _____	

STATE OF FLORIDA

COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me by means of ☐ physical present or ☐ online notarization, this _____day of _____, 202__, by_____
,_____.

{AFFIX NOTARY STAMP}

Notary Public of Florida

_____
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known _____
OR Produced Identification _____
Type of Identification Produced_____

Exhibit "A"

Parcel ID# R28 422 19 0000 0320 0000
Parcel Key# 00359873

The land referred to herein below is situated in the County of Hernando, State of Florida, and described as follows:

A parcel of land lying in and being a part of Section 28, Township 22 South, Range 19 East, Hernando County, Florida, and being more particularly described as follows:

Commence at the NW corner of the SW 1/4 of said Section 28; thence run South 00°24'13" East along the West boundary of said SW 1/4 a distance of 61.82 feet to the NW corner of lands described in Official Records Book 1922, Page 1778, Public Records of Hernando County, Florida; thence run South 72°31'51" East along the Northerly boundary of said lands a distance of 459.37 feet to the Point of Beginning; thence run North 17°36'50" East along the Easterly boundary, and the extension thereof, of and described in Official Records Book 1059, Page 1669 of said Public Records, a distance of 765.00 feet to the Southerly right of way line of State Road 50 (Cortez Boulevard); thence run along said right of way the following three (3) courses and distances: (1) South 72°31'51" East 675.21 feet; (2) North 00°25'38" West, 24.17 feet; (3) South 72°31'51" East, 473.70 feet to the Westerly boundary of land described in Official Records Book 961, Page 601 and Official Records Book 1038, Page 1280, of said Public Records; thence run along said boundary the following seven (7) courses and distances: (1) South 17°28'09" West, 388.00 feet; (2) South 72°31'51" East, 25.00 feet; (3) South 17°28'09" West, 17.50 feet to the Point of Curvature of a curve concave Northwesterly, having a Radius of 125.00 feet, a Delta of 86°49'54", a Chord Bearing of South 60°53'06" West, and a Chord of 171.82 feet; thence run along the arc of said curve (4) 189.44 feet; (5) South 14°18'03" West, 36.00 feet; (6) South 72°31'51" East, 362.65 feet; (7) South 02°07'13" East, 231.92 feet to the South boundary of the East 1/2 of the NW 1/4 of the NE 1/4 of the SW 1/4 of said Section 28; thence run South 89°19'20" West along said South boundary a distance of 10.44 feet to the Northerly boundary of land described in said Official Records Book 1922, Page 1778; thence run North 72°31'51" West along said Northerly boundary a distance of 1482.80 feet to the Point of Beginning.

Exhibit "B"

Map or Plan Identifying Property

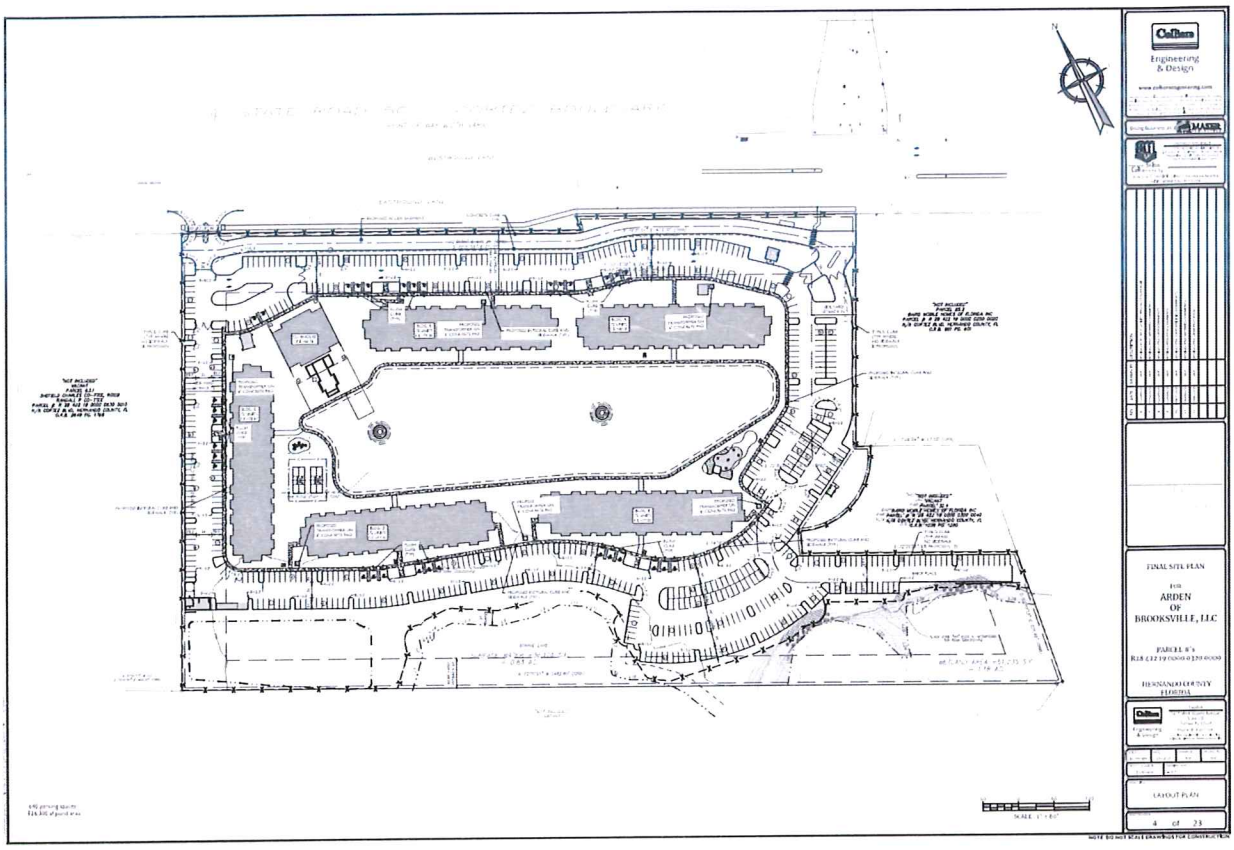


Exhibit "C"

Hernando County School Board
Educational Facilities Impact Fee Credit Voucher
ARDEN OF BROOKSVILLE

1. Date of Finding of Available School Capacity: _____
   Number of dwelling units associated with application: _____
   Type of dwelling units associated with application: _____
2. Name of Developer/Applicant: _____
3. Address of Developer/Applicant: _____
4. Legal description of subject property: **See Exhibit "A" - Attachment 1.**
5. Subdivision or Master Development Plan name: _____
6. Local Government Development Application Number:

The undersigned School Board Official confirms that it has received from the Developer/Applicant named above, Proportionate Share Mitigation for **[elementary] [middle] [high]** school capacity on the ____ day of _____, 2025, as shown below.

The School Board Official gives notice to Local Government that the following sums should be credited towards the Educational Facilities Impact Fee obligations of the Developer/Applicant.

1. Date of Proportionate Share Payment	
2. Amount of Proportionate Share Payment	
3. Impact Fee per unit at Time of Proportionate Share Payment	
4. Impact Fee Credits issued (Line 2 divided by line 3.)	

By: _____

Print: _____

Title: _____

Impact Fee Credit Redemption Ledger
ARDEN OF BROOKSVILLE

Date Credits Redeemed	Available Credits	Credits Redeemed	Remaining Credits	County/City Staff Accepting Credits	Signature of County/City Staff Accepting Credits

Exhibit "D"

EDUCATIONAL FACILITIES IMPACT FEE

1. **Impact Fees Established.** The County has adopted the Hernando County Educational Facilities Impact Fee Ordinance (the "Impact Fee Ordinance"), codified at Chapter 23, Article III, of the Hernando County Code, to assure that new development which creates a need for educational facilities bears a proportionate share of the cost of capital expenditures necessary to provide the educational facilities necessitated by such development ("Impact Fee"). The Impact Fee amount is established pursuant to the Impact Fee Ordinance and is due and payable upon the issuance of a building permit by the respective Local Governments except as otherwise provided in the Impact Fee Ordinance.

2. **Collection of Impact Fees.** Each Local Government shall collect the Impact Fee for each building permit resulting in a new impact generated by ordinance or resolution. The ultimate calculation of the Impact Fee amount shall be based on the timing of the submittal of a complete building permit application, with the Impact Fee payable at the time of building permit issuance. The permitting Local Government shall be solely responsible for determining the amount of any Impact Fee due at the time of building permit issuance.

3. **Administrative Costs.** In accordance with the Florida Impact Fee Act, it is agreed by the Parties that the Local Governments may retain the actual costs incurred in collecting the Impact Fees. Each Local Government is responsible for providing for accounting and reporting of impact fee collections and expenditures and account for the revenues and expenditures of such impact fee in a separate accounting fund and providing same to the School Board on an annual basis.

4. **Remittance of Impact Fees.** The Local Governments shall remit the collected Impact Fees minus the administrative fee, as described above, to the School Board pursuant to Hernando County Code of Ordinance, Chapter 23, Article III, Section 23-71. as prescribed by Ordinance or Resolution. Remittance may be through wire transfer to the School Board, through check payable to the Hernando County School Board, or through other method mutually agreed to between the Local Government as payor and the School Board as payee.

5. **Reporting.** Each Local Government shall, in addition to the monthly transfer of the Impact Fees, remit to the School Board a report accounting for the total Impact Fees collected for the month and the administrative fees retained by the Local Government. The reports shall specify the dates the fees were paid, Parcel Identification Number, Impact Fee paid per parcel, total Impact Fee paid including allocations, applicant's name, property description, use code, and the financial payment history (including date of payment to the School Board and check number). Should no Impact Fees be collected for the month, the Local Government shall report to the School Board that no

Impact Fees are to be remitted because no Impact Fees were collected by the Local Government.

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 16. 26-3343 10/7/2025

Title and Board Action Requested
Approve the Vehicle Use Agreement between the School Board of Hernando County Florida with Pace Center for Girls Hernando Florida.

Executive Summary
The Director of Transportation, on behalf of the Superintendent of Schools, hereby requests the Board Approve the Approve the Vehicle Use Agreement between the School Board of Hernando County Florida and Pace Center for Girls Hernando Florida for the purpose of providing shuttle bus transportation of school aged children that participate in Pace Center for Girls' sponsored programs or field trips to and from locations in Hernando and adjacent counties.

My Contact
Ralph Leath,
Director of Transportation Department
352-797-7003

2023-28 Strategic Focus Area
Priority 4: Community Connection

Financial Impact
The Cost of this Agenda is $0. See attached budget sheet.

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

VEHICLE USE AGREEMENT

THIS AGREEMENT, entered this 7th day of October, 2025 by and between **THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA**, hereinafter referred to as the "**School Board**," and the **and PACE CENTER FOR GIRLS, Hernando County,** a Florida corporation not for profit, hereinafter referred to as **"User."** The parties agree as follows:

1. The School Board will provide shuttle bus transportation to **User** for the contract term beginning October 7th, 2025 and ending June 30, 2026 for the purpose of transporting school-age children, with chaperones, who participate in **User's** sponsored programs. User shall make all requests for specific uses during the contract period to the **School Board's** Transportation Department, who will determine whether buses are available pursuant to paragraph 3 below.

2. Transportation is for the sole purpose of transporting school-age children, with chaperones, who participate in **User's** sponsored programs to and from locations in Hernando and adjacent counties.

3. The bus or buses will be operated by an employee of the **School Board**, who is licensed to drive a school bus, and shall be assigned by the Director of Transportation or designee. Buses may be used under this agreement only if they are available at the times requested, and such use shall not interfere with or impair regular school transportation. The **School Board's** Transportation Department shall be the final authority as to the availability of buses.

4. **(A) User** shall pay to the **School Board**, for the use of said school bus service that begins weekdays before 5:00 PM, a sum per bus of the current rate of $32 per hour to begin and end at pick up site, plus the surcharge rate of $3.50 per mile, and $32 administration costs. There shall be a minimum charge of two hours. The current rate per hour and surcharge rate per mile will be that rate used by the **School Board**, in its sole discretion, as of the date of the bus usage. **User** may investigate the current rates or School Board policy on Use of School Buses by either contacting the **School Board's** Transportation Department, visiting https://www.hernandoschools.org/departments/transportation/index or reviewing School Board Policy 8645 Use of School Bus.

   (B) If requests extend to service that begins on weekdays after 5:00 p.m., weekends and any non-school day, User shall pay the current rate of $32 per hour to include 30 minutes before and 30 minutes after use, plus the surcharge rate of $3.50 per mile. There shall be a minimum charge of four hours. The current rate per hour and surcharge rate per mile will be that rate used by the **School Board**, in its sole discretion, as of the date of the bus usage. User may investigate the current rates or School Board policy on Use of School Buses by either contacting the **School Board's** Transportation Department, visiting https://www.hernandoschools.org/departments/transportation/index, or reviewing School Board Policy 8645 Use of School Bus.

   (C) "Weekend" is defined as a Saturdays and Sundays. "Weekend" shall also include Fridays during the time that the School Board is on its summer calendar schedule. "Weekday" is defined as all days not meeting the definition of "Weekend." "Non-school day" is defined as a weekday when students are not scheduled to attend classes.

5. This agreement is made pursuant to section 1006.261, Florida Statutes, and the parties agree that they will comply with the provisions therewith. The **User** will provide certificate of required liability insurance to the **School Board** prior to the time of any **transportation** under this Agreement, showing the **School Board** of Hernando County, Florida as an additional insured and Certificate Holder.

IN WITNESS WHEREOF, the parties have executed this agreement at Brooksville, Hernando County, Florida, the date first above written.

THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

By: _____
Chairperson

Attest: _____
Superintendent

Approved as to Content & Form
Caroline Mockler, Esq.
Staff Counsel, HCSD
10:31 am, 09/10/2025

Organization

Pace Center for Girls, Hernando
Organization Name

Kimberly Buford, Executive Director
Print Name and Title

Kimberly Buford
Signature

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Agenda Item # 17. 26-3267 10/7/2025

Title and Board Action Requested

Approve the purchase of AICE Cambridge International Exams, Trainings, Textbooks, Technology, and Advertising Banners for Central High School for the 2025 - 2026 School Year from Cambridge International and other approved bid vendors and approve the purchase for an estimated spending of $441,864.75

Executive Summary

Kelly Slusser, Principal of Central High School, on behalf of the Superintendent of Schools, hereby requests the Board approval for funds for the purchase of AICE Cambridge International Exams, Trainings, Textbooks, Technology, and Advertising Banners for Central High School for the 2025 - 2026 School Year. The mission of Cambridge Education Program is to support excellence and learning in schools and in professional development. They work in partnership with us at Central High School to deliver the best education possible to our learners. The enrollment and demand for these rigorous and stimulating courses has grown quickly.

My Contact

Kelly Slusser, Principal
Central High School
352-797-7020 xt 20405

Matthew Brunner, AICE Coordinator
Central High School
352-797-7020 xt 20213

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.

Estimated Payments to Cambridge International from Central High School

Trainings				
Torrente	Extension Literature			1,500.00
Nowell	Intro Eng Gen Paper			1,500.00
Melendez	Intro Eng Gen Paper			1,500.00
Sanchez	Introduction English Literature			1,500.00
J. Fermin	Extension English Language			1,500.00
K. Torrente	Extension English Language			1,500.00
Reed	Introduction Global Perspectives			1,500.00
John Hill	Extension History			1,500.00
Chris Seitz	Introduction IT			1,500.00
Chris Seitz	Extension Comp Sci			1,500.00
Gatlin	Introduction History			1,500.00
Samantha Keister	Extension General Paper			1,500.00
Rachel Lawyer	Extension Drama			1,500.00
Skinner	Introduction Psychology			1,500.00
N. Borra	Introduction Environmental Mgmt			1,500.00
N. Borra	Introduction Thinking Skills			1,500.00
Rob Berger	Extension Marine Science			1,500.00
Robert Penalvert	Extension Spanish Language			1,500.00
Somers	Intro Eng Gen Paper			1,500.00
Travel reimbursement				20,000.00
TOTAL TRAINING COSTS				**48,500.00**
Retake exams	**100**	**124.8**	**12,480.00**	**12,480.00**
Exams for Spring 2026				
AS Drama		20	124.8	2,496.00
AS Spanish Language		25	124.8	3,120.00
AS English Language		150	124.8	18,720.00
AS English Lit		100	124.8	12,480.00
AL Eng Lit 2		60	201.85	12,111.00
AS English General Paper		460	124.8	57,408.00
AS Media Studies		50	124.8	6,240.00
AS Environmental Mgmt		70	124.8	8,736.00
AS Marine		90	124.8	11,232.00
AS US History		90	124.8	11,232.00
AS Psychology		30	124.8	3,744.00
AS European History		90	124.8	11,232.00
AS IT		50	124.8	6,240.00
AS Thinking Skills		75	124.8	9,360.00
AS Global Persp (50)		100	124.8	12,480.00
AS Comp Sci		75	124.8	9,360.00
IGSCE Chemistry		25	82.75	2,068.75
AICE Diploma entry fees		60	143.75	8625

TOTAL EXAM & DIPLOMA COSTS	**206,884.75**
Advertising banners for college & career fairs	2000
AICE Gala/ AICE event costs	10000
AVID cost for trainings/ membership	20000
Calculators for testing	3000
Digital Communicators for main hallways and common areas	20000
Digital recorders, stands, i-pads for Drama, Global Persp, & Spanish	2500
Postage	5000
Promotional products (t-shirts, folders, pens, pencils, etc.)	60000
software for AICE computer science	5000
Tablecloths for recognition dinners and presentations	1500
Tables and chairs for events/ testing	25000
Wiring and electrical for communication boards	20000
TOTAL COST OF AVID/SUPPLIES/ADVERTISING	**174000**

Total Anticipated Payment to Cambridge & other vendors during the 25-256 School Year **441,864.75**

Anticipated AICE Add-On FTE Funds in October
488 exams passed X 5397.75 X .16
(District retains 20%)
(pending DOE approval) 337,165.06 Available
*PRELIMINARY NUMBER - Does not include add-on FTE from AICE Diplomas

Remaining funds from 23-24 375,370.23 Available

Total available funds **$712,535.29**

CAMBRIDGE
International Education

Fees list: USA

May and June 2026 series

Introduction

In this list you will find our:

- Cambridge Pathway qualification entry fees for:
  - Cambridge Primary
  - Cambridge Lower Secondary
  - Cambridge Upper Secondary
  - Cambridge Advanced
- Cambridge Professional Development Qualification (PDQ) fees
- administration fees.

Cambridge Primary and Cambridge Lower Secondary

Qualification fees (per exam entry)	US DOLLAR ($)
Cambridge Primary Checkpoint (per candidate, per subject)	30.00
Cambridge Lower Secondary Checkpoint (per candidate, per subject)	45.00

Cambridge Upper Secondary and Advanced

Qualification fees (per exam entry)	US DOLLAR ($)
Cambridge IGCSE™	82.75 per subject
Cambridge IGCSE Double Award	165.50 per subject
Cambridge ICE entry fee	90.70 per certificate
Cambridge International AS Level component or A2 Level component (except AS Level Global Perspectives)	124.80 per subject
Cambridge International A Level (except A Level Global Perspectives)	201.85 per subject
Cambridge International AS Level Global Perspectives component	218.85
Cambridge International A2 Level Global Perspectives component	169.45
Cambridge International A Level Global Perspectives	275.35
Cambridge IPQ	169.45 per subject
Cambridge AICE Diploma entry fee	143.75 per diploma

Cambridge Professional Development Qualifications (Cambridge PDQs)

Registered Cambridge schools: access to the Cambridge PDQ programme is included in the Cambridge Primary, Cambridge Lower Secondary, and the Cambridge Upper Secondary and Advanced programme fees following a successful approval application.

	US DOLLAR ($)
Induction fees (per Programme Leader)	
Online Programme Leader Induction course with delivery materials	593.25
Online Programme Leader Extension course with delivery materials	326.30
Resubmission of the programme plan and rationale for Online Programme Leader courses	120.90 per module
Qualification fees (per exam entry)	
PDQ Certificate (Module 1) – Syllabuses starting with the number 6	421.00
PDQ Certificate (Module 1) – Syllabuses starting with the number 5	484.20
PDQ Diploma (Module 2) – Syllabuses starting with the number 6	252.60
PDQ Diploma (Module 3) – Syllabuses starting with the number 6	252.60
PDQ Diploma (Module 2 + 3) – Syllabuses starting with the number 5	505.20

Administration fees

You can find fees for results services, post-results services and late entries below. After the final entry closing date, we will charge late fees for any new entries you make, as well as for any entry amendments or syllabus changes. For more information about these services please see the Cambridge Handbook.

	US DOLLAR ($)
Late entries (in addition to the normal syllabus fee)	73.55 per entry, per subject
Very late entries (in addition to the normal syllabus fee)	183.90 per entry, per subject
Results services	
Duplicate results – whole school	103.10
Duplicate results – broadsheet only	68.90
Duplicate results – additional fee for despatch by courier	89.60
Priority results information	99.15
Priority results information – additional fee for extra copy	27.60
Priority results information – additional fee for despatch by courier	89.60
Post-results services	
Certifying statement search fee	99.15
Certifying statement – additional fee for extra copy	27.60
Certifying statement – additional fee for despatch by courier	89.55
Certifying statement – additional fee for authentication per statement	351.95
Replacement certificate – candidate/centre details change requested after the issue of certificates	99.15
Replacement certificate – additional fee for despatch by courier	89.55
Replacement statement of results – candidate/centre details change requested after the issue of statements of results	99.15

Replacement statement of results – additional fee for despatch by courier	89.55
Verification of results	44.00
For Enquiries about Results (EARs) services for Cambridge IGCSE™ and International AS & A Level	*See table below*
Recalculation of Cambridge ICE or the Cambridge AICE Diploma (non-refundable fee)	
For the first five candidates	238.75
For each additional candidate	24.00
EARs service for Cambridge Professional Development Qualifications: Service 3 – Review of marking and clerical re-check, with detailed report on syllabus assignment (fee per candidate)	137.70
Appeals against enquiries about exam results outcomes Stage 1	343.75
Appeals against enquiries about exam results outcomes Stage 2	412.15

Enquiries about results (EARs) — US Dollar ($)

Service number	Description	Cambridge IGCSE™ Component fee	Cambridge International AS & A Level Component fee
1	Clerical re-check (fee per candidate)	37.35	41.40
1S	Clerical re-check with a copy of the script (fee per candidate)	81.40	82.50
2	Review of marking and clerical re-check (fee per candidate)	86.80	103.10
2S	Review of marking and clerical re-check with a copy of the script (fee per candidate)	130.80	148.70
5	Re-moderation of the school's coursework marks for a component, together with a report on the assessment of the coursework of the candidates (fee per cohort)	495.30	573.50
9	Report on the work of a group of candidates Note: The report is for the information of teachers only and does not involve any review of marking For the first five candidates: For each additional candidate up to maximum 15:	 452.90 63.10	 507.90 82.60
10	Review of selection of evidence – for portfolio of evidence route A review of the choice of the pieces of evidence included in the candidate's portfolio to check that the pieces of evidence chosen meet the criteria for selection in our published portfolio of evidence guidance (fee per candidate)	173.60	206.10

Other fees

Fees for publications, merchandise, consultancy on curriculum, assessment design and school improvement are available on request.

Refund of fees

We only refund fees if you let us know about the withdrawal of a candidate before the published entry closing date. We issue refunds after the end of the exam series. More information is in the Cambridge Handbook at www.cambridgeinternational.org/examsofficersguide

Taxation

Fees are net of local taxation. All fees are payable without deduction for any taxes; all sums payable to us shall be increased to the extent necessary to provide us with the same net amount we would have received if no such taxes had been applicable to those fees.

Invoicing and payment

We email invoices to your designated Finance contact at your school or centre. To update or change this information, please contact us at info@cambridgeinternational.org

Learn more

You can find out more about the stages of the Cambridge Pathway on our website.
Our fees: Learn more at www.cambridgeinternational.org/why-choose-us/join-cambridge/our-fees
Cambridge Early Years: Learn more at www.cambridgeinternational.org/earlyyears
Cambridge Primary: Learn more at www.cambridgeinternational.org/cambridgeprimary
Cambridge Lower Secondary: Learn more at www.cambridgeinternational.org/lowersecondary
Cambridge Upper Secondary: Learn more at www.cambridgeinternational.org/uppersecondary
Cambridge Advanced: Learn more at www.cambridgeinternational.org/cambridgeadvanced
Cambridge Professional Development: Learn more at www.cambridgeinternational.org/pdq
Professional development training courses (subject and skills based): Learn more at www.cambridgeinternational.org/professionaldevelopment
Fees for teacher training depend on the type of delivery method and are available on request. Contact info@cambridgeinternational.org for more information.

If you have any questions

Contact us at info@cambridgeinternational.org. Our Customer Services team is available 24 hours a day, 6 days a week. Our hours are Sunday 00:01 UTC to Friday 23:59 UTC, all year round. We are closed on Saturdays 00:01 UTC to 23:59 UTC. For help, go to www.cambridgeinternational.org/help

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Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: AICE - Carry forward from prior year

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
	1100E	5100	5100	0251	53600	

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 375,370.23	$	$	$ 375,370.23	$ 375,370.23	$ 0.00

Account Name: AICE - Tentative Add On FTE from 2024 - 2025

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
	1100	5100	5100	0251	53600	

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$	$ 337,165.06	$ 271.60	$ 336,893.46	$ 66,494.52	$ 270,398.94

B. Item Currently Not Budgeted -**

Funding Source:

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source:

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ☐
New for Current Year: ☐

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Agenda Item # 18. 26-3297 10/7/2025

Title and Board Action Requested

Approve the contract and authorize the purchase of Ruckus Analytics, to CDW-Government LLC, and approve the contract and the purchase for $52,542.00 over a 5-year period.

Executive Summary

The Director of Technology and Information Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the purchase of Ruckus licensing and analytics from CDW-Government LLC and authorize the issuance of a purchase order for $10,508.40 for a total of $52,542.00 over a 5-year term. This licensing and analytics provides for district wide Wi-Fi connectivity and access for students, staff and administrators as well as allows the TIS department to administer and secure our wireless system and troubleshoot issues and as such is mission critical.

My Contact

Joseph Amato
Director of Technology and Information Services
(352) 797-7006 ext. 70102

2023-28 Strategic Focus Area

Priority 4: Community Connection

Financial Impact

See attached budget sheet.

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

Hernando County School District

Analytics-2026

Form 470 # 250022854

3/17/2025

Funding Year 2025-2026

Digital Copy

CDW Government LLC
230 N. Milwaukee Ave.
Vernon Hills, IL 60061

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250022854 furnished by Hernando County School District are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").

© CDW Government LLC 2025

One CDW Way
230 N. Milwaukee Ave.
Vernon Hills, IL 60061
Toll-free: 800.800.4239
Web: cdwg.com

3/17/2025

School District
919 N Broad St
Brooksville, FL, 34601

RE: CDW Government's Response to Hernando County School District's Analytics-2026, 470# 250022854

Dear Darin Defilippo,

Hernando County School District is seeking to identify a reliable and experienced IT partner capable of managing your E-Rate initiative. Our response demonstrates CDW Government's unique ability to contribute to the overall success of this initiative.

CDW Government LLC (CDW•G) is a global systems integrator, impacting 75 million students across 34 countries. With over 30 years of experience, we are a trusted partner to more than 15,000 school districts nationwide. Benefits of partnering with us include:

- **History of Success**: CDW•G is a leading E-Rate provider with extensive experience and expertise in supporting K-12 customers since 1998. To date we have managed more than 19,550 E-Rate projects for schools and libraries nationwide.
- **Strong Partnerships**: We maintain strong relationships with more than 1,000 vendor partners to provide the best products, services, and support to our customers, including leading networking partners well-versed in Internal Connections (IC).
- **In-House Expertise:** We can support you on your E-Rate journey from beginning to end with our dedicated in-house resources and technical experts. Our E-Rate teams ensure contract compliance and expert handling of specialized E-Rate invoicing, as well as offer expert advice. Additionally, our presales IT specialists, can provide you with invaluable, ongoing consult.
- **Dedicated Account Team**: With CDW•G, you are supported by a highly trained and experienced account team, including a dedicated account manager, who serves as your primary point of contact, and is responsible for coordinating all your needs.

Please contact your Executive Account Manager, **Stephen Nakonechny**, at **(866) 224-1596 or nak@cdwg.com** with any questions. We thank you for the opportunity to participate in the 470 response process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

Justin Schwier

Justin Schwier
Manager, Proposals
CDW Government LLC

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250022854 furnished by Hernando County School District are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").

© CDW Government LLC 2025

Pricing Offer and E-Rate Purchase Agreement

Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to nak@cdwg.com and 470award@cdwg.com.

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250022854 furnished by Hernando County School District are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").

© CDW Government LLC 2025

This E-Rate Customer Purchase Agreement (this "Agreement") is entered into the date the contract is signed, and effective on April 1, 2025 ("Effective Date") and is made by and between CDW Government LLC an Illinois limited liability corporation with an office at 230 N. Milwaukee Ave., Vernon Hills, Illinois 60061 ("Seller"), and Hernando County School District a non-profit school or library eligible for Universal Service funding, as defined below.

E-Rate Contract Number	140406	**Spin #**	143005588
E-Rate Funding Year	**2025**	**FCC Registration #**	0012123287
Customer	Hernando County School District 919 N Broad St Brooksville, FL, 34601	**Seller**	CDW Government LLC 230 N. Milwaukee Avenue Vernon Hills, IL 60061
Effective Date	April 1, 2025	**Quoted Items (see exhibit 1)**	**470# 250022854**

1. DEFINITIONS

As used in the Agreement, the following terms shall have the meanings set forth below:

A. "Universal Service Administrative Co." or "USAC" – The not for profit organization designated by the U.S. Federal Communications Commission ("FCC") to administer and ensure compliance with the Universal Services Fund.

B. "SLP" - The Schools and Libraries Program of the Universal Service Fund, which includes the E-Rate Program and that is administered by USAC under the direction of the FCC.

C. "E-Rate" – The education rate funding program that is a part of SLP that provides discounts to keep students and library patrons connected to broadband and voice services and which is one of the programs that form the Universal Service Program.

D. "Funding Commitment Decision Letter" or "FCDL" – A letter that a Customer receives from USAC which indicates the applicable discount amount for a specific funding year.

E. "Products" – E-Rate eligible products or services that include computer related hardware but are not limited to caching servers, routers, switches, wireless access points, installation, and warranty maintenance and other items which are eligible for E-Rate discounts in accordance with the rules issued by USAC.

F. "Funding Year" – The specific calendar period, as defined by the SLP, during which the Customer is approved for funding or discounts on Products. FY 2025 is in reference to the program year.

2. TERMS AND CONDITIONS

All orders submitted to Seller by Customer for Products under this Agreement are subject to the terms and conditions of the Hernando School District_20-204-16 (20-204-16) Contract, unless otherwise stated herein in the Agreement.

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3. PURCHASE AUTHORIZATIONS

A. E-Rate Status

i. Customer represents and warrants that it qualifies as eligible under the SLP to receive E-Rate funding.

ii. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT, WHEN EXECUTED, CONSTITUTES A CONTRACT AS REQUIRED BY FCC.

B. E-Rate Purchases

i. Customer represents and warrants that all purchases made under this Agreement shall be for its own use and that it is eligible to receive E-Rate funding as specified by USAC.

ii. IN ACCORDANCE WITH FCC REQUIREMENTS, THE CUSTOMER SHALL SUBMIT A COMPLETED AND SIGNED FCC FORM 486 TO USAC The Form 486 shall be approved by USAC prior to order placement with Seller. See Payment Terms for details.

4. ORDERING AND ASSISTANCE

A. Ordering

Purchase orders shall be submitted through electronic means (email, electronic data interchange (EDI), etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.

B. Other Requirements

i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) CDW Part Number and OEM Part Number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; 10) BEAR or SPI Order; and 11) FCC Form 471 and Funding Request Number (FRN) number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.

ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:

"The total cost of this purchase order is $_____. The E-Rate portion is $_____, and is committed by USAC. If there is any reduction or denial of payment with the E-Rate portion, Hernando County School District accepts full responsibility for the cost of this purchase, $_____."

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iii. Should Customer choose to add Product or make substitutions to the Products originally sought, following USAC's funding decision, Customer agrees it will be responsible for the amounts owed for the added or substituted Products in excess of its committed funding from USAC.

iv. Customer must complete installation of Products ordered pursuant to this Agreement within thirty (30) days of delivery. In the event Customer, or a third party hired by Customer to complete the installation, fails to install the Products within the timeframe provided herein, the Parties acknowledge and agree that Customer will begin to accrue interest on the amounts owed for such Products in an amount of one and one-half percent (1.5%) per month, or the maximum rate permitted by applicable law.

C. Assistance with Order

i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.

ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP'S APPROVAL OF THE PRODUCT SUBSTITUTION. ANY INCREASE IN PRICE THAT CANNOT BE ABSORBED BY THE SELLER WILL BE THE RESPONSIBILITY OF Hernando County School District.

5. PRICE AND PAYMENT TERMS

i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.

ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

A. Price

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

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Payment Terms

i. All payments, regardless of method, shall be submitted to "Accounts Receivable," please contact your account manager for payment method options.

ii. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.

iii. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.

☐ **Form 474 Service Provider Invoice (SPI) Method**
Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice. There must be an approved FCC Form 486 prior to placing the SPI order.

☐ **Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**
Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

iv. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL and completed the FCC Form 486, Seller DOES NOT accept SPI orders before July 1 of the Funding Year, or prior to the Form 486 approval by USAC.

6. NON-ASSIGNABILITY AGREEMENT

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

The term of this Agreement shall commence on April 1, 2025 ("Effective Date") and be valid through the later of the Funding Year 2025 or 9/30/2026.

i. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement

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("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

ii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

7. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above

8. GENERAL

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

10. GOVERNING LAW

This Agreement will be governed by the laws of FL, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

11. DOCUMENT RETENTION

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CDW Government LLC	**Hernando County School District**
(Authorized Signature)	*(Authorized Signature)*
Anup Sreedharan	
Printed Name	*Printed Name*
Title: Sr. Manager Program Sales	Title:
Date: 7/16/2025	Date:

**** Upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to nak@cdwg.com and 470award@cdwg.com**

Approved as to Content & Form
Caroline Mockler, Esq.
Staff Counsel, HCSD
1:10 pm, 08/26/2025

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EXHIBIT I – Pricing Offer

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Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

DARIN DEFILIPPO,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PHNV150	2/19/2025	RUCKUS ANALYTICS	738117	$262,710.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Ruckus Cloud Bundle - subscription license (5 years) + 5 Years Support - 1 Mfg. Part#: CLD-BNDL-SZWA-EDU5 Contract: Hernando School District_20-204-16 (20-204-16)	1800	6805779	$145.95	$262,710.00

These services are considered Third Party Services, and this purchase is subject to CDW's Third Party Cloud Services Terms and Conditions, unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	$262,710.00
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$262,710.00**

PURCHASER BILLING INFO	DELIVER TO

Billing Address:	Shipping Address:
SCHOOL BOARD OF HERNANDO COUNTY ACCOUNTS PAYABL 919 N BROAD ST BROOKSVILLE, FL 34601-2397 **Phone:** (352) 797-7000 **Payment Terms:** ERATE QUOTES ONLY	HERNANDO COUNTY SCHOOL BOARD TIS 919 N BRD ST BROOKSVILLE, FL 34601 **Phone:** (352) 797-7000 **Shipping Method:** DROP SHIP-GROUND
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Sales Contact Info

Stephen Nakonechny | (866) 224-1596 | nak@cdwg.com

Need Help?

My Account | Support | Call 800.800.4239

About Us | Privacy Policy | Terms and Conditions

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

CDW Government Overview

QUICK FACTS

HQ	Vernon Hills, IL
2024 Net Sales	$21B
Coworkers	15,100
U.S. Offices	43
Customers	250,000+
Fortune 500 Rank	189

CDW Government LLC (CDW•G) is the wholly owned subsidiary of CDW LLC, a leading multi-brand technology solutions provider to corporate and public sector customers in the U.S., U.K., and Canada. Founded in 1984, CDW currently employs 15,100 coworkers worldwide. Our broad array of offerings ranges from discrete hardware and software products to integrated IT solutions. We provide our products and solutions through our sales and service delivery teams, who are broken down by segment, and further organized into geographic regions. We have an expansive network of offices near major cities and a large team of customer-facing coworkers - including field sellers, technology specialists, and advanced delivery engineers - across the country.

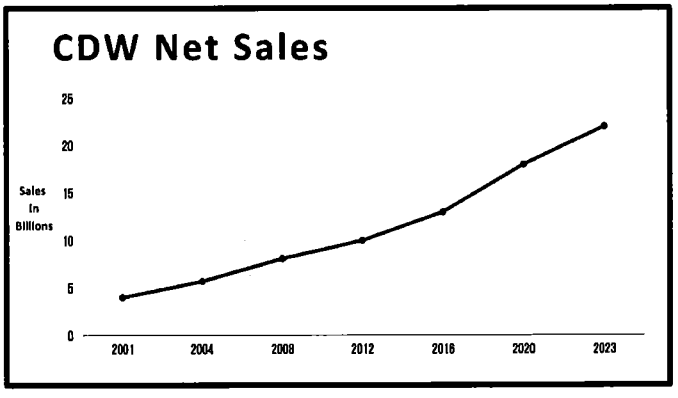
Products and Partnerships

More than 100,000 products from more than 1,000 vendors including leading networking OEMs such as: APC, Cisco, Cradlepoint, Extreme, Fortinet, HP Aruba, IBM, Juniper, Kajeet, Leibert, Palo Alto, Rukus, and more.

Total E-Rate Solutions

- **Category One**
  - Bus Wi-Fi
  - Wireless Hot Spots
- **Category Two**
  - Internal Connections
  - Basic Maintenance of Internal Connections
  - Managed Internal Broadband Services

Our sustainable growth and continued financial stability serve to assure Hernando County School District that we are here to stay and can support you through the life of this contract and beyond. Of note, CDW is number four on CRN's 2023 Solution Provider 500 list that ranks the top integrators, service providers, and IT consultants in North America by services revenue.



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K-12 Education Expertise

CDW•G helps schools leverage technology to achieve great educational outcomes. With more than 200 government and education contracts, we are one of the nation's largest direct-response providers of multi-brand technology products and services. For more than 30 years, we have closely monitored emerging technologies to ensure our solutions are at the forefront of innovation. We proactively expand our offerings and certifications to support your evolving needs. We invest in the solutions that matter most to you, like classroom transformation, device ecosystem, cybersecurity, AI, and school safety.

We are a trusted technology partner to more than 15,000 K-12 schools.

Resources - Education Strategy Team

Education Strategists work with you to understand your district's vision and goals to create customized solutions that improve teaching and learning.

Classroom Modernization Specialists, focused on audiovisual solutions and classroom design, can support you through trainings, consultative calls, webinars, and more.

We guide customers through decisions on the platforms that run your districts and drive transformation. We have dedicated in-house technical resources aligned to K-12 solution areas to help you better understand and integrate technology into your educational goals. Our K-12 Education Strategy Team – comprised of former leaders in education – support districts in implementing digitally-enhanced education and can help you develop a vision for lasting change.

We are a premier provider of Chromebooks to K-12 schools in the U.S.

In 2023, CDW•G deployed 1 out of every 3 Chromebooks into K-12 classrooms in the U.S. for a total of 2.5 million devices. We can support your full device lifecycle management needs and have experience handling complex deployments for the largest school districts in the country, even in adverse conditions.

A Partner You Can Trust – Even in Adverse Conditions

During a time of significant supply chain constraints, CDW•G delivered. One of the largest school districts in the country, Chicago Public Schools (CPS), relies on CDW Education to provide their students with Chromebooks. Like so many other districts across the nation, CPS needed to pivot to distance learning with the onset of COVID-19. To serve the needs of nearly 330,000 students, CPS required 1,000s of Chromebooks. Despite worldwide shortages, CDW•G was able to deliver 20,000 devices over four months on-site and on-time.

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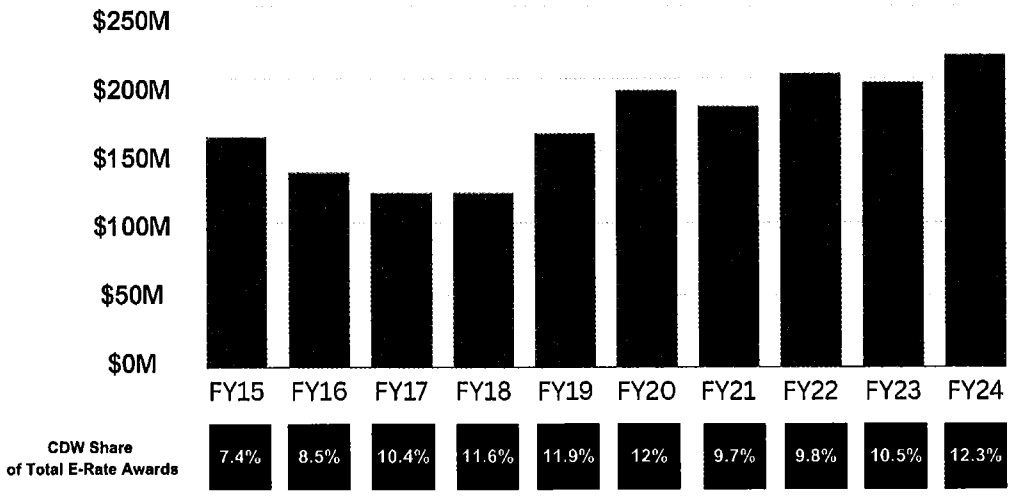
A Powerful E-Rate Partner

We have nearly 30 years of experience delivering successful outcomes for E-Rate funded projects. Participating in E-Rate since our founding in 1998, we are the largest Category 2 provider nationwide, delivering two-times the amount of Category 2 E-Rate projects than our next closest competitor. Since the E-Rate Modernization in 2015, we have been awarded over 19,550 E-Rate projects totalling over $790M in total equipment delivered to schools throughout the United States.

CDW E-Rate Awards and Revenue



Proven Management Approach

Due to our streamlined and best-practice system of checks and balances, **we have never lost funding for a school,** as substantiated by countless audits. Our dedicated internal K-12 and E-Rate resources help ensure accurate invoicing and contract compliance, as well as provide knowledgeable resources and guidance as you navigate your E-Rate journey.

- **E-Rate Program Management Team** offers knowledge, assistance, and advisement, as well as ensures contract compliance.
- **E-Rate Funding Team** ensures expert handling of both BEAR and SPI E-Rate invoicing by accounts receivable specialists.
- **K-12 Education Strategists** focus on helping you implement solutions attuned to your needs, with realistic budget constraints in mind, often in conjunction with E-Rate funding initiatives.

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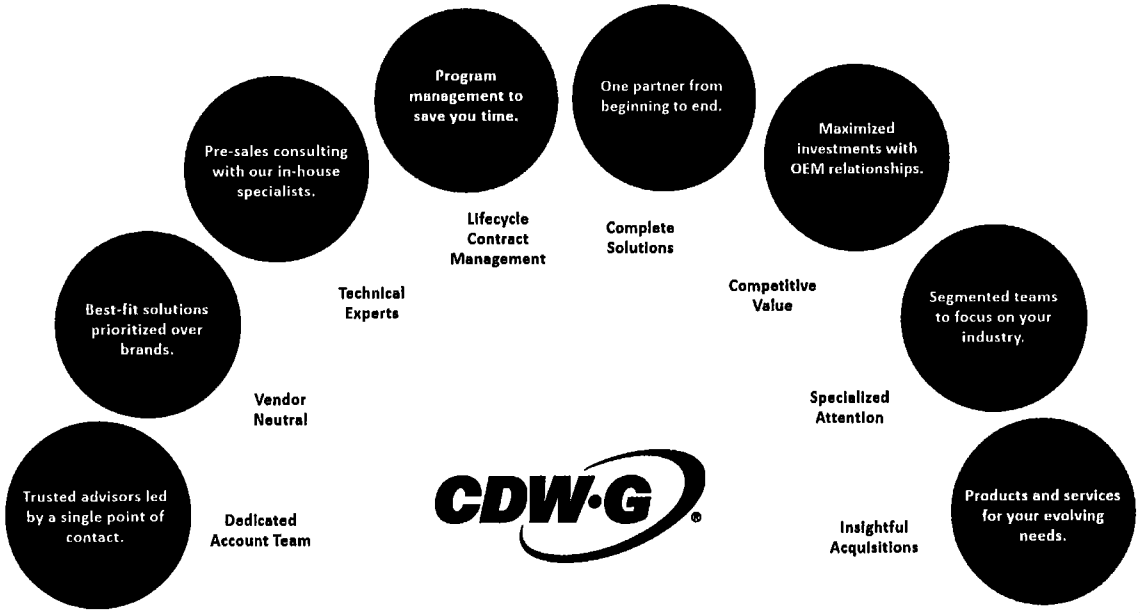
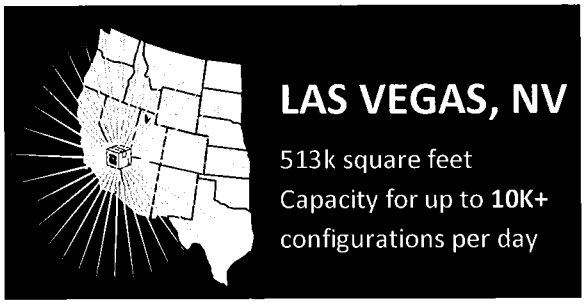
Strengths, Best Practices, and Value

By aligning with CDW•G, your organization can take advantage of our strengths, best practices, and value-added services.



Inventory Access and In-House Services

A significant advantage we offer Hernando County School District is our ability to deliver the right products, at the right value, right when you need them. CDW has two large, strategically located distribution and configuration centers that ensure speed and accuracy throughout the procurement process. In addition, to supplement our direct purchasing model, CDW has strong affiliations with principal channel distributors, enabling us to quickly obtain competitively priced, non-stocked items.



ISO 9001 Quality | ISO 14001 Environment | ISO 20243 Risk Management
ISO 27001 Information Security | ISO 2800 Secure Supply Chain

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Support Resources for Hernando County School District

When you work with CDW•G, you have access to expertise that is not available within your organization. Our team of technology experts and dedicated account managers will tailor a piece of equipment or an entire network to deliver the most effective and sustainable results.

Account Management Resources	
Stephen Nakonechny Executive Account Manager (866) 224-1596 nak@cdwg.com	**Matt Robertson** Sales Manager (703) 262-8060 mattrob@cdw.com
Rick Allain Client Executive (813) 804-5409 rickall@cdwg.com	

E-Rate Program Management and Funding Solutions Team

Our **E-Rate Program Management** team offers eligible entities their knowledge, assistance, and advisement on E-Rate matters, including program compliance and adherence. The team prepares contract deliverable reports and makes modifications, as necessary, including price reductions, additions, discontinued products, replacements, and version changes. They ensure that price and supply agreements are in place from award through completion and that the E-Rate bidding, ordering, invoicing, and funding are all seamless and easy for you to complete.

E-Rate Resources	
Yolanda Blomquist Program Manager – E-Rate 630-531-5478 yolanda.blomquist@cdwg.com	**Jeff Hagen** Manager, Program Management – K12 813-462-4055 jeff.hagen@cdwg.com

Our **Funding Solutions** team, and dedicated Education Funding Solutions Manager, can help E-Rate applicants understand compliance with rules and regulations throughout the process. They advise on the appropriate engagement after Form 470 filings and work with our operations teams to ensure E-Rate ordering, invoicing, and delivery are compliant.

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Additionally, our E-Rate Manager assists applicants with PIA reviews, preparation of Bulk Upload Attachments, and product eligibility reviews as part of the Form 471 process.

Additional E-Rate Resources

Dave LeNard, Business Development Manager, E-Rate
Amy Passow, Senior Manager, Education Funding Solutions
Deb Orts, Contract Analyst
Kim Klaus, Account Receivable Consultant

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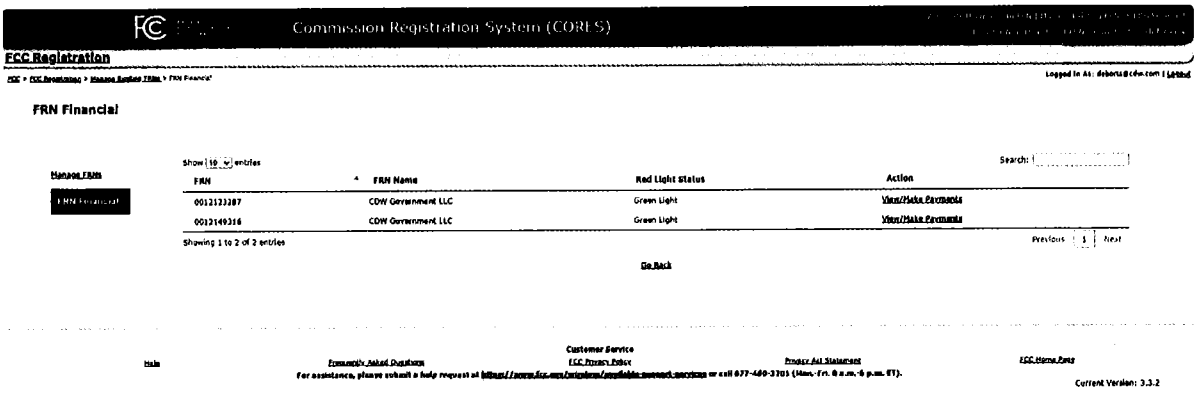
FCC FRN E-Rate Display System Status

The below screen shot is from **January 30th, 2025**. CDW•G remains in **Green Light Status**.



Upon request, CDW•G can provide an updated screenshot.

Spin #143005588

FCC Registration #0012123287

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Helpful Hints for Preparing Form 471

Things to consider when preparing your funding request (Form 471):

- Enter only one manufacturer part number per line item (do not bundle part numbers)
  - All software should be requested under IC, Software
- Even when bundled with warranty support from manufacturer for purchase, as long as warranty cannot be purchased on its own
- If you live in a state that has applicable taxes, such as AR, NC, CA, AZ, WA, make sure to include those taxes on your FCC Form 471.
- If warranty can be purchased separately, then it should be separated for funding request, and warranty funding requested under Basic Maintenance
- Warranty only part numbers should be requested under Basic Maintenance
  - List months of service, should only be for coverage July 1 – June 30 (Funding Year)
  - List hardware supported part number
  - List site where hardware sits

CDW•G can complete Bulk Submission Forms if chosen as the service provider for your funding request. Please email E-Rate@cdw.com for assistance.

Additionally, **please note** - upon award, to facilitate contract execution with our countersignature, please sign the enclosed E-Rate agreement and send to **nak@cdwg.com** and 470award@cdwg.com. Please see "E-Rate Order Process" information on the following page for further details.

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E-Rate Order Process

1. **Ordering:** Purchase orders shall be submitted through electronic means (email, EDI, etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.

2. **Required Information:** All orders must include:
   a. Contact name, Phone number
   b. Purchase order number
   c. Part number, Product description
   d. Pre-discount and discounted product price
   e. Percentage Customer owes and percentage SLD owes (SPI – Form 474 Method)
   f. Ship to location, Bill to location
   g. FCC Form 471 Number (also known as Application Number)
   h. FRN for each part number
   i. Billing method (BEAR – Form 472 or SPI – Form 474)
   j. "Net 30 Terms"

   SEPARATE PURCHASE ORDERS SHOULD BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E- RATE FUNDING. ALL ORDERS ARE SUBJECT TO ACCEPTANCE BY SELLER. PO TOTAL SHOULD REFLECT FULL PURCHASE PRICE OF ORDER.

3. **Assistance With Order:** Customer may call 1-800-328-4239 for assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are not consistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall be null and void and shall not be applicable hereto or binding on Seller.

   IN THE CASE OF CHANGES TO PRODUCTS AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO MAKE AVAILABLE TO THE CUSTOMER A COMPARABLE

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OR BETTER PRODUCT AT THE SAME OR LESSER PRICE WHEN OR IF AVAILABLE, UPON APPROVAL FROM SLD ON PRODUCT SUBSTITUTION.

4. **Price and Payment Terms**

   a. **Price**

   Price shall be as stated in the quotation attached hereto as Exhibit I by CDW-G account manager. Prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer. Any taxes will be listed separately on the invoice.

   b. **Payment Terms (Customer must choose one)**

      i. **Form 474 Service Provider Invoice (SPI) Method**

      - Seller will invoice Customer for their portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (discounted amount owed by Customer) within thirty (30) days from date of invoice

      ii. **Form 472 BEAR Method**

      - Seller will invoice Customer for pre-discount portion of the Products upon shipment of Product and Customer shall pay the invoiced amount (full amount owed by Customer) within thirty (30) days from the date of invoice.

5. **Payment Method:** In adherence to Federal E-Rate compliance regulations, CDW-G's quoted price is all-inclusive of any and all discounts, if applicable. No further discounts will be applied during time of invoice. All payments for both methods shall be submitted to the address presented below WHERE APPLICABLE:

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ACH PAYMENT INFORMATION:	CHECK PAYMENT INFORMATION:
E-mail Remittance To: gachremittance@cdw.com	CDW Government
THE NORTHERN TRUST	75 Remittance Drive Suite 1515
50 SOUTH LASALLE STREET	Chicago, IL 60675-1515
CHICAGO, IL 60675	
ROUTING NO.: 071000152	
ACCOUNT NAME: CDW GOVERNMENT	
ACCOUNT NO.: 91057	

i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.

ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable regulations.

NOTWITHSTANDING ANYTHING TO THE CONTRARY, CUSTOMER IS RESPONSIBLE FOR PAYMENT OF 100% THE PRICE OF PRODUCTS IN THE CASE WHERE CUSTOMER PLACES ORDER FOR PRODUCTS SLD DISALLOWS CUSTOMER'S REQUEST FOR DISCOUNT AND REFUSES PAYMENT TO SELLER OF THE DISCOUNT AMOUNT FOR PRODUCTS. IF SLD DISALLOWS CUSTOMER'S REQUEST FOR DISCOUNT CUSTOMER IS IN NO WAY REQUIRED TO PLACE ORDER FOR PRODUCTS.

To the extent allowable, all information and documents hereby submitted in response to FCC 470# 250022854 furnished by Hernando County School District are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").

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Appendix

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Implementation Plan

Tasks for First Two Weeks (Sample Version)

Upon award, your Account Management Team will remain in constant contact with key employee(s) at each location to implement the contract and ensure total satisfaction. CDW•G will make this process as seamless as possible and will follow the work plan that has been developed. In addition, if requested, CDW•G will facilitate any necessary meetings via teleconference, videoconference, or in person, pending appointment, at your location or ours, to ensure that the process meets your expectations.

While there can be challenges to implementing a project of any scale, CDW•G tries to minimize potential problems upfront. We will need Hernando County School District to provide the following in a timely manner in order to facilitate the implementation process:

- Updated contact information for all key personnel
- Information regarding product forecasts
- Standardized product list
- List of authorized users and restrictions
- Imaging specifications
- Specific reporting requirements
- Permission for CDW•G to be listed on manufacturer agreements.

During the implementation process, any problems or concerns should be directed to your account manager for immediate resolution. The following implementation plan demonstrates how CDWG will work with you to successfully implement this project.

Task	Week 1	Week 2
Account Management Set Up		
• **Introduce key customer contacts to CDW•G Account Team** • **Introductory letter/phone contact/ site visit**	X	
• **Gather/confirm general customer information** • **Contacts: phone, email, fax** • **Hernando County School District's locations and addresses**	X	
• **Outline customer's procedures and requirements, i.e.**	X	

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○ Frequency of contact/schedule ○ Turnaround expectations (quotes) ○ Reporting • Conduct walkthrough or webinar: Account Center		X
CDW•G Capabilities and Support		
• Make contact with Account Specialists, as needed		X
• Review technical support options	X	
• Review customer service processes (i.e., returns)	X	
Customer Financial Arrangements		
• Complete forms for credit approval	X	
• Complete financing application		X
Product Specific Needs and Services		
• Arrange conference call(s) with manufacturer(s)	X	
• Develop product forecasts	X	
• Process and test image(s)		X
• Customize asset tag/schedule asset tagging		X
• Input customer installation/configuration specifications		X
Procurement and Management Systems		
• Standardize products through your Account Center • Create bundles		X
• Set up purchase authorizations and controls		X
• Establish account linking		X
• Set up software license tracking system		X
• Implement asset tracking system		X
• Investigate or link with e-procurement programs and third parties		X
• Utilize EDI for invoicing and/or ordering functions		X
Pricing		
• Have CDW•G listed on all manufacturer contracts		X
• Enter pricing information into contract management system		X
Optional Systems/Services		
• Finalize staging agreement		X
• Finalize minority/disabled small business partnership		X
• Arrange for onsite services		X
• Select appropriate training programs		X
• Set up Employee Purchase Program		X

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K-12 Funding and Other Resources

We know your need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor partner that shares a passion for education and continued development. Our teams, and our partners, are dedicated to supporting the full scope of Hernando County School District's technology and all your program goals. Following are highlights of the value-adds we offer our education customers.

Get Ed Funding Overview

CDW•G sponsors **GetEdFunding.com**, a free grant-finding resource, providing access to billions of dollars' worth of educational funding opportunities. Through sponsoring this resource, CDW•G's mission is to help educators and institutions discover the funds they need to supplement tight budgets to achieve your goals and take learning to the next level.

Monitored daily, **GetEdFunding.com** can reduce the energy your teachers are spending to search for programs and money. You can finetune your search based on key concepts and 21st century skills and themes. Once you are registered on the site, you can save the grants of greatest interest to return to later. The funding opportunities listed are already available and applicable to standard learning paths. For example, there are more than 60 STEM specific programs currently available for application. Please reach out to your account manager for more information.

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CDW Government LLC SPIN #143005588 3/17/2025

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Universal Service Administrative Co.

July 3, 2025

Funding Commitment Decision Letter

Funding Year 2025

Contact Information:
Darin Defilippo
HERNANDO COUNTY SCHOOL DIST
919 N BROAD ST
BROOKSVILLE, FL 34601
defilippo_d@hcsb.k12.fl.us

FCC Form 471: 251036168

BEN: 127871
Wave: 11
Application Nickname: 25 Analytics

Totals

Total Committed	**$210,168.00**

What is in this letter?

Thank you for submitting your application for Funding Year 2025 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.

2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**

3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.

- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the FCC Form 474, the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an FCC Form 473, the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

- **To receive an invoice deadline extension, the applicant or service** provider must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time,** USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC,** visit the Appeals section in the E-rate Productivity Center (EPC) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's website for additional information on submitting an appeal to USAC, including step-by-step instructions.

- **To request a waiver of the FCC's rules,** please submit it to the FCC in proceeding number CC Docket No. 02-6 using the Electronic Comment Filing System (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2025

Application Comments for FCC Form 471: #251036168

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2599051234	CDW Government LLC	$210,168.00	$210,168.00	Funded

FRN	Service Type	Status
2599051234	Managed Internal Broadband Services	Funded

Dollars Committed			
Monthly Cost		**One-time Cost**	
Months of Service	12		
Total Eligible Recurring Charges	$0.00	Total Eligible One Time Charges	$262,710.00
Total Pre-discount Charges		$262,710.00	
Discount Rate		**80.00%**	
Committed Amount		**$210,168.00**	

Dates	
Service Start Date	**7/1/2025**
Contract Expiration Date	**6/30/2026**
Contract Award Date	
Service Delivery Deadline	9/30/2026
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	CDW Government LLC
SPIN (498ID)	143005588
Contract Number	
Account Number	738117
Establishing FCC Form 470	250022854

Consultant Information	
Consultant Name	
Consultant's Employer	E-Rate Central
CRN	16060891

Funding Commitment Decision Comments

MR1: Approved as submitted.

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

	Fund	Function	Object	Cost Center	Project	Sub Project
Account Name	Millage	Admin Tech Serv	Tech Rentals	TIS Division	Voted Millage	
Account Number	1120	8200	3690	9220	00107	

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 20,000.00	$ 0.00	$ 0.00	$ 20,000.00	$ 10,508.40	$ 9,491.60

	Fund	Function	Object	Cost Center	Project	Sub Project
Account Name						
Account Number						

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$	$	$	$	$	$

B. Item Currently Not Budgeted -**

Funding Source _____

Account Name _____

	Fund	Function	Object	Cost Center	Project	Sub Project
Account Number						

Amount $ _____

Funding Source _____

Account Name _____

	Fund	Function	Object	Cost Center	Project	Sub Project
Account Number						

Amount $ _____

C. History

Check one:
Prior Year Budget: ☒
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 19. 26-3319 10/7/2025

Title and Board Action Requested
Approve the renewal of Bid No. 24-968-04 RN, Excavating and Site Work Services, awarded to multiple vendors and authorize the purchase of services for an estimated annual spending of $250,000.00.

Executive Summary
The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of Bid No. 24-968-04 RN, Excavating and Site Work Services, awarded to Asphalt Millings, Inc., Constructions Genes, LLC, and M. Daniel Construction, and authorize the purchase of services for an estimated annual spending of $250,000.00. Purchases will be made on an as needed basis.

My Contact
Joseph Rychcik
Director of Maintenance
8008 Mobley Road
Brooksville, FL 34601

2023-28 Strategic Focus Area
Priority 5: Fiscal Transparency and Capital Planning

Financial Impact
See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: October 7, 2025

Bid No. 24-968-04 RN

Bid Title: Excavating and Site Work Services

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s)	☐Request for Proposal(s)	☐Low Bid(s) Meeting Specification	☐Rejection/Cancellation
☐Revised Award	☒Renewal of Contract	☐Sole Source	☐Re-Award (Partial/Whole)
☐Bid Termination	☐Revisions/Amendments to Bid	☐Bid Extension	☐Emergency
☐Reversed Auction	☐ Piggyback Cooperative		

Bid Contract Period: 11/14/2025 through 11/13/2026 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount | ☐ Firm, Fixed Dollar Amount | ☐ Firm, Fixed Unit Prices | ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options:

No. of Terms Remaining	☐ Length of Each Term (month)	☒ Length of Each Term (year)	☐ None
2		1	

Rationale/Reason:

Bidders Electronically Downloaded From Bidnet Direct's Website:	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	☒ N/A – Bids Not Required: Renewal

Submitted By: Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By: Joseph Rychcik
Director of Maintenance

Department(s): Maintenance Department

Recommended award, description of items and prices: (See attached)

T/C CODE: 2404

This tabulation establishes contracts with experienced, qualified, bonded, and licensed contractors to provide excavating and site work services. Hourly rates include all labor, personnel, supervision, and equipment. Percentage mark-up on material and supplies (unless material and supplies are provided by the district) and rental equipment. Contractors will receive project direction from Support Operations (Facilities & Construction, and Maintenance).

Asphalt Millings, Inc.

Description	Rate
1. Labor Rates (Straight Time) During Normal Or Regular Business Hours Monday - Friday, 7:00 AM to 4:00 PM:	
Foreman w/Truck	$ 64.88/Hour
Supervisor w/Truck	$ 62.38/Hour
Journeyman	$ 28.00/Hour
Helper	$ 25.00/Hour
2. Labor Rates Schools not in Session, Nights, Weekends & Holidays:	
Foreman w/Truck	$ 97.32/Hour
Supervisor w/Truck	$ 64.88/Hour
Journeyman	$ 42.00/Hour
Helper	$ 37.50/Hour
3. **Subcontractor - Percentage Mark-Up** Percentage mark-up for subcontractor services for a particular project or portion thereof. This cost mark-up will be included on your quote and invoice for payment to the District. A copy of the subcontractor's invoice may be requested for verification purposes at any time and when requests for payments are deemed excessive. *Note: Subcontractor's services are only allowed with prior written authorization from the Maintenance and/or Facilities Department (per project).*	15 %
4. **Materials & Supplies – Percentage Mark-Up** Percentage mark-up on manufacturer's list price for parts, supplies & materials, regardless of the manufacturer.	15 %
5. **Equipment Rental – See Equipment List on Next Page**	

Warranty Information:

Workmanship	1 year
Equipment/Material/Supplies	1 year

Additional Information: A fuel surcharge will apply if on-road or off-road diesel fuel goes over $4.32 per gallon.

Subcontractor's Information:

Precision Paving of Tamps (paving)
Red Tree Landscape Systems, LLC (arborist/hydro-seeding/pesticides)
Cross Construction Services (asbestos removal)

Equipment Listing and Related Costs:

Item No.	Description	Daily Rate	Weekly Rate	Monthly Rate
1.	Dodge 3500 HD 4x4	$243.00	$734.00	$2,100.00
2.	JCB 714 Articulating Off-Road Dump Truck	$1,800.00	$6,400.00	$23,450.00
3.	International Dump Truck	$750.00	$3,150.00	$12,000.00
4.	Mack GU713 Dump Truck	$1,200.00	$5,000.00	$12,000.00
5.	Mack GU813 Dump Truck	$1,200.00	$5,000.00	$12,000.00
6.	Kenworth W900 Dump Truck	$1,200.00	$5,000.00	$12,000.00
7.	Kenworth T800 (semi for Transport) – Includes Trailer Attachment	$1,400.00	$6,000.00	$19,500.00
8.	Eager Beaver Lowboy Trailer (for Transport)	Included with #7		
9.	Interstate 50DLA Trailer (for Transport)	Included with #7		
10.	GISM Demo Trailer	Included with #7		
11.	Hamms 220 D Roller	$650.00	$2,200.00	$4,800.00
12.	Ingersoll Rand SD 100 TF Drum Roller	$710.00	$3,015.00	$10,800.00
13.	Portable Diaphragm Pump	$495.00	$2,100.00	$4,200.00
14.	Freightliner M2106 Vacuum Truck	$2,600.00	$10,400.00	$32,000.00
15.	Super Droid Pipe Inspection Robot	$1,200.00	$3,900.00	$11,200.00
16.	Sterling Water Truck	$550.00	$2,950.00	$10,900.00
17.	CAT D5K2 Dozer	$760.00	$3,114.00	$7,198.00
18.	CAT D7F Dozer	$2,875.00	$9,200.00	$27,600.00
19.	CAT 938H Wheel Loader	$2,400.00	$7,200.00	$26,000.00
20.	CAT IT38G Loader	$1,200.00	$3,539.00	$7,150.00
21.	Toro TX1000 Compact Track Loader	$520.00	$1,280.00	$4,100.00
22.	CAT 325D Excavator	$1,211.00	$3,281.00	$7,379.00
23.	CAT 320BL Excavator	$1,211.00	$3,281.00	$7,379.00
24.	CAT 320DLRR Excavator	$1,211.00	$3,281.00	$7,379.00
25.	John Deere 350G Tracked Excavator	$3,600.00	$8,800.00	$28,000.00
26.	John Deere 26G Mini Excavator	$750.00	$3,500.00	$5,500.00
27.	CAT 305 Mini Excavator	$750.00	$3,500.00	$5,500.00
28.	CAT 289D3 Skid Steer	$750.00	$3,500.00	$5,500.00
29.	CAT 289D Skid Steer	$750.00	$3,500.00	$5,500.00
30.	CAT 249D Skid Steer	$650.00	$3,400.00	$5,400.00
31.	CAT 259D Skid Steer	$650.00	$3,400.00	$5,400.00

Contact Information:
Sarah Pivero
Asphalt Millings, Inc.
(813) 365-0657
ami.estimator@gmail.com

Constructions Genes, LLC

Description	Rate
1. Labor Rates (Straight Time) During Normal Or Regular Business Hours Monday - Friday, 7:00 AM to 4:00 PM:	
Foreman w/Truck	$ 126.00/Hour
Supervisor w/Truck	$ 84.00/Hour
Journeyman	$ 56.00/Hour
Helper	$ 28.00/Hour
2. Labor Rates Schools not in Session, Nights, Weekends & Holidays:	
Foreman w/Truck	$ 189.00/Hour
Supervisor w/Truck	$ 126.00/Hour
Journeyman	$ 84.00/Hour
Helper	$ 42.00/Hour
3. **Subcontractor - Percentage Mark-Up** Percentage mark-up for subcontractor services for a particular project or portion thereof. This cost mark-up will be included on your quote and invoice for payment to the District. A copy of the subcontractor's invoice may be requested for verification purposes at any time and when requests for payments are deemed excessive. *Note: Subcontractor's services are only allowed with prior written authorization from the Maintenance and/or Facilities Department (per project).*	25 %
4. **Materials & Supplies – Percentage Mark-Up** Percentage mark-up on manufacturer's list price for parts, supplies & materials, regardless of the manufacturer.	40 %
5. **Equipment Rental – See Equipment List on Next Page**	

Warranty Information:

Workmanship 1 year
Equipment/Material/Supplies Manufacturer's Warranty (Days)

Additional Information: N/A

Subcontractor's Information: N/A

Equipment Listing & Related Costs:

Item No.	Description	Daily Rate	Weekly Rate	Monthly Rate
1.	Skid Steer	$500.00	$2,500.00	$10,000.00
2.	Concrete Saw	$200.00	$400.00	$1,600.00
3.	Concrete Mixer	$150.00	$600.00	$2,400.00
4.	BobCat Excavator	$675.00	$3,375.00	$12,000.00
5.	Jack Hammer	$100.00	$400.00	$1,200.00
6.	Hammer Drill	$65.00	$260.00	$1,000.00
7.	Concrete Chain Saw	$125.00	$625.00	$2,500.00
8.	Grinder Large	$150.00	$600.00	$3,000.00
9.	Dump Trailer	$500.00	$2,500.00	$10,000.00

Contact Information:

Construction Genes, LLC
Nic van de Boogaard
(352) 442-8928
nicvandb@constructiongenes.com

Kent Brink
Kent@constructiongenes.com
(863) 845-8829

M. Daniel Construction

Description	Rate
1. Labor Rates (Straight Time) During Normal Or Regular Business Hours Monday - Friday, 7:00 AM to 4:00 PM:	
Foreman w/Truck	$ 31.00/Hour
Supervisor w/Truck	$ 33.00/Hour
Journeyman	$ 20.50/Hour
Helper	$ 17.50/Hour
2. Labor Rates Schools not in Session, Nights, Weekends & Holidays:	
Foreman w/Truck	$ 44.75/Hour
Supervisor w/Truck	$ 47.50/Hour
Journeyman	$ 29.00/Hour
Helper	$ 24.50/Hour
3. **Subcontractor - Percentage Mark-Up** Percentage mark-up for subcontractor services for a particular project or portion thereof. This cost mark-up will be included on your quote and invoice for payment to the District. A copy of the subcontractor's invoice may be requested for verification purposes at any time and when requests for payments are deemed excessive. *Note: Subcontractor's services are only allowed with prior written authorization from the Maintenance and/or Facilities Department (per project).*	12 %
4. **Materials & Supplies – Percentage Mark-Up** Percentage mark-up on manufacturer's list price for parts, supplies & materials, regardless of the manufacturer.	12 %
5. **Equipment Rental – See Equipment List on Next Page**	

Warranty Information:

Workmanship 1 year
Equipment/Material/Supplies 1 year

Additional Information: N/A

Subcontractor's Information:

RFH Concrete

Equipment Listing & Related Costs:

Item No.	Description	Daily Rate	Weekly Rate	Monthly Rate
1.	322 CAT Excavator	$1,040.00	$5,200.00	$20,800.00
2.	416 CAT Backhoe	$720.00	$3,600.00	$14,400.00
3.	924 CAT Loader	$800.00	$4,000.00	$16,000.00
4.	928 CAT Loader	$800.00	$4,000.00	$16,000.00
5.	950 CAT Loader	$840.00	$4,200.00	$16,800.00
6.	D-3 Dozer	$720.00	$3,600.00	$14,400.00
7.	D-5 Dozer	$800.00	$4,000.00	$16,000.00
8.	770 John Deere Grader	$1,000.00	$5,000.00	$20,000.00
9.	224 CAT Roller	$560.00	$2,800.00	$11,200.00
10.	334 CAT Roller	$600.00	$3,000.00	$12,000.00
11.	434 CAT Roller	$600.00	$3,000.00	$12,000.00
12.	CS433E Roller	$640.00	$3,200.00	$12,800.00
13.	Pneumatic Roller	$600.00	$3,000.00	$12,000.00
14.	Paving Machine	$1,120.00	$5,600.00	$22,400.00
15.	287 Skid Steer	$600.00	$3,000.00	$12,000.00
16.	Box Blade Tractor	$600.00	$3,000.00	$12,000.00
17.	Transport	$1,160.00	$5,800.00	$23,200.00
18.	Dump Truck	$680.00	$3,400.00	$17,000.00
19.	Tack Truck	$1,000.00	$5,000.00	$20,000.00
20.	Water Truck	$640.00	$3,200.00	$12,800.00
21.	Chain Saw	$280.00	$1,400.00	$5,600.00
22.	Spreader Truck	$640.00	$3,200.00	$12,800.00
23.	Mini Excavator	$680.00	$3,400.00	$17,000.00

Contact Information:

BJ Phillips
M. Daniel Construction
(352) 796-6930
bj@mdanielinc.com

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: 2025-2026 Maintenance Department Drainage Repairs & Maintenance

Account Number: 1100 E (Fund) | 8100 (Function) | 3500 (Object) | 9511 (Cost Center) | 49500 (Project) | (Sub Project)

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 8,000.00	$	$	$ 8,000.00	$ 8,000.00	$ 0.00

Account Name: 2025-2026 Maintenance Site Improvements County Wide Safety

Account Number: 3730 E (Fund) | 7400 (Function) | 6700 (Object) | 9500 (Cost Center) | M2050 (Project) | (Sub Project)

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 500,000.00	$	$	$ 500,000.00	$ 242,000.00	$ 258,000.00

B. Item Currently Not Budgeted -**

Funding Source:

Account Name:

Account Number: (Fund) | (Function) | (Object) | (Cost Center) | (Project) | (Sub Project)

Amount $

Funding Source:

Account Name:

Account Number: (Fund) | (Function) | (Object) | (Cost Center) | (Project) | (Sub Project)

Amount $

C. History

Check one:
Prior Year Budget: ☑
New for Current Year: ☐

Prior Year Approved Budget: $ 429,734.21

Prior Year Actual Spent: $ 429,734.21

**** 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. 26-3320 10/7/2025

Title and Board Action Requested
Award RFQ # 9009-2506-303 Continuing Roofing & Building Envelope Consultant Services, to A/R/C Associates, Inc., PBA Design Group, Inc., PBK Architects Florida, Inc., REI Engineers, Inc., and Williamson Dacar Associates Inc. dba Williamson Design Associates, for consulting roofing & building envelope services for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of $500,000.00.

Executive Summary
The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board award RFQ # 9009-2506-303 Continuing Roofing & Building Envelope Consultant Services, to A/R/C Associates, Inc., PBA Design Group, Inc., PBK Architects Florida, Inc., REI Engineers, Inc., and Williamson Dacar Associates Inc. dba Williamson Design Associates, for consulting roofing & building envelope services for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of $500,000.00.

My Contact
Brian Ragan
Director of Facilities & Construction
ragan_b@hcsb.k12.fl.us
352-797-7050

2023-28 Strategic Focus Area
Priority 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.

REQUEST FOR QUALIFICATIONS
No. 9009-2506-303
For Continuing Roofing & Building Envelope Consultant Services

Hernando County School District
Brooksville, Florida

REQUEST FOR QUALIFICATIONS
FOR
CONTINUING ROOFING & BUILDING ENVELOPE CONSULTANT SERVICES

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Sample HCSD Standard Addendum to Agreements

ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS FOR
Continuing Roofing & Building Envelope Consultant Services
Hernando County School Board

RFQ 9009-2506-303

The Hernando County School Board ("HCSB"), Brooksville, Florida, invites qualified firms to submit a letter of interest and supporting documentation relating to professional CONTINUING ROOFING & BUILDING ENVELOPE CONSULTANT SERVICES for miscellaneous projects to be awarded on an ongoing basis. Awarded firms will execute an AIA Standard Form of Agreement Between Owner and Consultant (AIA C103-2015) for continuing services. Projects assigned under this Agreement will be limited to those with an estimated construction cost which does not exceed $7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1.

Submittals must be received before **10:00 AM on Thursday, August 21, 2025,** at the Facilities & Construction Department, Hernando County School Board, 8016 Mobley Road, Brooksville, Florida 34601 (352-797-7050). **Late submittals will not be considered.** It is the responsibility of the Respondent 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

Submittal Requirements and information related to this RFQ are available on the Bid Net website, including the Sample Architect-Engineer Agreement for Continuing Services and the associated Terms and Conditions. Interested respondents are **required** to register, free of charge, by visiting: www.bidnet.com.

REQUEST FOR QUALIFICATIONS
CONTINUING ROOFING & BUILDING ENVELOPE CONSULTANT SERVICES
HERNANDO COUNTY SCHOOL DISTRICT

I. GENERAL INFORMATION

A. DESCRIPTION

1. Hernando County School Board (HCSB) seeks qualifications from Professional Consultants **duly licensed as architects or engineers with prior related experience** to provide **consulting services for evaluation, design and construction administration of districtwide roofing and building envelope projects.**

2. Existing continuing service agreements shall be terminated upon Board approval of new agreements pursuant to this solicitation. Firms currently under contract must reapply to be considered for these services.

3. Submittals will be evaluated by a Jury Panel and judged according to the criteria described herein. Qualified Firms will be awarded an Architect-Engineer Continuing Service Agreement. The initial term of the Agreement will be two (2) years with the option for one (1) renewal for a two (2) year period, contingent upon mutual agreement.

4. Individual projects will be awarded on an as-needed basis and executed under the AIA Standard Form of Agreement Between Owner and Consultant (AIA C103-2015) and the associated Terms and Conditions, sample forms included in Appendix B.

5. Selected firms will provide consulting services on an on-call basis for projects throughout Hernando County. The individual projects assigned under this Agreement will be limited to those with an estimated construction cost which does not exceed $7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1.

B. MINIMUM QUALIFICATIONS

Respondents must meet minimum qualifications in order to receive consideration. Respondents shall, at a minimum:

1. Be registered in the State of Florida under State Statute Chapter 481 to provide professional Architectural or Engineering Services.

2. Have been in business operating within the State of Florida for a minimum of three (3) consecutive years under the current name and providing the services advertised under this RFQ.

3. Have successfully completed at least five (5) projects acting as the prime consultant for projects ranging up to $7.5 million in value.

4. May not be disqualified by Florida Statute 287.133 (2) (a), 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."

C. SCOPE OF SERVICES

1. The scope of services for assigned projects will include multiple design phases as described in the AIA Standard Agreement between the Owner and Consultant. The number of phases and associated deliverables will be determined according to individual project needs.

2. Related services may also be required. These include, but are not limited to, structural engineering, fire protection engineering, HVAC engineering, civil engineering, electrical engineering and communication systems engineering. For the purpose of this RFQ, the jury panel will evaluate roofing & building envelope architectural or engineering qualifications only without consideration of proposed sub-consultants for related services.

D. SELECTION PROCESS

1. The selection of consultants will be conducted in two stages in accordance with the Florida Statutes, 287.055, as follows:

   a. Submittals will be screened and scored. Firms will be ranked and firms ranked the highest will be awarded continuing service agreements (AIA C103-2015). It is anticipated that no fewer than three (3) will be selected to enter into agreements with HCSD. The PSAC may elect to award contracts to more than three (3) firms if it is determined to be in the best interest of the District.

   b. At such time as an awarded firm is being considered for an individual Project Assignment, firms will be invited to discuss their qualifications either in person or by telephone or virtual meetings.

2. Award of an agreement does not guarantee that any number or any particular type of project will be assigned to the awarded firm. The Owner reserves the right in its sole discretion to select the projects, if any, to be assigned.

II. SUBMITTAL REQUIREMENTS

A. SUBMITTAL INFORMATION

Due Date & Time:	**Thursday, August 21st, 10:00 AM**
Copies:	**Three (3) bound hard copies and one (1) .pdf copy on portable media**
Address:	**Submit to: Facilities & Construction Dept., 8016 Mobley Rd, Brooksville, FL 34601**
Comments:	**Late submittals will not be considered. It is the responsibility of the Respondent 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.**
Contact:	**Brian Ragan, Facilities & Construction Department Hernando County School District Ragan_b@hcsb.k12.fl.us 352-797-7050**

All proposals shall be submitted in a sealed envelope labeled with the name of the proposing firm and the following, at a minimum: REQUEST FOR QUALIFICATIONS No. 9009-2506-303 For Continuing Roofing & Building Envelope Consultant Services

B. SCHEDULE FOR RFQ PROCESS

The schedule is as follows:

Advertisement	July 21 – August 11, 2025
Final Date for Respondent Questions	August 12, 2025
Due Date for HCSB Responses	August 14, 2025
Submittals Due	**August 21, 2025 at 10:00 AM**
Selection Posted	September 4, 2025
Agreements Distributed to Awardees	TBD, approximately September 12, 2025
School Board Award of Contracts	TBD, approximately October 7, 2025

The above schedule is tentative. Revisions will be issued in a timely manner. Information related to this RFQ, including the schedule, will be distributed via the Bid Net web page.

Respondents are required to register on **www.bidnet.com** to receive information related to this RFQ.

C. GENERAL INFORMATION

1. Changes and Clarifications:
   Changes and clarifications to this RFQ will be issued by addenda. Addenda will be distributed via **www.bidnet.com** .

   Respondents may enter questions at any time prior to the date listed in paragraph II.B. All questions must be entered into **www.bidnet.com** and HCSB will respond accordingly.

   It is the respondent's responsibility to log in and check for updated information.

2. Conditions of this RFQ:
   All respondents accept the following conditions:

   a. All submittals shall become the property of HCSB and will not be returned.

   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 F.S, and financial statements may be exempt from disclosure. 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 proposals 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 appendices and addenda, and furthermore specifically agrees that the Architect-Engineers Agreement and the associated Terms and Conditions are expressly acceptable without reservation.

   g. HCSB reserves the right, without invalidating the respondent's submittal, to request clarification of the information provided.

D. DOCUMENTS

Submittals must comply with the following requirements 1-5. 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.

2. Each submittal is to be accompanied by a Letter of Interest addressed to the Facilities & Construction Department.

3. The submittal is to be no more than 25 double-sided 8 ½" x 11" sized pages in portrait orientation, minimum font size 10 point, permanently bound with spiral or plastic binder.

4. Submittal shall be formatted and tabbed in the exact form and numeric sequence stated herein.

5. Response to all items shall be complete.

III. EVALUATION CRITERIA

Submittals will be evaluated and scored according to the Evaluation Form provided in Appendix A.

It is the intent of HCSB to select firms who have 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 document. The following must be submitted (in order by Tab) and are elements that will be used to evaluate each respondent's qualifications.

TAB 01 – FIRM QUALIFICATIONS AND CAPABILITIES

Provide a brief overview of the firm's qualifications and experience related to educational projects or projects performed in a similar environment.

Describe the organization and size of the firm. Establish the lines of authority and communication. Organizational chart may be included.

Describe the firm's in-house capabilities, specifically with regard to engineering services.

Describe the firm's current and projected workload.

Establish whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act.

TAB 02 – STAFF QUALIFICATIONS

Identify the Principals, project management staff, and other key staff.

Provide a brief overview of the individual staff qualifications and relevant experience related to educational projects or projects performed in a similar environment.

Present unique qualifications, certifications or knowledge that staff may offer, for example familiarity and/or certification with a recognized green building rating organization, expertise in modeling software, etc.

Indicate the level of involvement by key staff in project management and on-site presence, particularly as it relates to representing the HCSB's interests during the construction phase.

TAB 03 – PRIOR EXPERIENCE AND PERFORMANCE

Present relevant projects, including information related to the complexity, project cost and schedule, specifically focusing on multi-phased projects on occupied campuses or in similar environments.

Demonstrate success on past projects. Testimonials and similar documentation may be provided.

Provide the names and current contact information for a minimum of three (3) Owner references for completed or ongoing projects, preferably public educational projects.

TAB 04 – PROJECT APPROACH

Indicate the firm's policies and procedures with regard to Budget Evaluation and Cost Control:

- Ability to produce accurate cost estimates at appropriate intervals.
- Ability to control costs during design.
- Ability and willingness to participate in value engineering activities, maintaining the original schedule when a budget overage does not result from Owner-requested scope changes.

Explain the firm's policies and procedures with regard to Quality Control:

- Procedure for investigating existing conditions during design.
- Ability to review documents for coordination and code compliance, including the work of consultants, so as to avoid delays resulting from incomplete submittals to the HCSB.
- Ability to improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard and selection of energy efficient materials, systems and equipment.
- Ability to design for durability and maintainability.

Describe the firm's policies and procedures with regard to Communication and Reporting:

- Ability to produce detailed meeting minutes.
- Ability to produce thorough and timely field reports during Construction Administration.
- Provide examples to document proficiency in reporting.

Explain the firm's policies and procedures with regard to scheduling design phase tasks:

- Ability to manage the work to meet the established schedule.
- Ability to evaluate needs and plan design tasks so as to allow adequate review time for environmental agencies, local government, plans examiners, and HCSB reviewers.

Describe the firm's commitment and strategy with regard to project close out:

- Continuity through the end of the punch list period.
- Track record with regard to timely close-out on educational projects.
- Ability to produce quality record documents, specifically providing examples of information recorded other than field-marked changes provided by the Contractor.
- Ability to review close out documents for compliance with the Contract Documents.

TAB 05 – WORK LOCATION

Describe where the firm's office(s) are located and where design and construction documents will be produced.

Describe how the proximity of the firm's office may affect construction administration tasks and coordination with the HCSB project manager.

List any employees or team members who are residents of Hernando County

Appendix A

HERNANDO COUNTY SCHOOL DISTRICT
SUBMITTAL EVALUATION FORM
ROOFING & BUILDING ENVELOPE CONSULTING CONTINUING SERVICES

QUALIFICATION BASED SELECTION

Evaluator #:_____ Date:_____
Name of Firm:_____
RFQ #:_9009-2506-303 _____

SCORE: Weight[2] x Rating[3] = Score

1. FIRM QUALIFICATIONS AND CAPABILITIES[1]

- ❑ Experience with educational or similar projects _15_x_____=____
- ❑ Organizational structure & established lines of communication _10_x_____=____
- ❑ Current/projected work load, & Small/Minority Business status _10_x_____=____

2. STAFF QUALIFICATIONS[1]

- ❑ Qualifications and relevant individual experience. _15_x_____=____
- ❑ Unique knowledge & abilities of staff. _15_x_____=____
- ❑ Involvement of staff in project management & on-site presence. _15_x_____=____

3. PRIOR EXPERIENCE AND PERFORMANCE[1]

- ❑ Relevant projects of similar scope and complexity. _15_x_____=____
- ❑ Demonstrated success on past projects. _15_x_____=____
- ❑ References. _10_x_____=____

4. PROJECT APPROACH[1]

- ❑ Budget evaluation & cost control methodology. _10_x_____=____
- ❑ Quality control methodology. _15_x_____=____
- ❑ Communication, Scheduling and Reporting proficiency. _15_x_____=____

5. WORK LOCATION[1]

- ❑ Firms proximity to HCSD and employment of county residents _10_x_____=____

TOTAL SCORE: _____[4]

NOTES:

1. **Criteria**: Evaluator will review all information presented, including unique characteristics and abilities, in order to rate the firm's qualifications in each category.
2. **Weights**: Weights are assigned to establish the relative importance of the listed criteria.
3. **Ratings**: Evaluator will assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score**: Includes the sum of all criteria.

Appendix B

Sample Architect-Engineer Continuing Services Agreement (AIA C103-2015)
Sample HCSD Standard Addendum to Agreements

APPENDIX A

HERNANDO COUNTY SCHOOL DISTRICT - DESIGN/BUILD SERVICES

Ranking Matrix

RFQ 9009-2506-303 - Continuing Roofing & Building Envelope Consultant Services

FIRM	QUALIFICATIONS					AVERAGE QUALS	QUALS SCORE	RANK
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5			
A/R/C Associates	820	710	810	595	800	747.00	88%	1
REI Engineers	750	770	770	590	685	713.00	84%	2
Williamson Design Associates	685	755	795	605	645	697.00	82%	3
PBK	690	685	780	615	655	685.00	81%	4
PBA Design Group	815	600	815	555	625	682.00	80%	5
Raymond Engineering	705	740	605	565	675	658.00	77%	6
Terracon	630	715	680	520	645	638.00	75%	7
Gale & Associates	630	615	715	555	670	637.00	75%	8
Beryl Engineering & Design	435	570	390	505	685	517.00	61%	9
Certa Building Solutions, Inc.	435	580	405	420	555	479.00	56%	10

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.

AIA® Document C103® – 2015

Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services

AGREEMENT made as of the Seventh day of October in the year Two-thousand Twenty-five
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Hernando County School District
8016 Mobley Road
Brooksville, FL 34601

and the Consultant:
(Name, legal status, address, and other information)

A/R/C Associates, Incorporated, a Florida Corporation
601 N. Fern Creek Avenue
Suite 100
Orlando, Florida 32803-4899

Consultant's discipline:

Roofing & Buiding Envelope, as further described in Hernando County School District RFQ 9009-2506-303

for the following Project:
(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

TBD
Miscellaneous projects on a continuing basis where the estimated construction cost per project does not exceed $7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1. and other services for which the fee per project does not exceed $500,000.

The Owner and Consultant agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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 does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

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11 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:
(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)

Hernando County School District RFQ# 9009-2506-303 conditions shall apply
This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.
Construction delivery methods may include Design-Bid-Build or CM-at-Risk and shall be determined based on the scope of the project and the best interest of HCSD

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™–2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD

§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately

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adjust the schedule, the Consultant's services, and the Consultant's compensation.

ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:
(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)

The Consultant's Basic Services shall be commensurate with the Scope of Architect's Basic Services described in AIA Document B201-2017, which is incorporated herein by reference.

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.
(List name, address, and other information.)

Joseph J. Williams, President
601 N. Fern Creek Avenue Suite 100
Orlando, Florida 32803-4899
Phone: 407-896-7875
Email: JJW@arc-arc.com

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 Insurance. The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars ($1,000,000.00) for each occurrence and One-million dollars ($1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant 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 for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statuatory Minimum ($).

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§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services 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.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 Time. The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay.
(Check one or both selections below.)

[X] Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.

[X] Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) *(Describe the deliverable(s))*	**Time Limits** *(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)*
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the Consultant to evaluate, give notice of, or enforce lien rights.

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§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project.
(List name, address, and other information.)

John Williams
Manager of Design and Construction
8016 Mobley Rd.
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 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 Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of

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Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

ARTICLE 6 CLAIMS AND DISPUTES

§ 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

§ 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them 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 Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution 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 proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 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.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the

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dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 6.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other: *(Specify)*

§ 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, 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 this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 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, dispute, or other matter in question 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, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, 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).

§ 6.3.4.2 Either party, at its sole discretion, 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.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

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§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

ARTICLE 8 COMPENSATION

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:
(Insert amount of, or basis for, compensation)

TBD on a per project basis. Subconsultant costs and hourly rates will be considered in per project fee negotiations.

Total compensation shall not exceed amounts published in the Florida Department of Management Services' Design Professional Fee Guideline.

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:
(Insert amount of, or basis for, compensation.)

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Per Exhibit C

Employee or Category	Rate

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Sixty (60) 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 Consultant.
(Insert rate of monthly or annual interest agreed upon.)

Zero percent (0 %)

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§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 8.6 Reimbursable Expenses

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
.2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
.3 Fees paid for securing approval of authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, standard form documents;
.5 Postage, handling and delivery;
.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
.7 Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
.8 All taxes levied on professional services and on reimbursable expenses;
.9 Other similar Project-related expenditures, if authorized in advance by the Owner.

§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Five percent (5 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultantshall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

§ 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars $(0)

ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted

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to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

ARTICLE 10 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Architect shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

ARTICLE 11 SCOPE OF THE AGREEMENT

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant 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 Consultant. In the event of a conflict between the terms and conditions of this C103™–2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103–2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document C103™–2014, Standard Form of Agreement Between Owner and Consultant.

.2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:

.3 Scope of Services Exhibit(s) listed in section 2.1

.4 Other documents:
(List other documents hereby incorporated into the Agreement.)

Exhibit A - Consultant's Insurance Requirements
Exhibit B - HCSD Standard Addendum to Agreements
Exhibit C – Billing Table No. 1

This Agreement entered into as of the day and year first written above.

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OWNER *(Signature)*	**CONSULTANT** *(Signature)*
(Printed name and title)	*(Printed name and title)*
	Joseph J. Williams, President

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A. GENERAL

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida 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 Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is "claims made" or "per occurrence".

B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)

1. This insurance must protect the Architect/Engineer 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 Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer 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.

General Aggregate	$1,000,000
Products – Completed Operations Aggregate	$1,000,000
Each Occurrence	$1,000,000
Personal Injury	$1,000,000

The following coverages shall be included in the CGL:

a. Additional Insured status in favor of the Hernando County School Board
b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
c. A waiver of Subrogation in favor of all Additional Insured parties.

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

1. The Architect/Engineer 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.

2. The Architect/Engineer 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 Architect/Engineer 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 Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

E. PROFESSIONAL ERRORS AND OMMISSIONS LIABILITY INSURANCE –

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

For a Fixed Limit of Construction Cost	Minimum Coverage per Claim	Minimum Coverage in the Aggregate
$999,999 and under	$1,000,000	$1,000,000
$1,000,000 to $4,999,999	$1,000,000	$1,000,000
$5,000,000 to $19,999,999	$1,000,000	$2,000,000
$20,000,000 and Above	$2,000,000	$2,000,000

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 shall indemnify and hold harmless the School Board and its officers, agents and employees from and against any, all, and every claim for, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from (1) the Contractor's performance or failure to perform any of its obligations under this Agreement and (2) any claim, damage, loss or expense to any person, Contractor's property including its buildings and personal property including the loss of use resulting therefrom, bodily injury, sickness, disease, intentional acts, or death, or to injury to or destruction of non-School Board personal property including the loss of use resulting therefrom and caused by any negligent act or omission of the Contractor, anyone directly or indirectly employed by the Contractor or anyone for whose acts the Contractor may be liable. The Contractor's requirement to indemnify and hold the School Board harmless also includes an obligation to assume full responsibility and expense of investigation, litigation, judgment, and/or settlement of any complaint, claim, or legal action until the termination of all legal action.

Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Agreement.

To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or

(b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

2. 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.

3. 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.

4. 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.

5. 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.

6. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida, hereinafter ("Court") have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

7. 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.

8. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

15. 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.

16. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION

OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman_a@hcsb.k12.fl.us 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.

17. 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.

18. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

19. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

20. 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: Joseph J. Williams

Title: President

Date: 9/16/2025

Approved as to Content & Form
Caroline Mockler, Esq.
Staff Counsel, HCSD
10:05 am, 09/10/2025

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: A/R/C ASSOCIATES, INCORPORATED

Vendor FEIN: 592200866

Vendor's Authorized Representative Name and Title: JOSEPH J. WILLIAMS, PRESIDENT

Address: 601 N. FERN CREEK AVE, SUITE 100

City: ORLANDO State: FL ZIP: 32803

Phone Number: 407-896-7575

Email Address: HWC ARC-ARC.COM

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

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

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

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

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

By: _____
AUTHORIZED SIGNATURE

Print Name and Title: JOSEPH J. WILLIAMS, PRESIDENT

Date: 9/16/2025

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:46 am, 04/25/2025

FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

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

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

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

Printed Name: Joseph J. Williams

Title: President

Signature: [signature]

Date: 9/16/2025

Approved as to Content & Form

Caroline Mocker, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

A/R/C
Associates
Incorporated

A/R/C Associates, Incorporated

Billing Table No. 1

DISCIPLINE	RATE
Principal	$ 195.00
Project Manager	$ 130.00
CADD Technician	$ 88.00
Quality Assurance Representative	$ 120.00
Office Manager	$ 95.00
Staff Accountant	$ 95.00
Clerical	$ 65.00

Exhibit C

AIA® Document C103® – 2015

Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services

AGREEMENT made as of the Seventh day of October in the year Two-thousand Twenty-five
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Hernando County School District
8016 Mobley Road
Brooksville, FL 34601

and the Consultant:
(Name, legal status, address, and other information)

PBA Design Group, Inc.
2742 Jason Street
Tampa, FL 33619
S Corporation

Consultant's discipline:

Roofing & Buiding Envelope, as further described in Hernando County School District RFQ 9009-2506-303

for the following Project:
(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

TBD
Miscellaneous projects on a continuing basis where the estimated construction cost per project does not exceed $7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1. and other services for which the fee per project does not exceed $500,000.

The Owner and Consultant agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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 does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:
(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)

Hernando County School District RFQ# 9009-2506-303 conditions shall apply
This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.
Construction delivery methods may include Design-Bid-Build or CM-at-Risk and shall be determined based on the scope of the project and the best interest of HCSD

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™–2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD

§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately

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adjust the schedule, the Consultant's services, and the Consultant's compensation.

ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:
(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)

The Consultant's Basic Services shall be commensurate with the Scope of Architect's Basic Services described in AIA Document B201-2017, which is incorporated herein by reference.

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.
(List name, address, and other information.)

Howard Piper, President
2742 Jason Street
Tampa, FL 33619
813-610-0105
hpiper@pbadesigngroup.com

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 Insurance. The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars ($1,000,000.00) for each occurrence and One-million dollars ($1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant 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 for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statuatory Minimum ($).

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§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services 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.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 Time. The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay.
(Check one or both selections below.)

[X] Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.

[X] Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) *(Describe the deliverable(s))*	**Time Limits** *(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)*
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the Consultant to evaluate, give notice of, or enforce lien rights.

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§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project.
(List name, address, and other information.)

John Williams
Manager of Design and Construction
8016 Mobley Rd.
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 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 Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of

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Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

ARTICLE 6 CLAIMS AND DISPUTES

§ 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

§ 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them 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 Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution 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 proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 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.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the

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dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 6.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other*: (Specify)*

§ 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, 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 this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 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, dispute, or other matter in question 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, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, 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).

§ 6.3.4.2 Either party, at its sole discretion, 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.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

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§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

ARTICLE 8 COMPENSATION

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:
(Insert amount of, or basis for, compensation)

TBD on a per project basis. Subconsultant costs and hourly rates will be considered in per project fee negotiations.

Total compensation shall not exceed amounts published in the Florida Department of Management Services' Design Professional Fee Guideline.

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:
(Insert amount of, or basis for, compensation.)

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate
Principal	$250/HR
Designer/CADD	$200/HR
Administrative Assistant	$ 85/HR
Project Manager	$250/HR

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Sixty (60) 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 Consultant.

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(Insert rate of monthly or annual interest agreed upon.)

Zero percent (0 %)

§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 8.6 Reimbursable Expenses

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

- **.1** Transportation and authorized out-of-town travel and subsistence;
- **.2** Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- **.3** Fees paid for securing approval of authorities having jurisdiction over the Project;
- **.4** Printing, reproductions, plots, standard form documents;
- **.5** Postage, handling and delivery;
- **.6** Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- **.7** Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
- **.8** All taxes levied on professional services and on reimbursable expenses;
- **.9** Other similar Project-related expenditures, if authorized in advance by the Owner.

§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Five percent (5 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultantshall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

§ 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars $(0)

ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall

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be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

ARTICLE 10 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Architect shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

ARTICLE 11 SCOPE OF THE AGREEMENT

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant 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 Consultant. In the event of a conflict between the terms and conditions of this C103™–2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103–2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document C103™–2014, Standard Form of Agreement Between Owner and Consultant.

.2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:

.3 Scope of Services Exhibit(s) listed in section 2.1

.4 Other documents:
(List other documents hereby incorporated into the Agreement.)

Exhibit A - Consultant's Insurance Requirements
Exhibit B - HCSD Standard Addendum to Agreements

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This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**CONSULTANT** *(Signature)*
	H. Howard Piper, President
(Printed name and title)	*(Printed name and title)*

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A. GENERAL

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida 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 Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is "claims made" or "per occurrence".

B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)

1. This insurance must protect the Architect/Engineer 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 Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer 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.

General Aggregate	$1,000,000
Products – Completed Operations Aggregate	$1,000,000
Each Occurrence	$1,000,000
Personal Injury	$1,000,000

The following coverages shall be included in the CGL:

a. Additional Insured status in favor of the Hernando County School Board
b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
c. A waiver of Subrogation in favor of all Additional Insured parties.

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

1. The Architect/Engineer 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.

2. The Architect/Engineer 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 Architect/Engineer 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 Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

E. PROFESSIONAL ERRORS AND OMMISSIONS LIABILITY INSURANCE –

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

For a Fixed Limit of Construction Cost	Minimum Coverage per Claim	Minimum Coverage in the Aggregate
$999,999 and under	$1,000,000	$1,000,000
$1,000,000 to $4,999,999	$1,000,000	$1,000,000
$5,000,000 to $19,999,999	$1,000,000	$2,000,000
$20,000,000 and Above	$2,000,000	$2,000,000

STANDARD ADDENDUM TO AGREEMENTS WITH
THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman_a@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

H. Howard Piper

Printed Name: H. Howard Piper
Title: President
Date: 09/16/2025

Approved as to Content & Form

Caroline Mocker, Esq.

Staff Counsel, HCSD

8:55 am, 04/24/2025

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: PBA Design Group, Inc.

Vendor FEIN: 81-4720149

Vendor's Authorized Representative Name and Title: H. Howard Piper, President

Address: 2742 Jason St.

City: Tampa State: FL ZIP: 33619

Phone Number: 813-610-0105

Email Address: hpiper@pbadesigngroup.com

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

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

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

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

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

By: H Howard Piper

AUTHORIZED SIGNATURE

Print Name and Title: H. Howard Piper, President

Date: 09/16/2025

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:46 am, 04/25/2025

FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

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

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

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

Printed Name: H. Howard Piper

Title: President

Signature: H Howard Piper Date: 09/16/2025

Approved as to Content & Form

Caroline Mocker, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

AIA® Document C103® – 2015

Standard Form of Agreement Between Owner and Consultant *without a Predefined Scope of Consultant's Services*

AGREEMENT made as of the Seventh day of October in the year Two-thousand Twenty-five
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Hernando County School District
8016 Mobley Road
Brooksville, FL 34601

and the Consultant:
(Name, legal status, address, and other information)

PBK Architects Florida, Inc.
2714 Dr MLK Jr St N
St Petersburg, FL 33704

Consultant's discipline:

Roofing & Buiding Envelope, as further described in Hernando County School District RFQ 9009-2506-303

for the following Project:
(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

TBD
Miscellaneous projects on a continuing basis where the estimated construction cost per project does not exceed $7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1. and other services for which the fee per project does not exceed $500,000.

The Owner and Consultant agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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 does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:
(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)

Hernando County School District RFQ# 9009-2506-303 conditions shall apply
This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.
Construction delivery methods may include Design-Bid-Build or CM-at-Risk and shall be determined based on the scope of the project and the best interest of HCSD

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™–2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD

§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately

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adjust the schedule, the Consultant's services, and the Consultant's compensation.

ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:
(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)

The Consultant's Basic Services shall be commensurate with the Scope of Architect's Basic Services described in AIA Document B201-2017, which is incorporated herein by reference.

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.
(List name, address, and other information.)

Jonathan Matthews
Associate Principal | East Region Director
5201 W Kennedy Blvd, Suite 502
Tampa, FL 33609
813-286-8206 office
503-805-8407 cell
jonathan.matthews@beamprof.com

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 Insurance. The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars ($1,000,000.00) for each occurrence and One-million dollars ($1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant 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 for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

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§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statuatory Minimum ($).

§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services 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.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 **Time.** The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay.
(Check one or both selections below.)

[X] Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.

[X] Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) *(Describe the deliverable(s))*	**Time Limits** *(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)*
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the

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Consultant to evaluate, give notice of, or enforce lien rights.

§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project.
(List name, address, and other information.)

John Williams
Manager of Design and Construction
8016 Mobley Rd.
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 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 Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

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§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

ARTICLE 6 CLAIMS AND DISPUTES

§ 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

§ 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them 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 Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution 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 proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 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.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:

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(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 6.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other: *(Specify)*

§ 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, 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 this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 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, dispute, or other matter in question 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, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, 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).

§ 6.3.4.2 Either party, at its sole discretion, 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.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The

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Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

ARTICLE 8 COMPENSATION

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:
(Insert amount of, or basis for, compensation)

TBD on a per project basis. Subconsultant costs and hourly rates will be considered in per project fee negotiations.

Total compensation shall not exceed amounts published in the Florida Department of Management Services' Design Professional Fee Guideline.

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:
(Insert amount of, or basis for, compensation.)

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Per Exhibit C

Employee or Category	Rate

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Sixty (60) 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 Consultant.
(Insert rate of monthly or annual interest agreed upon.)

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Zero percent (0 %)

§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 8.6 Reimbursable Expenses

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
.2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
.3 Fees paid for securing approval of authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, standard form documents;
.5 Postage, handling and delivery;
.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
.7 Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
.8 All taxes levied on professional services and on reimbursable expenses;
.9 Other similar Project-related expenditures, if authorized in advance by the Owner.

§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Five percent (5 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultantshall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

§ 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars $(0)

ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner

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requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

ARTICLE 10 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Architect shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

ARTICLE 11 SCOPE OF THE AGREEMENT

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant 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 Consultant. In the event of a conflict between the terms and conditions of this C103™–2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103–2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document C103™–2014, Standard Form of Agreement Between Owner and Consultant.

.2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:

.3 Scope of Services Exhibit(s) listed in section 2.1

.4 Other documents:
(List other documents hereby incorporated into the Agreement.)

Exhibit A - Consultant's Insurance Requirements
Exhibit B - HCSD Standard Addendum to Agreements
Exhibit C – Hourly Billing Rates

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This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**CONSULTANT** *(Signature)*
(Printed name and title)	PHILIP L. TREZZA, JR., PRINCIPAL *(Printed name and title)*

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A. GENERAL

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida 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 Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is "claims made" or "per occurrence".

B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)

1. This insurance must protect the Architect/Engineer 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 Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer 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.

General Aggregate	$1,000,000
Products – Completed Operations Aggregate	$1,000,000
Each Occurrence	$1,000,000
Personal Injury	$1,000,000

The following coverages shall be included in the CGL:

a. Additional Insured status in favor of the Hernando County School Board
b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
c. A waiver of Subrogation in favor of all Additional Insured parties.

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

1. The Architect/Engineer 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.

2. The Architect/Engineer 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 Architect/Engineer 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 Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

E. PROFESSIONAL ERRORS AND OMMISSIONS LIABILITY INSURANCE –

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

For a Fixed Limit of Construction Cost	Minimum Coverage per Claim	Minimum Coverage in the Aggregate
$999,999 and under	$1,000,000	$1,000,000
$1,000,000 to $4,999,999	$1,000,000	$1,000,000
$5,000,000 to $19,999,999	$1,000,000	$2,000,000
$20,000,000 and Above	$2,000,000	$2,000,000

STANDARD ADDENDUM TO AGREEMENTS WITH
THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman_a@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: PBK ARCHITECTS FLORIDA, INC.

Printed Name: PHILIP L. TREZZA, JR.
Title: PRINCIPAL
Date: SEPT. 16, 2025

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:55 am, 04/24/2025

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: PBK ARCHITECTS FLORIDA, INC.

Vendor FEIN: 59-1430579

Vendor's Authorized Representative Name and Title: PHILIP L. TREZZA, JR., PRINCIPAL

Address: 2714 DR MLK JR ST N

City: ST PETERSBURG State: FL ZIP: 33704

Phone Number: 727-896-4611

Email Address: PHIL.TREZZA@PBK.COM

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

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

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

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

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

By: _____

AUTHORIZED SIGNATURE

Print Name and Title: PHILIP L. TREZZA, JR., PRINCIPAL

Date: SEPT. 16, 2025

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:46 am, 04/25/2025

FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

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

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

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

Printed Name: PHILIP L. TREZZA, JR.

Title: PRINCIPAL

Signature: [signature]

Date: SEPT. 16, 2025

Approved as to Content & Form

Caroline Mocker, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

EXHIBIT C

Effective January 1, 2025

HOURLY BILLING RATES

Consulting

President	$400.00
Vice President	$350.00
Director	$275.00
Project Manager / Building Envelope Consultant	$250.00
Architect	$165.00
Building Envelope Draftsman	$130.00
Project Coordinator	$130.00
Office	$100.00
Senior Construction Services Manager	$250.00
Registered Roof Observer / Registered Exterior Wall Observer	$170.00
Construction Service Manager	$120.00

AIA® Document C103® – 2015

Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services

AGREEMENT made as of the Seventh day of October in the year Two-thousand Twenty-five
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Hernando County School District
8016 Mobley Road
Brooksville, FL 34601

and the Consultant:
(Name, legal status, address, and other information)

REI Engineers, Inc. S-Corporation
9720 Princess Palm Avenue, Suite 144
Tampa, FL 33619

Consultant's discipline:

Roofing & Buiding Envelope, as further described in Hernando County School District RFQ 9009-2506-303

for the following Project:
(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

TBD
Miscellaneous projects on a continuing basis where the estimated construction cost per project does not exceed $7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1. and other services for which the fee per project does not exceed $500,000.

The Owner and Consultant agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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 does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:
(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)

Hernando County School District RFQ# 9009-2506-303 conditions shall apply
This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.
Construction delivery methods may include Design-Bid-Build or CM-at-Risk and shall be determined based on the scope of the project and the best interest of HCSD

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™–2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD

§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately

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adjust the schedule, the Consultant's services, and the Consultant's compensation.

ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:
(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)

The Consultant's Basic Services shall be commensurate with the Scope of Architect's Basic Services described in AIA Document B201-2017, which is incorporated herein by reference.

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.
(List name, address, and other information.)

Vance Tankersley, PE
Branch Manager
9720 Princess Palm Avenue, Suite 144
Tampa, FL 33619
Office Phone: 813.683.5194 Cell Phone: 813.469.8875
Email: vtankersley@reingineers.com

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 Insurance. The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars ($1,000,000.00) for each occurrence and One-million dollars ($1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant 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 for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statuatory Minimum ($).

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§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services 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.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 Time. The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay.
(Check one or both selections below.)

[X] Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.

[X] Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) *(Describe the deliverable(s))*	**Time Limits** *(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)*
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the Consultant to evaluate, give notice of, or enforce lien rights.

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§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project.
(List name, address, and other information.)

John Williams
Manager of Design and Construction
8016 Mobley Rd.
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 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 Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of

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Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

ARTICLE 6 CLAIMS AND DISPUTES

§ 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

§ 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them 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 Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution 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 proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 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.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the

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dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 6.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other: *(Specify)*

§ 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, 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 this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 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, dispute, or other matter in question 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, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, 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).

§ 6.3.4.2 Either party, at its sole discretion, 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.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

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§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

ARTICLE 8 COMPENSATION

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:
(Insert amount of, or basis for, compensation)

TBD on a per project basis. Subconsultant costs and hourly rates will be considered in per project fee negotiations.

Total compensation shall not exceed amounts published in the Florida Department of Management Services' Design Professional Fee Guideline.

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:
(Insert amount of, or basis for, compensation.)

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Per Exhibit C

Employee or Category	Rate

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Sixty (60) 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 Consultant.
(Insert rate of monthly or annual interest agreed upon.)

Zero percent (0 %)

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§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 8.6 Reimbursable Expenses

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
.2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
.3 Fees paid for securing approval of authorities having jurisdiction over the Project;
.4 Printing, reproductions, plots, standard form documents;
.5 Postage, handling and delivery;
.6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
.7 Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
.8 All taxes levied on professional services and on reimbursable expenses;
.9 Other similar Project-related expenditures, if authorized in advance by the Owner.

§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Five percent (5 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultantshall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

§ 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars $(0)

ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted

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to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

ARTICLE 10 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Architect shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

ARTICLE 11 SCOPE OF THE AGREEMENT

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant 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 Consultant. In the event of a conflict between the terms and conditions of this C103™–2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103–2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document C103™–2014, Standard Form of Agreement Between Owner and Consultant.

.2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:

.3 Scope of Services Exhibit(s) listed in section 2.1

.4 Other documents:
(List other documents hereby incorporated into the Agreement.)

Exhibit A - Consultant's Insurance Requirements
Exhibit B - HCSD Standard Addendum to Agreements
Exhibit C – Hernando County Schools Fee Schedule

This Agreement entered into as of the day and year first written above.

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OWNER *(Signature)*	**CONSULTANT** *(Signature)* William J. Schultz
(Printed name and title)	William J. Schultz, Vice President *(Printed name and title)*

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A. GENERAL

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida 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 Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is "claims made" or "per occurrence".

B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)

1. This insurance must protect the Architect/Engineer 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 Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer 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.

General Aggregate	$1,000,000
Products – Completed Operations Aggregate	$1,000,000
Each Occurrence	$1,000,000
Personal Injury	$1,000,000

The following coverages shall be included in the CGL:

a. Additional Insured status in favor of the Hernando County School Board
b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
c. A waiver of Subrogation in favor of all Additional Insured parties.

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

1. The Architect/Engineer 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.

2. The Architect/Engineer 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 Architect/Engineer 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 Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

E. PROFESSIONAL ERRORS AND OMMISSIONS LIABILITY INSURANCE –

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

For a Fixed Limit of Construction Cost	Minimum Coverage per Claim	Minimum Coverage in the Aggregate
$999,999 and under	$1,000,000	$1,000,000
~~$1,000,000 to $4,999,999~~	~~$1,000,000~~	~~$1,000,000~~
$5,000,000 to $19,999,999	$1,000,000	$2,000,000
$20,000,000 and Above	$2,000,000	$2,000,000

STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman_a@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: REI Engineers, Inc.

William J. Schultz

Printed Name: William J Schultz
Title: Vice President
Date: 9/16/25

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:55 am, 04/24/2025

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: REI Engineers, Inc.

Vendor FEIN: 56-2000822

Vendor's Authorized Representative Name and Title: William Schultz, Vice President

Address: 9720 Princess Palm Avenue, Suite 144

City: Tampa State: FL ZIP: 33619

Phone Number: (813) 944-2137

Email Address: bschultz@reiengineers.com

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

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

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

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

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

By: _____
AUTHORIZED SIGNATURE

Print Name and Title: William J. Schultz, Vice President

Date: 9/16/25

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:46 am, 04/25/2025

FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

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

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

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

Printed Name: William Schultz

Title: Vice President

Signature: [signature] Date: 9/16/25

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:49 am, 04/25/2025

REI ENGINEERS

EXHIBIT C - HERNANDO COUNTY SCHOOLS FEE SCHEDULE

A. UNIT RATES FOR PROFESSIONAL SERVICES

1.	Sr. Project Engineer (PE)	$280.00/hr.
2.	Sr. Registered Project Manager (RBEC, RRC, RWC, REWC, CBECxP)	$260.00/hr.
3.	Project Manager	$175.00/hr.
4.	Technical Specialist	$135.00/hr.
5.	Drafting Specialist	$120.00/hr.
6.	Administrative Assistant	$110.00/hr.

B. MISCELLANEOUS CHARGES

1.	Expenses	Cost x 1.05

AIA® Document C103® – 2015

Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services

AGREEMENT made as of the Seventh day of October in the year Two-thousand Twenty-five
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Hernando County School District
8016 Mobley Road
Brooksville, FL 34601

and the Consultant:
(Name, legal status, address, and other information)

Williamson Dacar Associates Inc. dba Williamson Design Associates
2605 Enterprise Road, Suite 200
Clearwater, Fl. 33759
S-Corporation

Consultant's discipline:

Roofing & Buiding Envelope, as further described in Hernando County School District RFQ 9009-2506-303

for the following Project:
(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

TBD
Miscellaneous projects on a continuing basis where the estimated construction cost per project does not exceed $7,500,000 except as adjusted annually per FS 287.055; 2; (g); 1. and other services for which the fee per project does not exceed $500,000.

The Owner and Consultant agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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 does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

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7 TERMINATION OR SUSPENSION

8 COMPENSATION

9 MISCELLANEOUS PROVISIONS

10 SPECIAL TERMS AND CONDITIONS

11 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:
(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)

Hernando County School District RFQ# 9009-2506-303 conditions shall apply
This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.
Construction delivery methods may include Design-Bid-Build or CM-at-Risk and shall be determined based on the scope of the project and the best interest of HCSD

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™–2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD

§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately

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adjust the schedule, the Consultant's services, and the Consultant's compensation.

ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:
(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)

The Consultant's Basic Services shall be commensurate with the Scope of Architect's Basic Services described in AIA Document B201-2017, which is incorporated herein by reference.

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.
(List name, address, and other information.)

Teddy Williamson, P.E.
2605 Enterprise Road, Suite 200
Clearwater, Fl. 33759
e-mail: teddyw@wdastudio.com
Office: 727 725 0951
Cell: 727 385 2545

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 Insurance. The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars ($1,000,000.00) for each occurrence and One-million dollars ($1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant 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 for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statuatory Minimum ($).

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§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services 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.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 Time. The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay.
(Check one or both selections below.)

[X] Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.

[X] Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) *(Describe the deliverable(s))*	**Time Limits** *(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)*
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the Consultant to evaluate, give notice of, or enforce lien rights.

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§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project.
(List name, address, and other information.)

John Williams
Manager of Design and Construction
8016 Mobley Rd.
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 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 Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of

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Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

ARTICLE 6 CLAIMS AND DISPUTES

§ 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

§ 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them 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 Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution 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 proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 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.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the

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dispute will be resolved in a court of competent jurisdiction.)

[ ] Arbitration pursuant to Section 6.3 of this Agreement

[X] Litigation in a court of competent jurisdiction

[ ] Other: *(Specify)*

§ 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, 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 this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 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, dispute, or other matter in question 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, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, 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).

§ 6.3.4.2 Either party, at its sole discretion, 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.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

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§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

ARTICLE 8 COMPENSATION

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:
(Insert amount of, or basis for, compensation)

TBD on a per project basis. Subconsultant costs and hourly rates will be considered in per project fee negotiations.

Total compensation shall not exceed amounts published in the Florida Department of Management Services' Design Professional Fee Guideline.

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:
(Insert amount of, or basis for, compensation.)

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Per Exhibit C

Employee or Category	Rate

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Forty-five (45) 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 Consultant.
(Insert rate of monthly or annual interest agreed upon.)

Zero percent (0 %)

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§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 8.6 Reimbursable Expenses

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

- **.1** Transportation and authorized out-of-town travel and subsistence;
- **.2** Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- **.3** Fees paid for securing approval of authorities having jurisdiction over the Project;
- **.4** Printing, reproductions, plots, standard form documents;
- **.5** Postage, handling and delivery;
- **.6** Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- **.7** Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
- **.8** All taxes levied on professional services and on reimbursable expenses;
- **.9** Other similar Project-related expenditures, if authorized in advance by the Owner.

§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Five percent (5 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultantshall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

§ 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars $(0)

ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted

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to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

ARTICLE 10 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Architect shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

ARTICLE 11 SCOPE OF THE AGREEMENT

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant 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 Consultant. In the event of a conflict between the terms and conditions of this C103™–2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103–2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document C103™–2014, Standard Form of Agreement Between Owner and Consultant.

.2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:

.3 Scope of Services Exhibit(s) listed in section 2.1

.4 Other documents:
(List other documents hereby incorporated into the Agreement.)

Exhibit A - Consultant's Insurance Requirements
Exhibit B - HCSD Standard Addendum to Agreements
Exhibit C – Hourly Rates

This Agreement entered into as of the day and year first written above.

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User Notes: (68c97ee38662008fb06c5556)

OWNER *(Signature)*	**CONSULTANT** *(Signature)*
	Ted Williamson, President
(Printed name and title)	*(Printed name and title)*

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User Notes: (68c97ee38662008fb08c5556)

A. GENERAL

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida 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 Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is "claims made" or "per occurrence".

B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)

1. This insurance must protect the Architect/Engineer 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 Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer 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.

General Aggregate	$1,000,000
Products – Completed Operations Aggregate	$1,000,000
Each Occurrence	$1,000,000
Personal Injury	$1,000,000

The following coverages shall be included in the CGL:

a. Additional Insured status in favor of the Hernando County School Board
b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
c. A waiver of Subrogation in favor of all Additional Insured parties.

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

1. The Architect/Engineer 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.

2. The Architect/Engineer 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 Architect/Engineer 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 Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

E. PROFESSIONAL ERRORS AND OMMISSIONS LIABILITY INSURANCE –

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

For a Fixed Limit of Construction Cost	Minimum Coverage per Claim	Minimum Coverage in the Aggregate
$999,999 and under	$1,000,000	$1,000,000
$1,000,000 to $4,999,999	$1,000,000	$1,000,000
$5,000,000 to $19,999,999	$1,000,000	$2,000,000
$20,000,000 and Above	$2,000,000	$2,000,000

STANDARD ADDENDUM TO AGREEMENTS WITH
THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Ellerman_a@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

Printed Name: Ted Williamson
Title: President
Date: 9/16/25

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:55 am, 04/24/2025

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Williamson Dacar Associates, Inc. dba Williamson Design Associates

Vendor FEIN: 59-3231388

Vendor's Authorized Representative Name and Title: Ted Williamson, President

Address: 2605 Enterprise Rd E., Suite 200

City: Clearwater State: FL ZIP: 33759

Phone Number: 727. 725. 0951

Email Address: twilliamson@wdastudio.com

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

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

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

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

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

By: _____

AUTHORIZED SIGNATURE

Print Name and Title: Ted Williamson, President

Date: 9/16/25

Approved as to Content & Form
Caroline Mocker, Esq.
Staff Counsel, HCSD
8:46 am, 04/25/2025

FOREIGN COUNTRY OF CONCERN ATTESTATION
(PUR 1355)

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

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

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

Printed Name: Ted Williamson

Title: President

Signature: [signature] Date: 9/16/25

Approved as to Content & Form

Caroline Mocker, Esq.

Staff Counsel, HCSD

8:49 am, 04/25/2025

EXHIBIT C

Williamson Design Associates Hourly Rates	
Principal	$ 290.00
Sr. Registered Architect	$ 225.00
Senior Architect/ Engineer	$ 182.00
Graduate Architect/ Engineer II	$ 132.50
Graduate Architect/ Engineer I	$ 95.00
Registered Engineer	$ 156.00
Sr. Project Manager	$ 140.00
Project Manager	$ 140.00
Design Associate	$ 80.00
CADD II	$ 85.00
CADD I	$ 75.00
Interior Designer	$ 115.00
Clerical Support	$ 85.00

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: Various Funds using Capital Accounts

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
3XXXE	7400	6XXX	9009	MXXX	

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$ 500,000.00		$ 0.00		$ 0.00		$ 500,000.00		$ 500,000.00		$ 0.00

Account Name:

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source:

Account Name:

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source:

Account Name:

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 500,000.00
Prior Year Actual Spent: $ 500,000.00

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

Hernando School District

School Board Regular Meeting

Agenda Item # 21. 26-3331 10/7/2025

Title and Board Action Requested
Approve the renewal of the Piggyback of Florida Buy Cooperative State Purchasing, RFP No. 21-141: Custodial Supplies & Related Products, awarded to Pro-Link, Inc. and authorize the purchase of custodial supplies for an estimated annual spending of $55,000.00

Executive Summary
The Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of the piggyback of Florida Buy Cooperative State Purchasing, RFP No. 21-141: Custodial Supplies & Related Products, awarded to Pro-Link, Inc. and authorize the purchase of custodial supplies for an estimated annual spending of $55,000.00. Purchases are made through the local Pro-Link Distributor, Lawton Brothers, Inc.

This contract is utilized to stock the School Distribution Center (SDC) with custodial goods and supplies to be ordered and consumed by schools and sites district-wide.

HCSB Bid No. 23-485-28 PB RN has been assigned for internal tracking purposes.

My Contact
Christopher Reckner
Director of Purchasing & Warehousing
(352) 797-7060

2023-28 Strategic Focus Area
Priority 5: Fiscal Transparency and Capital Planning

Financial Impact
See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: October 7, 2025

Bid No. 23-485-28 PB RN

Bid Title: Custodial Supplies & Related Products

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s)	☐Request for Proposal(s)	☐Low Bid(s) Meeting Specification	☐Rejection/Cancellation
☐Revised Award	☒Renewal of Contract	☐Sole Source	☐Re-Award (Partial/Whole)
☐Bid Termination	☐Revisions/Amendments to Bid	☐Bid Extension	☐Emergency
☐Reversed Auction	☒ Piggyback Cooperative		

Bid Contract Period: 10/7/2025 through 09/14/2026 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options: No. of Terms Remaining ☐ Length of Each Term (month) ☒ Length of Each Term (year) ☒ None

Rationale/Reason: Renewal of the Piggyback of Florida Buy Cooperative State Purchasing RFP #21-14, Contract #22-141: Custodial Supplies & Related Products, awarded to Pro-Link, Inc. with distribution through local dealer, Lawton Brothers. HCSB Bid #23-485-28 PB RN has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Bidnet Direct Website:	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	☒ **N/A – Bids Not Required:** Piggyback

Submitted By: Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Recommended award, description of items and prices: (See attached)

T/C CODE: 2328

Pro-Link, Inc.

Contact:
Toby Deitzel
toby.deitzel@prolinkhq.com

Local Pro-Link Dealer:
Lawton Brothers, Inc.
Larry Lawton
(407) 383-6869 – cell
(407) 291-2501 – office
lllawton@lawtonbros.com

Pricing Offered – 25% + Discount off Pro-Link Catalog and PAEC Product Schedule.
https://prolink.summitcat.com

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: 2025-2026 General Fund/Operation of Plant/Various/County-wide Custodial

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
	4410/1100e	5100/7900	5100	Various	M235/40100	

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 55,000.00	$	$	$ 55,000.00	$ 55,000.00	$ 0

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$	$	$	$	$	$

B. Item Currently Not Budgeted -**

Funding Source:

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source:

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 55,000.00
Prior Year Actual Spent: $ $6,565.15

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

Agenda Item # 22. 26-3333 10/7/2025

Title and Board Action Requested

Approve the renewal of Bid No. 24-910-05 RN, AC Duct Cleaning & Sanitizing Services, awarded to multiple vendors, and authorize the purchase of goods or services on an as needed basis for estimated annual spending amount of $120,000.00.

Executive Summary

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of Bid No. 24-910-05 RN: AC Duct Cleaning & Sanitizing Services, awarded to Alfaspire, Inc. (Servpro of Doral), Climate Control Mechanical Services, National Internal Solutions, LLC and Simpson Environmental Services, LLC, and authorize the purchase of services for an estimated annual spending $120,000.00. Purchases will be made on an as-needed basis.

My Contact

Joseph Rychcik
Director of Maintenance
8008 Mobley Road
Brooksville, FL 34601

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: October 7, 2025

Bid No. 24-910-05 RN

Bid Title: AC Duct Cleaning & Sanitizing Services

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s)	☐Request for Proposal(s)	☒Low Bid(s) Meeting Specification	☐Rejection/Cancellation
☐Revised Award	☒Renewal of Contract	☐Sole Source	☐Re-Award (Partial/Whole)
☐Bid Termination	☐Revisions/Amendments to Bid	☐Bid Extension	☐Emergency
☐Reversed Auction	☐ Piggyback Cooperative		

Bid Contract Period: 11/14/2025 through 11/13/2026 ☐ N/A – One Time Purchase

Contract Type:

☐ Estimated Dollar Amount	☐ Firm, Fixed Dollar Amount	☐ Firm, Fixed Unit Prices	☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options:

No. of Terms Remaining	☐ Length of Each Term (month)	☒ Length of Each Term (year)	☐ None
2		1	

Rationale/Reason: Renewal of Contract.

Bidders Electronically Downloaded From Bidnet Direct's Website:	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	☐ **N/A – Bids Not Required:** Renewal

Submitted By: Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By: Joseph Rychick
Director of Maintenance Department

Department(s): Maintenance Department

Recommended award, description of items and prices: (See attached)

T/C CODE: 2405

This tabulation establishes contracts with experienced, qualified, bonded, and licensed contractors to provide AC Duct Cleaning and Sanitizing Services. Hourly rates include all labor, personnel, supervision, travel, equipment, etc. Percentage mark-up on material and supplies (unless material and supplies are provided by the district) and rental equipment. Services will be on an as-needed basis. Contractors will receive project direction from Support Operations. There is no guarantee of a specific volume of work to be performed under this contract.

Alfaspire, Inc. (Servpro of Doral)

Description For services as described that cannot be handled in house by district staff	**Rates**
1. Labor Rates Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 160.00/Hour $ 138.10/Hour $ 95.50/Hour $ 65.25/Hour
2. Labor Rates School not in session, nights, weekends & holidays	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 240.00/Hour $ 207.15/Hour $ 143.25/Hour $ 95.88/Hour
3. Subcontractor - Percentage Mark-Up (+) Subcontractor services - this cost mark-up to be included on quote and invoice for payment. A copy of the subcontractor's invoice may be requested for verification purposes at any time. *Note: Subcontractor's services are only allowed with prior written authorization from the Maintenance and/or Facilities Department (per project).*	20 %
4. Materials & Supplies – Percentage Mark-Up (+) Vendor's cost for parts, supplies & materials, regardless of the manufacturer. Vendor's quote shall include their cost, mark-up percentage (%) and total cost to district.	20 %
5. Equipment Rental – Percentage Mark-Up (+) Rental equipment that may be needed for projects. A copy of the rental invoice may be requested for verification purposes at any time. *The use of rental equipment is only allowed with the authorization from the Maintenance and/or Facilities Department (per project)*	20 %

Warranty Information:
Labor/Workmanship 90 Days

Additional Information: N/A

Subcontractors:
EZ Quick Services
ASAP Solutions
Sunbelt Rentals

Contact Information:
Bresly Jaramillo
(305) 594-2956
office@servprodoral.com

(24-910-05 RN 10-07-2025)

Climate Control Mechanical Services

Description For services as described that cannot be handled in house by district staff	**Rates**
1. Labor Rates Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 125.00/Hour $ 90.00/Hour $ 95.00/Hour $ 85.00/Hour
2. Labor Rates School not in session, nights, weekends & holidays	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 150.00/Hour $ 125.00/Hour $ 125.00/Hour $ 115.00/Hour
3. Subcontractor - Percentage Mark-Up (+) Subcontractor services - this cost mark-up to be included on quote and invoice for payment. A copy of the subcontractor's invoice may be requested for verification purposes at any time. *Note: Subcontractor's services are only allowed with prior written authorization from the Maintenance and/or Facilities Department (per project).*	20 %
4. Materials & Supplies – Percentage Mark-Up (+) Vendor's cost for parts, supplies & materials, regardless of the manufacturer. Vendor's quote shall include their cost, mark-up percentage (%) and total cost to district.	20 %
5. Equipment Rental – Percentage Mark-Up (+) Rental equipment that may be needed for projects. A copy of the rental invoice may be requested for verification purposes at any time. *The use of rental equipment is only allowed with the authorization from the Maintenance and/or Facilities Department (per project)*	20 %

Warranty Information:

Labor/Workmanship	1 Year
Equipment/Supplies/Parts/Accessories	1 Year

Additional Information: N/A
Subcontractors: N/A

Contact Information:
Larry "Al" Booth, Jr.
Climate Control Mechanical Services
(352) 291-0185
abooth@intec360.com

(24-910-05 RN 10-07-2025)

National Interior Solutions, LLC

Description For services as described that cannot be handled in house by district staff	**Rates**
1. Labor Rates Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 113.00/Hour $ 113.00/Hour $ 113.00/Hour $ n/a/Hour
2. Labor Rates School not in session, nights, weekends & holidays	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 169.50/Hour $ 169.50/Hour $ 169.50/Hour $ n/a/Hour
3. Subcontractor - Percentage Mark-Up (+) Subcontractor services - this cost mark-up to be included on quote and invoice for payment. A copy of the subcontractor's invoice may be requested for verification purposes at any time. *Note: Subcontractor's services are only allowed with prior written authorization from the Maintenance and/or Facilities Department (per project).*	7.5 %
4. Materials & Supplies – Percentage Mark-Up (+) Vendor's cost for parts, supplies & materials, regardless of the manufacturer. Vendor's quote shall include their cost, mark-up percentage (%) and total cost to district.	7.5 %
5. Equipment Rental – Percentage Mark-Up (+) Rental equipment that may be needed for projects. A copy of the rental invoice may be requested for verification purposes at any time. *The use of rental equipment is only allowed with the authorization from the Maintenance and/or Facilities Department (per project)*	7.5 %

Warranty Information:

Labor/Workmanship	1 Year
Equipment/Supplies/Parts/Accessories	1 Year

Additional Information: NIS offers condensate pan tables to keep the pans free of microbial growth. NIS also offers air filter replacement (supplied) free of charge during service.

Subcontractors: N/A

Contact Information:
Shiann Franks
(800) 331-1308
support@natinteriors.com

Simpson Environmental Services, LLC

Description For services as described that cannot be handled in house by district staff	**Rates**
1. Labor Rates Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 48.00/Hour $ 50.00/Hour $ 45.00/Hour $ 40.00/Hour
2. Labor Rates School not in session, nights, weekends & holidays	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	$ 48.00/Hour $ 50.00/Hour $ 45.00/Hour $ 40.00/Hour
3. Subcontractor - Percentage Mark-Up (+) Subcontractor services - this cost mark-up to be included on quote and invoice for payment. A copy of the subcontractor's invoice may be requested for verification purposes at any time. *Note: Subcontractor's services are only allowed with prior written authorization from the Maintenance and/or Facilities Department (per project).*	10 %
4. Materials & Supplies – Percentage Mark-Up (+) Vendor's cost for parts, supplies & materials, regardless of the manufacturer. Vendor's quote shall include their cost, mark-up percentage (%) and total cost to district.	15 %
5. Equipment Rental – Percentage Mark-Up (+) Rental equipment that may be needed for projects. A copy of the rental invoice may be requested for verification purposes at any time. *The use of rental equipment is only allowed with the authorization from the Maintenance and/or Facilities Department (per project)*	10 %

Warranty Information:

Labor/Workmanship	1 Year
Equipment/Supplies/Parts/Accessories	1 Year

Additional Information: N/A

Subcontractors: N/A

Contact Information:
Randall LesPerance
(813) 838-5775
rlesperance@simpsonenv.com

(24-910-05 RN 10-07-2025)

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: 2025-2026 Maintenance HVAC Repairs & Maintenance

Account Number: 1110 E (Fund) | 8100 (Function) | 3500 (Object) | 9502 (Cost Center) | 49500 (Project) | (Sub Project)

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 200,000.00	$	$ 164,621.00	$ 35,379.00	$ 25,000.00	$ 10,379.00

Account Name: 2025-2026 Maintenance Repairs & Maintenance

Account Number: 1110 E (Fund) | 8100 (Function) | 3500 (Object) | 9500 (Cost Center) | 49500 (Project) | (Sub Project)

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 100,000.00	$	$	$ 100,000.00	$ 95,000.00	$ 5,000.00

B. Item Currently Not Budgeted -**

Funding Source:

Account Name:

Account Number: (Fund) | (Function) | (Object) | (Cost Center) | (Project) | (Sub Project)

Amount $

Funding Source:

Account Name:

Account Number: (Fund) | (Function) | (Object) | (Cost Center) | (Project) | (Sub Project)

Amount $

C. History

Check one:
Prior Year Budget: ☑
New for Current Year: ☐

Prior Year Approved Budget: $ 59,325.00

Prior Year Actual Spent: $ 59,325.00

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

Agenda Item # 23. 26-3337 10/7/2025

Title and Board Action Requested

Approve the piggyback of the School Board of Broward County, Florida, ITB No. 26-025: *Stage Curtain - Furnish, Install, and Cleaning/Fire Retardant Treatment*, awarded to multiple vendors for goods and services, and authorize the purchase of said goods and services for an estimated annual amount of $55,000.00.

Executive Summary

The Fire Official/Plans Examiner, on behalf of the Superintendent of Schools, hereby requests the Board approve the piggyback of the School Board of Broward County, Florida, ITB No. 26-025: *Stage Curtain - Furnish, Install, and Cleaning/Fire Retardant Treatment*, awarded to multiple vendors for goods and services, and authorize the purchase of said goods and services for an estimated annual amount of $55,000.00.

HCSB Bid No. 26-910-20 PB has been assigned for internal tracking purposes.

My Contact

William L Hall
Fire Official -AHJ/Plans Examiner
hall_b@hcsb.k12.fl.us
352-797-7050

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: October 7, 2025

Bid No. 26-910-20 PB

Bid Title: Stage Curtain: Furnish, Install, and Cleaning/Fire Retardant Treatment

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s)	☐Request for Proposal(s)	☐Low Bid(s) Meeting Specification	☐Rejection/Cancellation
☐Revised Award	☐Renewal of Contract	☐Sole/Single Source	☐Re-Award (Partial/Whole)
☐Contract Termination	☐Amendments to Contract	☐Extension of Contract	☐Emergency
☐Reversed Auction	☒Piggyback: School District	☐Responsive/Responsible Bidders	

Bid Contract Period: Group 1: 10/07/2025 through 10/08/2028 ☒ N/A – One Time Purchase
Group 2/3: 02/19/2026 through 10/08/2028

Contract Type: ☐ Estimated Dollar Amount | ☐ Firm, Fixed Dollar Amount | ☐ Firm, Fixed Unit Prices | ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options:	No. of Terms Remaining	☐ Length of Each Term (month)	☒ Length of Each Term (year)	☐ None
	2		1	

Rationale/Reason: Piggyback the School Board of Broward County, Florida, ITB No. 26-025: Stage Curtain – Furnish, Install and Clean/Fire Retardant Treatment awarded to multiple vendors. HCSB Bid No. 26-910-20 PB has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Bidnet Direct Website:	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	☒ **N/A – Bids Not Required:** Piggyback

Submitted By: Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By: William Hall
Fire Official – AHJ/Plans Examiner

Department(s): Facilities & Construction Department

Recommended award: (See attached)

T/C CODE: 2620

GROUP 1 – Furnish and Install			Primary Vendor	1st Alternate	2nd Alternate	3rd Alternate
Item	**Description**	**Unit of Measure**	**Luxout Products, Inc.**	**Hile's Curtain Specialties**	**On-Site Services US, Inc.**	**New Generation Custom Window Treatments, LLC(*)**
1	**Main Stage drape front setting and valance for larger stages**, per bid specifications section 6, item G, including hardware. Shall be "KM Fabrics Charisma 23-25 oz." or approved equal.	SY	$30.00	$57.50	$81.00	$40.20
2	**Main Stage drape front setting and valance for smaller stages**, per bid specifications section 6, item G, including hardware. Shall be "KM Fabrics Charisma 18-22 oz." or approved equal.	SY	$24.00	$55.00	$71.00	$33.62
3	**Borders, Midstage or Rear Traveler, and side legs for larger stages**, per specifications section 6, item H, including hardware. Shall be "KM Fabrics Crescent 18-22 oz." or approved equal.	SY	$24.00	$52.50	$70.00	$33.62
4	**Borders, Midstage or Rear Traveler, and side legs for smaller stages**, per bid specifications section 6, item H, including hardware. Shall be "KM Fabrics Crescent 13-16 oz." or 5approved equal.	SY	$23.00	$50.00	$45.00	$26.77
5	**Fringe material** (for stage curtain/valance) per bid specifications section 6, item I, including hardware. Shall be "Bullion Type" IFR polyester material 6" overall finish height. **This bid item includes installation.**	SY	$8.00	$5.00	$112.00	$16.99
6	**Studio Drape** per Section 6, Bid Specifications, Item J, including hardware. Shall be "Dazian PD Cloth 16 oz." or approved equal.	SY	$20.00	$20.25	$45.00	$12.21
7	**Cyclorama** material, per Section 6, Bid Specifications, Item K, including hardware. Shall be Trevira 14 oz." or approved equal.	SY	$23.00	$34.00	$50.00	$262.44
8	**Cyclorama** material, per Section 6, Bid Specifications, Item K, including hardware. Shall be "Chevron 2000 IFR" or approved equal.	SY	$23.00	$22.50	$55.00	$258.99

DRAPE INSTALLATION - To include removal and disposal of existing drapes, where applicable.			Primary Vendor	1st Alternate	2nd Alternate	3rd Alternate
Item	**Description**	**Unit of Measure**	**Luxout Products, Inc.**	**Hile's Curtain Specialties**	**On-Site Services US, Inc.**	**New Generation Custom Window Treatments, LLC(*)**
9	Drape Installation, using existing track, for 12' stage height or less, as specified	LF	$7.00	$4.50	$10.00	$4.08
10	Drape Installation, using existing track, for over 12' Stage height, as specified.	LF	$8.00	$5.50	$16.00	$4.08
11	Drape Installation, using new track, for 12' stage height or less, as specified	LF	$9.50	$6.50	$10.00	$4.08
12	Drape Installation, using new track, for over 12' stage height, as specified	LF	$12.50	$9.50	$16.00	$4.08
INSTALLATION – To Include removal, all materials mounting/securing hardware), and the disposal of existing, where applicable.		**Unit of Measure**	**Luxout Products, Inc.**	**Hile's Curtain Specialties**	**On-Site Services US, Inc.**	**New Generation Custom Window Treatments, LLC(*)**
13	**Traversing Stage Track**, complete assembly, per Section 6, Bid Specifications, Item L. Shall be "Besteel #170" or approved equal. **This bid item includes material and installation.**	LF	$33.00	$30.00	$50.00	$36.18
14	**Cyclorama Walk-Along Track**, complete assembly, per Section 6, Bid Specifications, Item M. "Besteel #173" or approved equal. **This bid item includes material and installation.**	LF	$25.00	$26.00	$50.00	$36.18
15	**Studio Track**, complete assembly, per Section 6, Bid Specifications, Item N. Shall be "RIG-I-FLEX #142R" or approved equal. **This bid item includes material and installation.**	LF	$28.00	$24.00	$50.00	$29.80
16	**Pipe, Support Assembly,** per Section 6, Bid Specifications, Item O. Shall be 1.5" diameter schedule 40 steel for supporting tracks, curtains, etc. **This bid item includes material and installation.**	LF	$14.00	$30.00	$40.00	$8.87
17	**Rope, Draw Cord. This bid item includes material and installation.**	LF	$1.60	$0.38	$2.00	$5.06
18	**Labor**: Provide an hourly charge for additional work performed (not listed above)	HR	$65.00	$50.00	$50.00	$31.88
19	**Materials**: Provide a cost for materials (not listed above) based on Awardee(s) cost plus a mark-up percentage.	Cost Plus	15%	10%	10%	15%

GROUP 2 – Cleaning/Fire Retardant Treatment: *Labor & materials: all in-inclusive total cost for the "vacuum extractor cleaning" & flame-retardant treatment of stage curtains.*			**Primary Vendor**	**1st Alternate**	**2nd Alternate**
Item	**Description**	**Unit of Measure**	**Hile's Curtain Specialties**	**On-Site Services US, Inc.**	**New Generation Custom Window Treatments, LLC(*)**
1	**Labor and Materials:** Provide an all-inclusive total cost for the "Vacuum Extractor Cleaning" of stage curtains.	SF	$ 0.50	$0.70	$3.89
2	**Labor and Materials:** Provide an all-inclusive total cost for the "Vacuum Extractor Cleaning" and flame-retardant treatment of stage curtains.	SF	$0.65	$0.80	$5.19
GROUP 3 – Cleaning/Fire Retardant Treatment: *Labor & materials: all in-inclusive total cost for the "non-immersion drum cleaning" & flame-retardant treatment of stage curtains.*			**Primary Vendor**	**1st Alternate**	**2nd Alternate**
Item	**Description**	**Unit of Measure**	**On-Site Services US, Inc.**	**Hile's Curtain Specialties**	**New Generation Custom Window Treatments, LLC(*)**
1	**Labor and Materials:** Provide an all-inclusive total cost for the "Non-Immersion Drum Cleaning" of stage curtains.	SF	$ 0.70	$0.90	$4.09
2	**Labor and Materials:** Provide an all-inclusive total cost for the "Non-Immersion Drum Cleaning" and flame-retardant treatment of stage curtains.	SF	$0.80	$1.00	$5.40

(*)EDDC Certified

Vendor Contact:

Luxout Products, Inc.
https://www.luxout.com/
Scott MacFadyen
850-974-7201
scott@luxout.com

Hile's Curtain Specialties
www.hilescurtains.com
Pete Wheeldon
727-753-0600
pete@hilescurtains.com

On-Site Services US, Inc.
https://www.onsitedraperycleaner.com/
Zane Neily
800-465-2082
zane@truedryclean.com

New Generation Custom Window Treatments, LLC (*)
http://www.ngcwindowtreatments.com/
Jean Roberts
786-252-7037
ngcinfo@yahoo.com

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: Various General Funds

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100E	8100	XXXX	XXXX	4950	

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 55,000.00	$ 0.00	$ 0.00	$ 55,000.00	$ 55,000.00	$ 0.00

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$	$	$	$	$	$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ⬭
New for Current Year: ○

Prior Year Approved Budget:

Prior Year Actual Spent:

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

Hernando School District

School Board Regular Meeting

Agenda Item # *24. 26-3361 10/21/2025

Title and Board Action Requested
Approval of out of state travel for Ray Pinder to Chicago, IL to attend the National Council of Senior Leaders: Fall Thought Leader Symposium from October 26, 2025 - October 28, 2025.

Executive Summary
The Superintendent of Schools hereby requests the Board approve the out of state travel for Ray Pinder to Chicago, IL to attend National Council of Senior Leaders: Fall Thought Leader Symposium from October 26, 2025 - October 28, 2025. All expenses are covered by
ERDI and have no cost on the District.

My Contact
Ray Pinder
Pinder_r@hcsb.k12.fl.us
352-797-7001

2023-28 Strategic Focus Area
Priority 1: Student Success

Financial Impact
See attached budget sheet.

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

HERNANDO COUNTY SCHOOL DISTRICT
Leave of Absence Form

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type)	FIRST	INITIAL	EMPLOYEE I.D. NUMBER
Pinder	Ray	J.	07592
POSITION			SCHOOL/COST CENTER
Superintendent			9001

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

TO BE COMPLETED BY APPLICANT:

I hereby apply for:

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

- ☐ Sick Leave
- ☐ Personal Leave (charged to Sick Lv.)
- ☐ Personal Leave (Without Pay)
- ☐ Professional Leave
- ☐ Other_____
- ☐ Worker's Comp
- ☐ Military Leave
- ☐ Vacation Leave
- ☒ Temporary Duty (Attach documentation)
- ☐ Compensatory Time (non-exempt employees only)

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

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

Number of Hours Requested 24

Purpose/Benefit (DO NOT use acronyms) Fall Thought Leadership Conference - ERDI

Destination Chicago, IL

BEGINNING	ENDING
Time 8 (AM) PM	Time AM 4 (PM)
Day of Week Sunday Date 10/26/25	Day of Week Tuesday Date 10/28/25

SOURCE OF FUNDS

SUBSTITUTE CHARGED TO:					TRAVEL EXPENSE CHARGED TO:				
FUND	FUNCTION	OBJECT	CENTER	PROJECT	FUND	FUNCTION	OBJECT	CENTER	PROJECT

✗ Signature of Applicant _____ Date 09-23-25

FOR OFFICE USE ONLY: ☒ APPROVED ☐ NOT APPROVED

Site Administrator/Supervisor Shannon Rodriguez Date 9/24/25

Project Director (if applicable) _____ Date _____

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

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

Name of substitute(s) (if any): Amount of Time substituting:

_____ _____ hours: _____ days.

_____ _____ hours: _____ days.

SO-Per-025
November 2020
Reorder from Printing

DISTRIBUTION:
White : Payroll
Yellow : Applicant (Attach to Travel Reimbursement form)
Pink : Applicant
Gold : Site Administrator

Outlook

Re: Fw: Fall Thought Leader Symposium (2025) RSVP

From Jessica Weinberg <jessica@erdius.org>
Date Fri 9/26/2025 1:24 PM
To Kelly Padilla <padilla_k@hcsb.k12.fl.us>

CAUTION: This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kelly,

Mr. Pinder is all set for the following

Hotel Zachary
3630 Clark Street
Chicago, IL 60613

Check In: Friday 10/25
Check Out: Tuesday 10/28
Confirmation #:30128050
The hotel will collect a credit card upon arrival for Friday and Saturday.
ERDI will cover Sunday and Monday

Please do not hesitate to reach out with any questions.

Best,
Jessica

On Fri, Sep 26, 2025 at 11:29 AM Kelly Padilla <padilla_k@hcsb.k12.fl.us> wrote:

> Hi Jessica,
>
> Julie said she would contact you but just in case, I wanted to ask if we could have Mr. Pinder's hotel reservation changed to start on Friday, Oct. 24th? He will obviously pay for the extra days, but I believe the original e-mail said he would be able to use your rate? Could you confirm that for me, please? His flight has been changed by Julie, she's awesome!
>
> If you have any questions, please feel free to contact me.
>
> Thank you,

Kelly Padilla

EXECUTIVE OFFICE MANAGER
OFFICES OF THE SUPERINTENDENT AND
ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES & OPERATIONS

HERNANDO SCHOOL DISTRICT
FSBA CERTIFIED SUPPORT PROFESSIONAL

919 North Broad Street, Brooksville, FL 34601
352-797-7001 Direct Dial: 70401
padilla_k@hcsb.k12.fl.us
www.hernandoschools.org

From: Jessica Weinberg <jessica@erdius.org>
Sent: Wednesday, September 24, 2025 3:24 PM
To: Kelly Padilla <padilla_k@hcsb.k12.fl.us>
Subject: Re: Fw: Fall Thought Leader Symposium (2025) RSVP

CAUTION: This email originated from outside of the Hernando County School District. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kelly,
The hotel has not assigned confirmation numbers yet but rest assured we have him booked. I will forward it to you upon receipt. It might not be until Monday.

On Tue, Sep 23, 2025 at 11:04 AM Jennifer Ferrari <jferrari@erdius.org> wrote:

> Hello,
> Jessica, who is out of the office today, will share the confirmation number and everything with you tomorrow.
>
> The location is the Zachary hotel in Chicago.
>
> Best,
> Jennifer
>
> On Tue, Sep 23, 2025 at 10:46 AM Kelly Padilla <padilla_k@hcsb.k12.fl.us> wrote:
>
> > Hi Jennifer,
> >
> > Thank you for all of the information. Would I need to get the hotel reservation information directly from the hotel or do you have that. I have to submit it to our board for approval since it's out of state.

ERDI

Systems Leadership

National Council of Senior Leaders (NCSL)

Fall Thought Leader Symposium

October 26-October 28, 2025 | Chicago

Resources

- Working Prospectus
- Community Links

Setting the Stage	Objectives for our time together:
• Thriving in a BANI World • National Insights Report (Summer, 2025)	• Create a productive, open and interactive space for all participants • Engage with a spirit of inquiry and curiosity • Explore current problems of practice in education through a practice of asking probing questions • Reflect on the stories we hear and connections we make to embolden our courage and conviction as we lead for equity

Working Agenda
Wifi:
Password:

Sunday, October 26, 2025

Time	Presenter	Activity	Location
Until 1:00 PM		Arrivals & Check-in	The Zachary Hotel
1:00 PM	Jennifer Ferrari	Welcome & Introductions Framing & Maximizing the Symposium Experience	American Airlines Conference Center
	Founding Sponsors	Solution Spotlights • Classlink • EdWeb	

		Town Hall Discussion – National Recap	
2:00 PM	The Brothers Bolton	Leading with Listening	
4:00 PM	Sponsors	Solution Spotlights • Amira • APC Leadership Collaborative • Classroom Mosaic	
4:15 PM	Anna Stubblefield	Leadership Story	
	Full Membership	Reflections & Insights	
6:00 PM		Thought Leader Reception & Dinner	Big Star
9:00 PM		Optional Social	Zachary Hotel

Monday, October 27, 2025

Time	Presenter	Activity	Location
8:00 AM - 9:00 AM		Breakfast	American Airlines Conference Center
9:00 AM	The Brothers Bolton	Leading with Candor	
10:15	Sponsors	Solution Spotlights • ACE • Facing History In Ourselves • Just Right Reader	
10:30 AM	Steve Murley	Resilience at work	
12:30 PM		Lunch	
1:15 PM	Featured Leaders	Roundtable Sessions	
2:45 PM	Sponsors	Solution Spotlights • Lebra • Qualtrics • Willow	

3:00 PM	Steve Murley	Resilience at Work	
Between 6:15 & 6:30 PM		**Chicago Dine-Around** Symposium participants will enjoy small group dinners at different restaurants in Chicago's iconic Wrigleyville Neighborhood	Wrigleyville
8:30 PM		Optional Social	The Zachary Hotel
Tuesday, October 28, 2025			
Time	**Presenter**	**Activity**	**Location**
8:00 AM -9:00 AM		Breakfast	The American Airlines Conference Center
9:00 AM	Steve Murley Doug Bolton Jim Bolton	The intersection of Belonging, Listening & Resilience	
10:30 AM		Synthesizing/Reflecting/Planning for Action Macro-reflecting What comes next?	
10:55 AM		Last word	

Complete Section A **or** B; **and** C

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

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

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

Hernando School District

School Board Regular Meeting

Agenda Item # 25. 26-3354 10/7/2025

Title and Board Action Requested
Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Executive Summary
Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

My Contact
Ray Pinder
Superintendent of Schools

2023-28 Strategic Focus Area
Other

Financial Impact
There is no financial impact.

NON-AGENDA ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/**PRINTED**: _____

LEGAL ADDRESS: _____

PHONE: (_____) _____

Identify topics **not** included on the agenda. Topics need to address educational concerns.

TOPIC: _____

_____

_____

Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the Board Meeting is called to order.
- The HCSD Code of Civility is in effect at all times (see other side).
- The Board typically does not respond to remarks or questions made during Citizen Comments.

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

Signature of speaker: _____

Chairperson's Approval of form: _____

FOR OFFICE USE ONLY:

Date Received: _____

Time Received: _____

Hernando County School Board
CODE OF CIVILITY

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

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

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

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

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