



Hernando School District

School Board Regular Meeting

Agenda - Final

Tuesday, April 23, 2024

6:00 PM

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

CALL TO ORDER

REFLECTION

by Mark Johnson, Board Member

PLEDGE OF ALLEGIANCE by Nature Coast Technical High School Students

ADOPTION OF AGENDA

1. [24-2204](#) Approval to adopt the agenda dated 4/23/2024.

ELECTED OFFICIALS

STUDENT REPRESENTATIVE TO THE BOARD

2. [24-2205](#) Student Representative, Rylee Rhineberger of Weeki Wachee High School, to Share an Update of School Related Activities and Events with the Board

PRESENTATIONS

3. [24-2148](#) Recognition of the Numeracy Week Poster Contest Finalists
Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)
4. [24-2209](#) Recognition of the Student Mentors from Hernando ME - Mentors in Education
Attachments: [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)
5. [24-1910](#) Recognition of the April HCSD Veteran
Attachments: [Budget Sheet - No Financial Impact](#)

APPROVAL OF THE MINUTES

6. [24-2206](#) Approval of the Minutes from the Workshop, Student Expulsion Appeal Hearing and Regular School Board Meeting of 4/9/2024.

Attachments: [04-09-24 Workshop Minutes DRAFT with links](#)
[04-09-24 Student Appeal Hearing Minutes DRAFT with links](#)
[04-09-24 Meeting Minutes DRAFT with links](#)

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

7. [24-2207](#) Citizen Input on agenda items (Green Form)

Attachments: [Citizen Input Speaker Green Form 031424 ACC](#)

ADOPTION OF CONSENT AGENDA**Personnel Recommendations**

8. [24-2163](#) Approval of the Personnel Recommendations

Attachments: [23-24 BOARD AGENDA APRIL 23 2024](#)
[April 23, 2024 Agenda ESOL](#)
[2024 Inst. Supplements & Differentiated Pay for 4-23-24](#)
[2024 Noninst., PTS & Adm. Supplements for 4-23-24](#)

All Other Teaching & Learning Agenda Items

9. [24-2158](#) Approve the Memorandum of Understanding between Hernando County School District and Pace Center for Girls, Inc. "Reach Program" for one (1) year from March 8, 20204 to March 8, 2025.

Attachments: [Pace REACH Hernando & HCSB MOU - AAH Stamped](#)
[Pace REACH Hernando & Hernando County School District](#)
[\(ADDENDUM\) \(part 2\) - signed KP](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

10. [24-2161](#) Approve Field Trip for Hernando County School District Students to Attend the 2024 Florida History Day at the Tallahassee Community College in Tallahassee, Florida, May 5-7, 2024

Attachments: [Florida History Day Agenda](#)
[Budget Sheet FL History Day](#)

11. [24-2168](#) Approve Field Trip for Hernando County School District Students to MarineLab Environmental Education Center in Key Largo, Florida, June 14-17, 2024

Attachments: [MarineLab Agenda](#)
[MarineLab Field Trip Packet](#)
[Budget Sheet MarineLab](#)

All Other Support Operations Agenda Items

12. [24-2157](#) Approve out of state Travel for Glenn M. Lastra Jr., Patty Martin, and Ed LaRose of the Elementary School Fixtures, Furnishings & Equipment (FF&E) Committee to Charlotte, North Carolina to attend the VS Furniture Expo for School Expansion on May 8th & 9th, 2024.

Attachments: [Experience Days STD May 2024](#)
[Temp Duty Leaves.pdf \(2\)](#)
[Budget sheet for 24-2157](#)

All Other Purchase Order/Bid Agenda Items

13. [24-2077](#) Approve the Piggyback of OMNIA Partners/National Cooperative Purchasing Alliance (NCPA), Region 14 Education Service Center, RFP #46-22, Contract #14-22: Threat and Weapons Detection Software and Equipment awarded to Zeroeyes and authorize the purchase for an estimated annual amount of \$250,000.00 using Millage Funds.

Attachments: [24-838-33 PB ZeroEyes \(04-23-2024\) \(1\)](#)
[Budget Sheet Sept 2021 Revised WITH Financial Impact Zeroeyes](#)
[04_9_024](#)

14. [24-2147](#) Approve the piggyback of the State of Florida, Florida Department of Education ITB #2023-02, Type A, Type C and Type D School Busses with Optional Equipment, awarded to Sun State International Truck, LLC and authorize the purchase of Seven (7) 77 Passenger School Buses for a total cost of \$1,047,732.

Attachments: [Tab sheet 23.071.33 PB Type A, C and D School Buses \(04.23.24\)](#)
[Hernando 3-2024 Quote 77 Pass w+Valeo AC](#)
[6510 Budget Sheet \(04012024rev\)](#)

15. [24-2150](#) Approve the Purchase of the Registration Fees for Students Attending Saint Leo University in June 2024 and Authorize Purchase Orders in an Estimated Amount of \$65,000.00

Attachments: [2024 CSI Summer Camp HCS Flyer](#)
[Summer 2024 Invoice](#)
[Budget Sheet St Leo Camp](#)

16. [24-2155](#) Approve the renewal of Bid No. 22-968-38 RN, Tree Trimming Services, to Hernando Tree Pros for tree trimming services and authorize the purchase of services for an estimated annual spending of \$75,000.00.

Attachments: [22-968-38 RN Tree Trimming \(04-23-24\)](#)
[Tree Trimming Budget Sheet 04-2024](#)

17. [24-2156](#) Approve renewing Bid No. 22-968-40RN, Lift Stations & Sump Pump: Maintenance Services & Repairs, to multiple vendors for lift stations and sump pump services and repairs and authorize the purchase for an estimated annual spending of \$100,000.00.

Attachments: [22-968-40 RN Lift Stations \(04-23-24\) \(1\)](#)
[Lift Station Services Budget sheet 04-2024](#)

18. [24-2160](#) Approve the renewal of Skyward annual license, maintenance and hosting and authorize the issuance of purchase orders for an estimated annual amount of \$400,000.00.

Attachments: [Skyward Renewal 24-25](#)
[Budget Sheet- Skyward Renewal- 2024-2025](#)

19. [24-2167](#) Approve the renewal of contract Bid No. 23-485-20 RN, Toilet Tissue/Paper Towels (Warehouse Delivery) to Buckeye Cleaning Center for the Purchase of Toilet Tissue and Paper Towel Products for an estimated annual spending of \$350,000.00.

Attachments: [23-485-20 RN Toilet Tissue \(04-23-2024\)](#)
[Budget Sheet ACC](#)

20. [24-2169](#) Approve the Contract and Authorize the Purchase of Architectural Services to Reuse Existing Plans from Harvard Jolly, Inc. for \$1,159,222.00.

Attachments: [24-2169 AIA-C103 Owner-Consultant Agreement.pdf](#)
[24-2169 AIA-B201 Architect's Services.pdf](#)
[24-2169 EXHIBIT A - HCSB Consultant's Insurance & Bond Reqmts.pdf](#)
[24-2169 EXHIBIT B - HCSB Standard Addendum to Agreements.pdf](#)
[24-2169 EXHIBIT C - Conflict of Interest Statement.pdf](#)
[24-2169 EXHIBIT D - Consultant's Fee Proposal.pdf](#)
[24-2169 EXHIBIT E - HJ-PBK 2024 Hourly Billing Rates.pdf](#)
[24-2169 Budget Sheet.pdf](#)

21. [24-2170](#) Approve the Purchase of Advanced Placement Exams from College Board and Authorize the Issuance of Purchase Orders for an Estimated Amount of \$249,128.00

Attachments: [AP Exam Costs 2023-2024](#)
[Budget Sheet College Board](#)

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

22. [24-2208](#) 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:

May 7, 2024:

8:30 AM - Special School Board Meeting

May 14

2:00 PM - Workshop

6:00 PM - Regular Meeting

Mission Statement

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



Hernando School District

School Board Regular Meeting

Agenda Item # 1. 24-2204

4/23/2024

Title and Board Action Requested

Approval to adopt the agenda dated 4/23/2024.

Executive Summary

The Superintendent of Schools, hereby requests the Board adopt the agenda dated 4/23/2024.

My Contact

John Stratton
Superintendent of Schools

2023-28 Strategic Focus Area

Other

Financial Impact

No Financial Impact

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



Hernando School District

School Board Regular Meeting

Agenda Item # 2. 24-2205

4/23/2024

Title and Board Action Requested

Student Representative, Rylee Rhineberger of Weeki Wachee High School, to Share an Update of School Related Activities and Events with the Board

Executive Summary

Student Representative, Rylee Rhineberger of Weeki Wachee High School, to Share an Update of School Related Activities and Events with the Board

My Contact

Rylee Rhineberger
Student Representative to the School Board

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

No Financial Impact



Hernando School District

School Board Regular Meeting

Agenda Item # 3. 24-2148

4/23/2024

Title and Board Action Requested

Recognition of the Numeracy Week Poster Contest Finalists

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to recognize the Numeracy Week Poster Contest Finalists for their creativity and flexible math thinking showing many different ways to see 100.

My Contact

John Morris

Director of Secondary Programs

352-797-7000 ext. 443

morris_j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 4. 24-2209

4/23/2024

Title and Board Action Requested

Recognition of the Student Mentors from Hernando ME - Mentors in Education

Executive Summary

The Director of Research and Accountability, on behalf of the Superintendent of Schools, hereby requests the Board to recognize and celebrate the mentors from Hernando ME - Mentors in Education for their diligent work with our students.

My Contact

Sonsee Sanders
Director of Research and Accountability
352-797-7000 ext. 224
sanders_s@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.

| 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: \$ _____

11



Hernando School District

School Board Regular Meeting

Agenda Item # 5. 24-1910

4/23/2024

Title and Board Action Requested

Recognition of the April HCSD Veteran

Executive Summary

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

My Contact

Karen Jordan

Director of Communications

(352) 797-7009 ext. 129

2023-28 Strategic Focus Area

Priority 3: 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.

B. Item Currently Not Budgeted -**

| | | | | | | |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Funding Source | <input type="text"/> | | | | | |
| Account Name | <input type="text"/> | | | | | |
| Account Number | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount \$ | <input type="text"/> | | | | | |

| | | | | | | |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Funding Source | <input type="text"/> | | | | | |
| Account Name | <input type="text"/> | | | | | |
| Account Number | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount \$ | <input type="text"/> | | | | | |

C. History

Check one:

Prior Year Budget: ☐

New for Current Year: ☐

Prior Year Approved Budget: \$ _____

Prior Year Actual Spent: \$ _____

13



Hernando School District

School Board Regular Meeting

Agenda Item # 6. 24-2206

4/23/2024

Title and Board Action Requested

Approval of the Minutes from the Workshop, Student Expulsion Appeal Hearing and Regular School Board Meeting of 4/9/2024.

Executive Summary

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

My Contact

Kelly A. Pogue

Secretary to the School Board and General Counsel

Pogue_k@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Other

Financial Impact

No Financial Impact



Hernando School District

School Board Workshop

Minutes - Draft

Tuesday, April 9, 2024

2:00 PM

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

CALL TO ORDER

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

The Workshop was called to order at 2:01 P.M. Also present were Ayanna Hypolite, School Board Attorney, John Stratton, Superintendent, and Rylee Rhineberger, Student Representative.

INFORMAL BOARD DISCUSSION

Topics of Discussion:

Susan Duval - Updated Citizen Input Forms: Consensus granted to use the updated forms tonight.

Mark Johnson - May 7th Special Meeting; Informal Meetings; Book Challenge Committees; Anger Management Classes

24-2198 Handouts from the Workshop of April 9, 2024.

Attachments: [04-09-24 Workshop Handout by S. Duval](#)

PRESENTATIONS

1. **24-2139** Discussion on the possibility of a partnership with The Hernando County Sheriff's Office, HCSO, to create a canine program for Hernando County Schools by Brandon DeRespiris, Director of Safe Schools.

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

Brandon DeRespiris, Director of Safe Schools came forward to present this item. Lt. Michael O'Brien, Deputy Jason Jerrigan and Cpl. Steve Miller were also present.

Consensus is to move forward with negotiations.

2. [24-2137](#) Presentation and information regarding the purchase of Zeroeyes, an AI weapons detection platform.

Attachments: [24-838-33 PB ZeroEyes \(04-09-2024\) \(1\)](#)
[Budget Sheet Sept 2021 Revised WITH Financial Impact Zeroeyes](#)
[04_9_024](#)

Brandon DeRespiris, Director of Safe Schools came forward to present this item.

3. [24-2114](#) Review of the District's Tentative 2023-2024 5-Year Work Plan by James Lipsey.

Attachments: [24-2114 5-Year Work Plan 2023-24 TENTATIVE.pdf](#)
[24-2114 Budget Sheet](#)

Brian Ragan, Director of Facilities and Construction and Jim Lipsey, Manager of Planning, Design and Construction came forward to present this item.

4. [24-2025](#) Review and tentative approval of Neola Policy Special Update September 2023 and Volume 24 No.2 Update.

Attachments: [Workshop Spec Update Sept 2023](#)
[Workshop Vol 24 No 2](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

Jill Renihan, Executive Director of Business Services and Maria Cain, Executive Secretary came forward to present this item.

Mrs. Rodriguez questioned on page 19: Policy #04210 - removing the words "not intentionally" in #6. It was decided that this policy will be brought back for discussion due to time constraints today.

Due to the time, Mr. Stratton suggested that board members review the rest of the policies on their own and reach out to staff if necessary.

GENERAL COUNSEL

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

ADJOURNMENT

The Workshop adjourned at 4:10 P.M.

Superintendent

Board Chair

Mission Statement

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



Hernando School District

Student Expulsion Appeal Hearing

Minutes - Draft

Tuesday, April 9, 2024

4:00 PM

District Office-Board Room

THIS MEETING IS CLOSED TO THE PUBLIC

CALL TO ORDER

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

This appeal hearing was closed to the public and called to order at 4:19 P.M. Attendees were: All five (5) Board Members (Prescott, Duval, Guadagnino, Johnson, Rodriguez); John Stratton, Superintendent; Ayanna Hypolite, School Board Attorney; Jill Kolasa, Director of Student Services; Angela Miller-Royal, Coordinator of Student Support Programs; Patty Martin, Principal of Moton Elementary School (MES); Alexa Neal, Assistant Principal of MES; Kelly Pogue, Secretary to School Board and General Counsel; mother and grandmother of student in case no. E2024-03-05.

CLOSED SESSION - STUDENT EXPULSION APPEAL HEARING

1. [24-2089](#) Appeal Hearing - Student in Case No. E2024-03-05

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

Motion to uphold the Superintendent's recommendation.

SCHOOL BOARD COMMENTS

ADJOURNMENT

The appeal hearing adjourned at 5:07 P.M.

Superintendent

Board Chair

Mission Statement

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



Hernando School District

School Board Regular Meeting

Minutes - Draft

Tuesday, April 9, 2024

6:00 PM

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

CALL TO ORDER

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

The Meeting was called to order at 6:03 P.M. Also present were Ayanna Hypolite, School Board Attorney; John Stratton, Superintendent; and Rylee Rhineberger, Student Representative.

REFLECTION

by Gus Guadagnino, Board Member

PLEDGE OF ALLEGIANCE by Moton Elementary School Students

ADOPTION OF AGENDA

1. [24-2132](#) Approval to adopt the agenda dated 4/9/2024.

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Shannon Rodriguez

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

Board Member Guadagnino asked to table item #21. 24-2129: Approve the Bell Time for the 2024-2025 School Year. After some discussion, Mr. Guadagnino withdrew his motion.

Board Member Johnson asked to table item #20. 24-2057: Approve the District's Tentative 2023-2024 5-Year Work Plan. After some discussion, Mr. Johnson withdrew his motion.

- 24-2184** Motion to table item #20. 24-2057: Approve the District's Tentative 2023-2024 5-Year Work Plan by Mr. Johnson.

RESULT: **FAILED**

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Johnson

NAYS: Prescott, Duval, Guadagnino, Rodriguez

Motion to table item #20 by Mark Johnson. Mr. Stratton explained that this item is due to the state.

- 24-2185** Motion to table item #21. 24-2129: Approve the Bell Time for the 2024-2025 School Year by Mr. Guadagnino.

RESULT: **ADOPTED**

MOVER: Gus Guadagnino

SECONDER: Mark Johnson

AYES: Prescott, Guadagnino, Johnson, Rodriguez

NAYS: Duval

ELECTED OFFICIALS

No one came forward to speak on this item.

STUDENT REPRESENTATIVE TO THE BOARD

2. **24-2133** Student Representative, Rylee Rhineberger of Weeki Wachee High School, to Share an Update of School Related Activities and Events with the Board

PRESENTATIONS

3. **24-2124** Presentation to Pasco Hernando State College of \$15,000.00 for the Endeavor and Discovery Academy Endowment Scholarship.

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

RESULT: **ADOPTED**

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

Laura Burgess, Principal of Endeavor and Academic Academy came forward to present this item.

4. [24-2106](#) Recognition of our Winter Sports State Champions - Hernando High School Girls Wrestling Team State Title and Grace Leota - Individual State Title/Springstead Girls Weightlifting Nicole Caamano and Arianna Durrum Individual State Titles.

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

Dustin Kupcik, District Athletic Director, came forward to present this item.

HERNANDO COUNTY EDUCATION FOUNDATION DONATIONS

5. [24-2141](#) Presentation by the Hernando County Education Foundation

Attachments: [Budget Sheet HCEF Part 1](#)
[04-09-24 Meeting Corrected Budget Sheet 24-2141](#)

RESULT: ADOPTED AS AMENDED

MOVER: Gus Guadagnino

SECONDER: Susan Duval

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

Tammy Brinker, CEO of the HCEF came forward to present this item. Motion passes as amended.

PROCLAMATIONS/RESOLUTIONS

6. [24-2149](#) Approve changes made to the Half-Cent Sales Surtax Resolution No. R24-006

Attachments: [Half Cent Resolution 2v1- AAH redlined 4.1.24](#)
[Half Cent Resolution 2v1- AAH FINAL](#)
[Budget NO Financial Impact ACC](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Susan Duval

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

Joyce McIntyre, Director of Finance and Dionne Brinson, Financial Analyst came forward to explain this item.

Diane Liptak was called to speak.

APPROVAL OF THE MINUTES

7. [24-2134](#) Approval of the Minutes from the Special School Board Meeting, Workshop and Regular School Board Meeting of 3/12/2024.

Attachments: [03-12-24 Special Minutes DRAFT with links](#)
[03-12-24 Workshop Minutes DRAFT with links](#)
[03-12-24 Meeting Minutes DRAFT with links](#)

RESULT: **ADOPTED**

MOVER: Gus Guadagnino

SECONDER: Susan Duval

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

EXPULSION RECOMMENDATIONS

Diane Liptak was called to speak.

RESULT: **APPROVED THE CONSENT AGENDA**

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

8. [24-2084](#) Enter a Final Order Expelling the Student in Case No. E2024-03-01 from the school bus for one (1) Academic Year.

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

9. [24-2086](#) Enter a Final Order Expelling the Student in Case No. E2024-03-02 from the school bus for One (1) Academic Year.

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

10. [24-2088](#) Enter a Final Order Expelling the Student in Case No. E2024-03-04 from the school bus for one (1) Academic Year.

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

11. [24-2090](#) Enter a Final Order Expelling the Student in Case No. E2024-03-06 for One (1) Academic Year through May 2025.

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

12. [24-2091](#) Enter a Final Order Expelling the Student in Case No. E2024-03-07 for One (1) Academic Year.

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

13. [24-2092](#) Enter a Final Order Expelling the Student in Case No. E2024-03-08 for One (1) Year.

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

14. [24-2094](#) Enter a Final Order Expelling the Student in Case No. E2024-03-09 from the school bus for one (1) Year.

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

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

15. [24-2135](#) Citizen Input on agenda items (Green Form)

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

Ayanna Hypolite, School Board Attorney read the instructions for this item.

The Board took up discussion on the Bell Times again.

ADOPTION OF CONSENT AGENDA

RESULT: APPROVED THE CONSENT AGENDA

MOVER: Gus Guadagnino

SECONDER: Mark Johnson

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

Personnel Recommendations

16. [24-2125](#) Approval of the Personnel Recommendations

Attachments: [23-24 BOARD AGENDA APRIL 9 2024](#)
[April 9, 2024 Agenda ESOL](#)
[2024 Noninst., PTS & Adm. Supplements for 4-9-24](#)
[2024 Inst. Supplements & Differentiated Pay for 4-9-24](#)

All Other Teaching & Learning Agenda Items

17. [24-2113](#) Approve out of state travel, for Anna Jensen, Jill Kolasa and Stephanie Doran, to Savannah, Georgia to attend the LRP National Institute on May 5 - 8, 2024.

Attachments: [Agenda LRP Institute May 2024](#)
[Itinerary LRP Institute May 2024](#)
[Temporary Duty.Jensen.Kolasa.Doran](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC \(2\)](#)

18. [24-2123](#) Approve out of state travel for Eastside Elementary School staff to attend the Ron Clark Academy Professional Development Experience in Atlanta, GA on June 6, 2024-June 8, 2024.

Attachments: [Agenda - House Mania June 7-8, 2024](#)
[Budget Sheet EES Ron Clark](#)

All Other Business Services Agenda Items

Job Descriptions

19. [24-2093](#) Approve the correction to the HUSW job description for Speech Language Technician.

Attachments: [Speech-Language Technician-Strike](#)
[Speech-Language Technician-CLEAN](#)
[23.24 Non-Instructional Salary Schedule](#)
[Budget Sheet Speech Language Tech NO Financial Impact](#)

All Other Support Operations Agenda Items

20. [24-2057](#) Approve the District's Tentative 2023-2024 5-Year Work Plan.

Attachments: [24-2057 Tentative 5-Year Work Plan Report.pdf](#)
[24-2057 Budget Sheet](#)

All Other Purchase Order/Bid Agenda Items

22. [24-2039](#) Approve the Renewal of the ParentSquare communication platform and authorize the purchase of the Engage Package from ParentSquare for \$88,480.00.

Attachments: [ParentSquare - Engage](#)
[Parent Square Standard Addendum](#)
[ParentSquare DSPA](#)
[ParentSquare Budget Sheet](#)

23. [24-2058](#) Approve the extension of the piggyback of the Florida Department of Management Services Contract #25172500-19-ACS led by the State of Iowa Department of Administrative Services through NASPO, Contract #19101 for Tires, Tubes, and Services, awarded to Goodyear Tire & Rubber Company and authorize the purchase of goods for an estimated spending of \$34,393.48.

Attachments: [19-863-35 PB EXT Tires Tubes and Services \(04-09-2024\)](#)
[5600 Budget Sheet Tires Tubes Feb 2024.pdf](#)

24. [24-2066](#) Approve the piggyback of US Communities Government Purchasing Alliance, a wholly owned subsidiary of OMNIA Partners Cooperative, RFP NO 2000002547, Contract No. 4400008468: Public Safety and Emergency Preparedness Equipment and Related Services, awarded to Safeware, Inc. and authorize the issuance of a purchase order for the estimated amount of \$112,000.00.

Attachments: [fourDscape SOFTWARE PLATFORM \(1\)](#)
[Qte10104766 \(1\)](#)
[Legislation Details \(With Text\) \(3\) \(1\)](#)
[24-257-29 PB Public Safety and Emergency Preparedness](#)
[\(04-09-2024\)](#)
[budget sheet with financial impact Mapping project](#)

-
25. [24-2083](#) Approve renewing Bid No. 21-968-47 RN, Gymnasium & Stage Floor Refinishing, Recoating & Repair Services, to Trident Surfacing, Inc. for gymnasium and stage flooring goods and services and authorize the purchase for an estimated annual spending of \$65,000.00.
- Attachments:** [21-968-47 RN Gym & Stage Floor \(04-09-2024\)](#)
[Gym Floors Budget Sheet 3-14-24](#)
26. [24-2104](#) Approve the renewal of the piggyback of Polk State College, RFP #2018-01, Banking Services, awarded to Truist Bank for banking services.
- Attachments:** [21-946-14 PB RN Truist Bank \(04-09-2024\)](#)
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC \(6\)](#)
27. [24-2105](#) Approve piggybacking Pinellas County School District Bid No. 24-031-096, HVAC Filters & Frames, for various filters awarded to Andrews Filter & Supply Corporation and authorize purchases for an estimated annual amount of \$60,000.00.
- Attachments:** [24-031-34 PB HVAC Filters & Frames \(04-09-24\)](#)
[Budget Sheet Air Filters 3-14-24](#)
28. [24-2116](#) Approve renewing Bid No. 22-968-39 RN, Plumbing Repairs and Service and Parts, awarded to multiple vendors, and authorize the purchase of plumbing goods and services for an estimated annual spending of \$100,000.00.
- Attachments:** [22-968-39 RN Plumbing Repairs \(04-09-2024\)](#)
[Charlies Plumb & Balanced Mech Plumbing Budget Sheet](#)
29. [24-2118](#) Approve renewing bid no. 22-365-41 RN, Custodial Floor Cleaning & Care Equipment, to multiple vendors and authorize the purchase of custodial flooring goods for an estimated annual spending of \$50,000.00.
- Attachments:** [22-365-41 RN Custodial Equipment \(04-09-24\)](#)
[Custodial Equipment Budget sheet 03-2024](#)
30. [24-2119](#) Award RFQ No.2023SHS001-R, HVAC Replacement, Springstead High School, to Phoenix Engineering Group, Inc, for Engineering Services and approve the contract and the purchase not to exceed \$940,750.00.
- Attachments:** [2023-03-12 C103-2015 - PEG Signed](#)
[EXHIBIT A - HCSB Consultant's Insurance & Bond Reqmts \(05-11-21\)](#)
[Exhibit B PEG Signed](#)
[Exhibit C SHS HVAC Replacement Fee Proposal \(1\)](#)
[Budget Sheet SHS Engineering services for HVAC Project](#)
31. [24-2120](#) Approve the Renewal of Bid No. 21-966-46 RN, Student Planners awarded to School Datebooks, and Authorize the Purchase of Goods for an Estimated Annual Amount of \$55,000.00
- Attachments:** [21 966 46 RN Student Planners 04 09 24](#)
[Budget Sheet Student Planners](#)
-

33. [24-2122](#) Approve the Piggyback of OMNIA Partners, Region 4 Educational Service Center, RFP #23-03, Contract #R230305: Educational School Supplies, Instructional Solutions and Related Products, Awarded to School Specialty, LLC and Approve Purchases for an Estimated Annual Spending of \$55,000.00
- Attachments:** [24-785-36 PB Educational School Supplies \(04-09-24\)](#)
[Budget Sheet OMNIA](#)
34. [24-2126](#) Approve the Renewal of the Piggyback of the Department of Management Services, State of Florida Contract #84111600-20-1, Financial and Performance Audits, awarded to multiple vendors and authorize expenditures for an estimated annual spending of \$100,000.00.
- Attachments:** [23-946-11 Financial & Performance Audits \(04-09-24\)](#)
[Budget Sheet- Audit Performance Board Agenda \(1\)](#)
35. [24-2128](#) Approve the purchase of International Baccalaureate Examinations from International Baccalaureate Organization (IBO) and authorize expenditures for an estimated amount of \$56,654.00.
- Attachments:** [IB Sole Source Provider Letter](#)
[Agenda Item 24-2128 - Budget Sheet](#)
36. [24-2140](#) Approve the piggyback of PEPPM Education Cooperative, Bid No. 535802/Contract No. 535802-001, Hardware, Software, Related Services and Other Branded Products awarded to Apple, Inc. (Education) and authorize the purchase of the goods and services for an estimated annual amount of \$100,000.00.
- Attachments:** [24-204-31 PB Apple Education \(04-09-2024\)](#)
[Budget Sheet](#)

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

21. [24-2129](#) Approve the Bell Time for the 2024-2025 School Year
- Attachments:** [2024-25 Proposed Bell Times with Expanded Drop Off Times](#)
[Options -Board 3.18.24.pdf](#)
[2024-2025 Bell Times NO Financial Impact ACC.pdf](#)
- This item was tabled after the adoption of the agenda (see item #24-2185).*

32. [24-2121](#) Approve the Closeout/Final Acceptance to the contract with Gibbs & Register, Inc., for the Winding Waters K8-New Parent Drop off Project, and Authorize Final Payment in the Amount of \$115,981.07.

Attachments: [2023-12-13 HCSD Certificate of Completion](#)
[2024-02-13 CHANGE ORDER #2 APPROVED](#)
[2024-03-13 Final Pay Application](#)
[2024-03-13 Notice of Final Acceptance](#)
[2024-03-13 Notice of Final Settlement](#)
[BUDGET SHEET WWK8 PARENT LOOP CLOSE OUT \(2\)](#)

RESULT: ADOPTED

MOVER: Mark Johnson

SECONDER: Gus Guadagnino

AYES: Prescott, Duval, Guadagnino, Johnson, Rodriguez

This item was pulled from the consent agenda by Shannon Rodriguez for discussion. Brian Ragan, Director of Facilities and Construction came forward to answer questions addressed by the board. Mrs. Rodriguez stated that there are issues with the fencing in the new bus loop.

Motion amended to table this item made by Mark Johnson. Seconded by Gus Guadagnino. Motion passes 5-0.

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

37. [24-2136](#) Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

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

Ayanna Hypolite, School Board Attorney read the instructions for this item.

The Board recessed at 7:53 P.M. and reconvened at 8:00 P.M.

The following citizens came forward to speak: Jack Martin, Rachel Lawyer, Dianne Swain, Jean Rags, Joe Wolff, Susan Newkirk, Diane Liptak, Aja Moore, Julia Thomas, Kara Floyd, Wendy Porter, Kimberly Mulrooney, Cade Mulrooney, and Carol Yakimo-Alvelo

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

The Board made various comments. Mrs. Prescott clarified splitting citizens input times between the two different forms. Citizens will get three (3) minutes on each form (green/pink). At the end of school board comments, Mr. Stratton announced his retirement at the end of this school year.

ADJOURNMENT

The meeting adjourned at 9:03 P.M.

Superintendent

Board Chair

Mission Statement

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



Hernando School District

School Board Regular Meeting

Agenda Item # 7. 24-2207

4/23/2024

Title and Board Action Requested

Citizen Input on agenda items (Green Form)

Executive Summary

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

My Contact

Kelly A. Pogue

Secretary to the School Board and General Counsel

Pogue_k@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 3: Community Connection

Financial Impact

There is no financial impact

AGENDA ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/PRINTED: _____

LEGAL ADDRESS: _____

PHONE: (____) _____

Identify agenda item to be addressed:

Ex.) Agenda item #: 10. 24-2100

Agenda item #: _____

Agenda item #: _____

Guidelines:

Limited agenda time and the need to conduct meetings in an 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 # 8. 24-2163

4/23/2024

Title and Board Action Requested

Approval of the Personnel Recommendations

Executive Summary

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

My Contact

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

2023-28 Strategic Focus Area

Priority 2: Talent Management

Financial Impact

See attached budget sheet.

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

I. CONSENT AGENDA

A. Approval of Personnel Recommendation

1. Instructional Leaves (8)

Alisa Ball – Teacher, SES – 03/15/2024 through 03/19/2024 (Extension)
Amanda Bozarth – Teacher, PGES – 04/15/2024 through 06/04/2024
Tiffany Ertle – Teacher, CHS – 03/11/2024 through 05/15/2024 (Intermittent)
Theresa Maul – School Social Worker, Student Services – 03/7/2024 through 06/04/2024 (Intermittent)
Gizel Roache – Teacher, HHS – 04/15/2024 through 06/04/2024
Jillian Roman – Teacher, EK8 – 03/14/2024 through 06/04/2024 (Intermittent)
Taylor Schoonover – Teacher, JDFES – 03/18/2024 through 05/06/2024
Kelly Sylvia – Teacher, CK8 – 03/04/2024 through 06/04/2024

2. Instructional Appointments and Approval of Probationary Contract (4)

Danielle Crawford – Teacher, CHS – 03/18/2024
Sara Currier – Teacher, EK8 – 03/19/2024
Melanie Dilly – Teacher, BES – 03/19/2024
Coriander Fay – Teacher, FCMS – 04/04/2024

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

4. Approve Out-of-Field Teachers: (Gifted) (1)

Justin Grantz – Teacher, CK8 – Science Gifted – 03/04/2024

5. Instructional Transfers (4)

Sherri Anderson – From Teacher, EK8 – to Teacher, PMS – 03/18/2024
Eve Cotroneo – From Teacher, PGES – to Teacher, WWK8 – 03/04/2024
Jason Grantz – From Teacher, WHMS – to Teacher, CK8 – 03/04/2024
Danielle Moody – From Teacher, BES – to Teacher, NCTHS – 03/11/2024

6. Instructional Separations (5)

Elizabeth Abel – Math Coach, Academic Services – 04/01/2024 (Resignation)
Allison Bates – Teacher, WWHS – 04/01/2024 (Resignation)
Amanda Edwards – Teacher, CK8 – 04/19/2024 (Resignation)
Michael Richter II – Teacher, NCTHS – 10/10/2023 (Resignation)
Jennifer Tackett – Teacher, MES – 04/12/2024 (Resignation)

7. Administrative Separations (1)

Sarah Shelby – Assistant Principal, WWHS – 03/29/2024 (Resignation)

8. Non-instructional and Professional/Technical/Supervisory Leaves (2)

Maria Cain – Executive Secretary, Business Services – 03/18/2024 through 06/28/2024 (Intermittent)
Lisa Pennington – Food & Nutrition Assistant, HHS – 04/01/2024 through 04/26/2024
Return From Leave Early
Tina Richards – Food & Nutrition Assistant, PGES – 04/01/2024

9. Non-instructional and Professional/Technical/Supervisory Appointments (12)

Shawn Bingham, Jr – Environmental Service Tech I, MES – 04/02/2024
Francis Brady – Environmental Service Tech I, EK8 – 04/01/2024
Holly Cook – Food & Nutrition Assistant, EES – 03/18/2024
Jamie Holcomb – Food & Nutrition Assistant, EK8 – 03/18/2024
Jacqueline McEwen – Bus Operator, Transportation – 03/07/2024

Yarazeth Nevarez – Food & Nutrition Assistant, PGES – 03/19/2024
Tyler Prosser – Lawn & Turf Maintenance I, Maintenance Dept – 03/18/2024
Jonathan Shutty – Environmental Service Tech I, CES – 03/21/2024
Ian Thomas – Lawn & Turf Maintenance I, Maintenance Dept – 03/18/2024
Miranda Torres – Bus Operator, Transportation Dept – 03/18/2024
Emily Valhuerdi – Paraprofessional II, JDFES – 04/01/2024
George Visconte – Food & Nutrition Assistant, HHS – 03/18/2024

10. Non-instructional and Professional/Technical/Supervisory Transfers (9)

Tiffany Brooks – From Food & Nutrition Assistant, WES – to Food & Nutrition Assistant Manager, WES – 03/04/2024
Carlos Cantero – From Air Conditioning Mechanic I, Maintenance Dept – to Air Conditioning Mechanic II, Maintenance Dept – 3/04/2024
Raven Don – Paraprofessional, PGES – to School Health Professional, PGES – 03/18/2024
Bridget Molloy – Food & Nutrition Assistant, PGES – to Food & Nutrition Assistant, WES – 03/04/2024
Faimafili Poole – Bus Attendant, Transportation Dept – to Paraprofessional, WWK8 – 03/04/2024
Samantha Ratigan – Food & Nutrition Assistant Rover, Food & Nutrition Dept – to Food & Nutrition Assistant, CK8 – 03/07/2024
John Reinhart – Electrician I, Maintenance Dept – to Electrician II, Maintenance Dept – 03/11/2024
Christina Staffa – Paraprofessional I, WWK8 – to Data Entry Operator, ENDV – 03/04/2024
Robyn Torres – Data Entry Operator, ENDV – to Secretary II Conf-Mental Health, Student Services – 03/04/2024

11. Non-instructional and Professional/Technical/Supervisory Separations (10)

Randi Austin – Paraprofessional, BES – 04/01/2024 (Resignation)
Evelyn Barker – Paraprofessional, EK8 – 03/21/2024 (Resignation)
Toscha Carroll – Secretary II Conf, WWK8 – 04/01/2024 (Resignation)
Marco Fonseca – Environmental Service Tech II, DES – 04/05/2024 (Resignation)
Carol Heintzelman – Bus Operator, Transportation Dept – 03/14/2024 (Resignation)
Ann Horn – Bookkeeper, CHS – 03/15/2024 (Deceased)
Sandra Madrey – Bus Operator, Transportation Dept – 03/14/2024 (Resignation)
Gisell Marrero – Bus Attendant, Transportation Dept – 03/21/2024 (Resignation)
Kylene McIntosh – Paraprofessional, CES – 04/05/2024 (Resignation)
Angelica Paine – Job Coach, Exceptional Student Support – 02/16/2024 (Resignation)

12. Other

Additional Duty, and/or Additional Days/Hours

Suzanne Bates-Miranda – Teacher, FWSHS (High School Boot Camp-US History) – 04/01/2024 – 12 Total Hrs. (Supplemental School Improvement Grant)
Jessica Brendlinger-Buse – Instructional Practices Coach, WHMS (Tutoring) – 03/11/2024 – 12 Total Hrs. (Title I)
Jessica Brendlinger-Buse – Instructional Practices Coach, WHMS (Civics Boot Camp Coordinator) – 04/01/2024 – 52 Total Hrs. (ESSER Supplemental Programming)
Jessica Brendlinger-Buse – Instructional Practices Coach, WHMS (Civics Boot Camp Teacher) – 04/01/2024 – 52 Total Hrs. (ESSER Supplemental Programming)
Jessica Brendlinger-Buse – Instructional Practices Coach, WHMS (8th Grade Science Boot Camp Coordinator) – 04/01/2024 – 52 Total Hrs. (ESSER Supplemental Programming)
Donna Carmack – Teacher, FWSHS (High School Boot Camp-Biology) – 04/01/2024 – 12 Total Hrs. (Supplemental School Improvement Grant)
Evelyn Colon – Teacher, JDFES (5th Grade Science Boot Camp Coordinator) – 02/06/2024 – 52 Total Hrs. (ESSER)
Karen Cooper – Certified School Counselor, WHMS (Credit Recovery) – 03/11/2024 – 24 Total Hrs. (Title I)

Toni Cuevas – Reading Coach, EK8 (8th Grade Science Boot Camp Teacher) – 04/01/2024 – 96 Total Hrs. (ESSER Supplemental Programming)
Marianne Domico – Reading Coach, CHS (High School Boot Camp) – 04/01/2024 – 12 Total Hrs. (Supplemental School Improvement Grant)
Garrett Donaghy – Teacher, DES (5th Grade Science Boot Camp Coordinator) – 02/23/2024 – 52 Total Hrs. (ESSER)
Inna Fedorow – Teacher, FWSHS (High School Boot Camp-ELA) – 04/01/2024 – 12 Total Hrs. (Supplemental School Improvement Grant)
Janet Ginart-Quijano – Teacher, FWSHS (High School Boot Camp-Algebra) – 04/01/2024 – 12 Total Hrs. (Supplemental School Improvement Grant)
Kyra Taaffe – Reading Coach, FWSHS (High School Boot Camp Coordinator) – 04/01/2024 – 12 Total Hrs. (Supplemental School Improvement Grant)

Approve Teacher(s), 8th Grade Science Boot Camp Teacher (EK8) – 04/01/2024 – 96 Max Total Hrs. (ESSER Supplemental Programming)

Shelley Colston
Beth Huntley
Deanna Murphy
Tammy Rodriguez
Joshua Scott
Donald Weed

Approve Teacher(s), Civics Boot Camp Teacher (WHMS) – 04/01/2024 – 52 Total Hrs. (ESSER Supplemental Programming)

Joseph Bristol
Susan Jackson
Deedra Nesbit
Cassandra Peters
Laura Scott
Megan Woods

Approve Teacher(s), 8th Grade Science Boot Camp Teacher (WHMS) – 04/01/2024 – 123 Total Hrs. (ESSER Supplemental Programming)

Nicole Baker
Juretta Carr
Samantha Richartz

Approve Teacher(s), Credit Recovery (WHMS) – 03/11/2024 – 12 Total Hrs. (Title I)

Thomas BeCude
Juretta Carr
Samantha Richartz

Approve Teacher(s), Algebra Tutoring (WHMS) – 03/11/2024 – 32 Total Hrs. (Title I)

Emily Hitaffer
Stacy Malcolm-White

Approve Teacher(s), ELA Boot Camp (CK8) – 03/04/2024 – 21 Total Hrs. (SAC)

Michele Kloiber
Jonathan Kryk

Approve Teacher(s), Pre AP English Boot Camp (EK8) – 03/18/2024 – 4 Total Hrs. (SAC)

Toni Cuevas
Beth Huntley

Phil Scire

Approve Teacher(s), 5th Grade Science Boot Camp Teacher (DES) – 02/23/2024 – 33 Total Hrs. (ESSER)

Susan Amazan-Valera
Melissa Arledge
Raymond Benckert
Garrett Donaghy
Renee Koulouris
Charles Maggard
Charlotte Norford
Betsy Pantley
Laura Santiago
Naomi Sivon
Rebecca Skinner
Jennifer Wagner

Approve Teacher(s), 5th Grade Science Boot Camp Teacher (JDFES) – 02/06/2024 – 74 Total Hrs. (ESSER)

Allison Bender
Dawn Hurst
Renee Kellett
Joanne Yarin

Approve Teacher(s), Extended Day (EK8) – 02/13/2024 – 22 Max Total Hrs. (Title I)

Amy Knapp
Lawrence Poluchowicz
Kesha Russell

Approve Teacher(s), High School Boot Camp (CHS) – 04/01/2024 – 12 Max Total Hrs. (Supplemental School Improvement Grant)

Nanette Billick
Carrie Gournaris
Kelly Dunham
Christopher Seitz
Chad Willman

Approve Teacher(s), High School Boot Camp (NCTHS) – 04/01/2024 – 12 Max Total Hrs. (Supplemental School Improvement Grant)

Laura Brunner
Daniel Gyanko
Jonita Saint-Leger
Jennifer Speakman
Dana Walker

13. Drop Program Participant(s)

Patricia Goodson
Christine Harvey
Yvonne Levandowski
Albert Mendez

14. Supplements - see attached list(s)

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

| | | |
|----|--------------|-------------------|
| \$ | 2,623,493.58 | Instructional |
| \$ | 101,706.66 | Noninstructional |
| \$ | 2,725,200.24 | Sub-Total |
| \$ | 610,989.89 | Benefits (22.42%) |
| \$ | 3,336,190.13 | Total |

2023 - 2024 ESOL: Out-of-Field Teachers

Agenda April 23, 2024

| Site | Last Name | First Name | Assignment | Total Points Needed | Required Points This Year | Total Points Completed as of April 3, 2024 | Class Taken | Category |
|------|-----------|------------|---------------|---------------------|---------------------------|--|-------------|----------|
| SHES | Bond | Venise | Elem. Ed | 300 | 60 | 0 | 0 | 1 |
| EK8 | Currier | Sara | MS Lang. Arts | 300 | 60 | 0 | 0 | 1 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| NONINSTRUCTIONAL, PROFESSIONAL/TECHNICAL & ADMINISTRATIVE SUPPLEMENTS 2023/2024 | | | |
|---|--|---|---------------|
| | | Board Action 4/23/2024 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total From Previous Agenda 4/9/24 | \$ 101,709.66 |
| | | Total Noninstructional/PTS/Adm. Supplements | \$ 101,709.66 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Hernando School District

School Board Regular Meeting

Agenda Item # 9. 24-2158

4/23/2024

Title and Board Action Requested

Approve the Memorandum of Understanding between Hernando County School District and Pace Center for Girls, Inc. "Reach Program" for one (1) year from March 8, 2024 to March 8, 2025.

Executive Summary

The Director of Student Services on behalf of the Superintendent of Schools, hereby requests the Board approve the Memorandum of Understanding between Pace Center for Girls, Inc. "Reach Program" and Hernando County School District for one (1) year from March 8, 2024 to March 8, 2025. The MOU represents collaboration between both parties providing needed services and coordinating referred youth with outpatient to increase functionality and success in school through its Reach Counseling Services Program.

My Contact

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

2023-28 Strategic Focus Area

Priority 4: Community Connection

Financial Impact

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

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



REACH MEMORANDUM OF UNDERSTANDING
Between
Pace Center for Girls, Inc., and Hernando County School District

THIS REACH MEMORANDUM OF UNDERSTANDING AGREEMENT (“Agreement”), effective as of **March 8, 2024** (“Effective Date”), is made and entered into by and between Pace Center for Girls, Inc., a Florida not for profit corporation, located at 6745 Philips Industrial Blvd., Jacksonville, Florida 32256, hereinafter referred to as (“Pace”), and Hernando County School District, located at 919 North Broad Street, hereinafter referred to as “CONTRACTOR.” Pace and Contractor also referenced herein individually as the “Party” or collectively as the “Parties”.

WHEREAS, Pace is committed to providing free community-based, gender-responsive counseling services for girls identified to be in need of mental health and social service interventions through its Pace Reach Counseling Services Program (“Reach Program”) at the Pace Hernando center located at 3139 Dumont Avenue, Spring Hill FL 34609.

NOW, THEREFORE, in consideration of covenants and agreements contained herein, the parties hereto agree as follows:

PURPOSE

This MOU represents a collaboration between both parties to provide needed services and to coordinate referred youth with outpatient services. The goal of this collaboration is to provide seamless services to referred youth to increase youth’s functionality, youth’s success in school and the community, and contribute to reducing the recidivism rates. Girls who meet the referral criteria should be between the ages of 11 to 17 and should have experienced academic underachievement, runaway, truancy, family conflict, or ungovernable behavior.

Pace will:

- Provide administration and oversight of all services related to the Reach Program.
- Provide outpatient counseling and, where needed, case management services.
- Provide linking services to girls when clinically necessary and appropriate to treatment plan.
- Notify and coordinate with Hernando County School District designee and/or its appropriate local contact when Reach Program field trips are planned.

Hernando County School District will:

- Provide appropriate referrals for girls and their families who meet agreed upon requirements.
- Inform referred girls and their families of the referral made to the Reach Program.
- Hernando County School District will work with Pace on a mutually agreed upon process to schedule appointments for the girls to attend the services provided by the Reach Program.
- Provide adequate space for the delivery of services.
- Share referral information with the Reach Program when appropriate for the purpose of meeting specific treatment goals and objectives as outlined by Pace.

- Participate in collaborative planning meetings with the Reach Program for the purpose of reviewing Outcome Reports and improving upon the referral services.
- Consult with Pace to ensure mutual agreement prior to additional Hernando County School District locations being added to the Reach Program.

The activities of this Agreement will be coordinated by:

a. Pace Hernando's Primary Point of Contact

Kimberly Buford, Executive Director, kimberly.buford@pacecenter.org, 352-667-1918

b. Hernando County School District's Primary Point of Contact

Jill Kolasa, Director Student Services, kolasa_j@hcsb.k12.fl.us, 352-797-7008 x 413

NOW THEREFORE, in consideration of the mutual covenants set forth herein, and for other good and valuable consideration receipt and sufficiency of which are hereby acknowledged, the Contractor and Pace agree as follows, the Parties agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be for a period of **(1) year** from **March 8, 2024**, to **March 8, 2025** ("Term"), and shall automatically be extended for an additional one-year (1-year) period under the same terms and conditions as the original agreement, provided continued funding for the program is granted through the Florida Department of Juvenile Justice after 03/08/2025. This MOU may be terminated earlier by either party by giving written notice at least thirty (30) days in advance to the other party.
2. **Compensation.** All costs of these services will be the responsibility of Pace. Hernando County School District agrees to provide office space and telephone service, when feasible.
3. **Background Checks.** Prior to commencing services, Pace requires Contractor submit to and clear a Level II Florida Department of Juvenile Justice background check(s) prior to having direct contact with Pace girls. Pace shall provide the Contractor with a security background information form to be completed by the student(s) and provide a process for fingerprinting and criminal records background check to be performed at Contractor or student's discretion and expense. Pace, in its sole discretion, shall determine whether a Contractor student has satisfactorily cleared the security screening.
4. **Training.** CONTRACTOR staff providing services to PACE shall satisfactorily complete all required PACE training prior to commencement of services. Online training course subjects assigned by PACE may include, but are not limited to, sexual harassment, trauma informed care, the Prison Rape Elimination Act (PREA), information security awareness, child abuse, suicide prevention, human trafficking and Equal Employment Opportunity law. Proof of CPR/First Aid certification is required. Failure to complete the required trainings may result in termination of this Contract. Payment for training is stated above in the Compensation section of this Contract.
5. **Sexual Misconduct.** The Contractor represents and warrants that it has taken and shall enforce all appropriate measures to prevent sexual exploitation or abuse of anyone by it, or by any of its employees, students or any other persons who may be engaged by the Contractor to perform any services under this Agreement. For these purposes, sexual activity with any student enrolled at the Pace Center for Girls, Inc. regardless of any laws relating to consent, shall constitute the sexual abuse, sexual molestation, and sexual exploitation of such student. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees, students, or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor

acknowledges and agrees that the provisions hereof constitute an essential term of this Agreement and that any breach of this representation and warranty shall entitle Pace to terminate this Agreement immediately upon notice to the Contractor, without any liability of any kind.

6. **Indemnification.** Contractor shall indemnify and hold harmless Pace, its directors, officers, agents and employees, from any and all third-party claims, causes of action, losses, damages, liabilities, costs, and expenses, including attorney fees, related to or arising out of Contractor's: (i) breach of the terms of this Agreement and (ii) acts or omissions directly or indirectly caused by Contractor, its directors, officers, agents, or employee's negligence, fraud, or intentional misconduct.
7. **Contractor and Pace's Insurance.**
 - A. Contractor shall maintain commercial general liability, auto liability and workers compensation insurance with minimum limits of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) annual aggregate. The liability insurance shall remain continuously in effect (through prior acts coverage in renewal policies, tail coverage or otherwise) during the period of the applicable statute of limitations. A certificate of liability insurance evidencing this coverage shall be furnished to Pace prior to the commencement of services. The Contractor shall provide to Pace prompt written notice of cancellation, reduction or other material change in such coverage.
 - B. Pace has obtained and shall keep in force during the Term of this Agreement, at Pace's expense, commercial general liability insurance insuring against bodily injury and property damage liability, with a combined single limit of not less than \$1,000,000.00 per injury or occurrence with respect to any insured liability.
8. **Professional Liability Insurance.** Contractor shall be responsible for obtaining professional liability insurance in an amount no less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate during the term of this agreement. Contractor must provide evidence of such coverage to Pace prior to the execution of this agreement and the commencement of services.
9. **Licenses and Certifications.** Contractor shall provide Pace with any licenses and certifications applicable to the services being performed for Pace girls.
10. **Compliance with Law.** Both parties shall comply with all applicable aspects of all applicable federal and state confidentiality laws and regulations pertaining to the patients serviced including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Administrative Simplification Section, Title II, Subtitle F, regarding standard for privacy and security of PHI (protected health care information) as outlined in the Act and 42 CFR and both parties agree to protect these records in compliance with Family Educational Rights and Privacy Act (FERPA) and the Florida Department of Juvenile Justice's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities as outlined by this MOU.s.
11. **Confidentiality.** Contractor is responsible for maintaining the confidentiality of all written and oral data, information, and communication regarding Pace girls. Contractor is not permitted to copy, use or retain any data or information, about, regarding or related to the Pace girls without the prior written consent of both (a) Pace and (b) the participant, or if such individual is an unemancipated minor, her parent/guardian. De-identified information and data may be used with Pace's prior written approval provided that in each instance the Contractor comply with the requirements of the Standards for Privacy of Individually Identifiable Health Information at 45C.F.R. Part 164, Subparts A and E. The Contractor will observe Pace's requirements for maintaining confidentiality of all Pace girl's information.

12. **Additional Confidentiality Requirements.** Both parties acknowledge that consumers of public behavioral health services are entitled to additional confidentiality protections awarded under the State of Florida rules, laws, and regulations. Furthermore, consumers of services, including prevention, substance abuse, and mental health treatment services, will comply with the confidentiality requirements of these and any other applicable state or federal laws, rules, or regulations.
13. **Breaches of Confidentiality.** If either party becomes aware of a material breach or any violation of its obligation to protect the confidentiality and security of consumers protected behavioral health information, then that party must immediately take reasonable steps to cure the breach or end the violation and must report the breach or violation to the other party's Privacy Officer or designee. The alleged breach or violation will be investigated, and an appropriate sanction issued. Each party reserves the right to terminate this MOU if it determines the other party has violated a material term of the MOU.
14. **Anti-Discrimination.** Neither party will discriminate against employees, contractors, students, or their families based on age, color, disability, ethnic origin, nationality, genetic information, gender, including gender identity, sexual orientation or gender expression, race, religion, or veteran status, or any other category protected by federal, state or local law in its youth programs, admission policies, financial aid, employment or any other administered programs. Both parties shall abide by anti-discrimination and anti-bullying policies in accordance with federal, state, and local laws while collaborating under this MOU.
15. **Drug-Free Workplace.** CONTRACTOR shall prohibit its employees' performing services under this agreement from all unauthorized or unlawful possession, use, distribution, or manufacture in the workplace of substances which are controlled illicit substances under the laws of the United States. Further, CONTRACTOR shall not suffer any persons to work on its premises under this agreement or otherwise who are impaired or incapacitated due to the abuse of alcohol or any illicit drugs. CONTRACTOR warrants that it now does and shall continue to maintain a drug-free workplace within the meaning of this section and as required by all applicable federal and state laws.
16. **Requirements:** Both parties, as business associates, must agree to safeguard any protected identifying behavioral health information received from, or created or received by, the other in accordance with all applicable state and federal laws, rules, regulations and/or policies.
17. **Appropriate Uses and Disclosures of Public Health Information (PHI) and confidential records and information:**
 - a) Both parties may use or disclose such information:
 - For the proper management and administration of its business;
 - For the purposes of service provision, treatment, payment (if allowed by law), or related, identified, operations;
 - b) The party receiving information will not use or further disclose the information other than as permitted or required by this MOU, or as required by law. Any other use or disclosure of protected participant information must be made pursuant to a properly executed Release of Information.
18. **HIPAA Compliance.** If the Contractor services involve access to health information of Pace girls for treatment related activities, the Parties agree to comply with the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"), Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including, without limitation, the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 ("Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 ("Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements".

The Parties agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 1320d), other than as permitted by the HIPAA Requirements and the terms of this Agreement. In addition, the parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic and transaction code sets pertaining to, information related to patients. Solely for the purpose of defining the Contractor's role in relation to the use and disclosure of Pace's Protected Health Information, the Contractor is defined as a member of Pace's workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to their services. Contractor shall be required to complete all HIPAA privacy and security training as is required of Pace's workforce involved in health care activities. Contractor is not and shall not be deemed to be employees of Pace based on this workforce classification.

19. **Public Records.** This Agreement is and any other documents made or received by the Contractor in connection with this Agreement may be classified as public records, which must be made available to the public upon request in accordance with Chapter 119, Florida Statutes, unless otherwise deemed confidential and/or exempt from disclosure.
20. **Audit.** The CONTRACTOR agrees to comply and cooperate by providing information or materials associated with this Contract for any audits deemed appropriate and necessary by major funders of PACE. CONTRACTOR agrees to provide all records, materials and financial data needed to perform such an audit.
21. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be effective upon (i) personal delivery with a receipt obtained, (ii) receipt or refusal of receipt if sent by pre-paid certified mail, return receipt requested, or (iii) the earlier of receipt or two (2) business days after deposit with a nationally recognized overnight delivery service (i.e., UPS or Federal Express).
22. **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any litigation between Parties shall be commenced and maintained exclusively in the United States District Courts of Florida or the state courts in and for Hernando County, Florida.
23. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.
24. **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.
25. **Severability.** This Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue in full effect.
26. **Waiver.** The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any Party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.
27. **Assignment.** This Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and assigns; however, no party may assign any of its rights or responsibilities under this Agreement without the prior written consent of the other party.

28. **Independent Contractor.** Contractor and Pace are independent entities contracting with each other solely for the purpose of carrying out the terms of this Agreement. The Contractor, agents, and employees participating in this program shall not be considered agents or employees of Pace for any purpose, nor shall Pace and its agents or employees participating in this program be considered agents or employees of the Contractor for any purpose.
29. **Termination.** This Agreement may be terminated by either Party with or without cause upon **fifteen (15)** calendar day's written notice to the other party of its desire to terminate this Agreement.
30. **Entire Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute and deliver this Agreement as of the Effective Date.

PACE CENTER FOR GIRLS, INC.,
a Florida not for profit corporation

HERNANDO COUNTY SCHOOL DISTRICT

By: 
Theresa Giles (Mar 8, 2024 10:28 EST)

By: _____

Theresa Giles, CFM, MBA
Printed Name

Printed Name

Chief Financial/Business Operations Officer
Title

Title

Mar 8, 2024
Date

Date

Approved as to Form
Ayanna A. Hypolite
General Counsel, HCSB

**STANDARD ADDENDUM TO AGREEMENTS WITH
THE HERNANDO COUNTY SCHOOL BOARD**

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

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

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this

provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:



Theresa Giles (Mar 8, 2024 10:28:15)

Printed Name: Theresa Giles, CFM, MBA

Title: Chief Financial/Business Operations Officer

Date: Mar 8, 2024

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

A. Item Currently Budgeted -

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 10. 24-2161

4/23/2024

Title and Board Action Requested

Approve Field Trip for Hernando County School District Students to Attend the 2024 Florida History Day at the Tallahassee Community College in Tallahassee, Florida, May 5-7, 2024

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve a field trip for Hernando County School District students to attend the 2024 Florida History Day at the Tallahassee Community College in Tallahassee, Florida, May 5-7, 2024.

My Contact

John Morris

Director of Secondary Programs

352-797-7000 ext. 443

morris_j@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 1: Student Success

Financial Impact

See attached budget sheet.

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

FLORIDA HISTORY DAY

Para español, seleccione de la lista [Select Language](#) ▼ Powered by [Google Translate](#)

[Florida History Day](#) / [Florida History Day](#) / [State Contest Overview](#)

State Contest Overview

Webpage last updated: February 09, 2024

The Florida History Day state contest is held at Tallahassee Community College. The Student Union is the site of student check in and the main gathering area. Paper, documentary, performance, exhibit, and website categories are judged in buildings nearby. Details about the contest will be available in March 2024. The Awards Ceremony is held at the Donald L. Tucker Civic Center.

Schedule

| | | |
|---------------|--------------------------------|---------------------|
| May 5: | Registration and Exhibit Setup | 3:00–8:00 p.m. |
| | Registration and Exhibit Setup | 7:45–8:45 a.m. |
| May 6: | Competition Judging | 9:00 a.m.–6:00 p.m. |
| May 7: | Awards Ceremony | 9:00–11:30 a.m. |

Student Registration

Students advancing to the state contest must register online at FL.NHD.ORG. Please download the [2024 State Contest Registration Guidelines](#) for important information on the registration process. Student registration must be completed online by **April 9, 2024**.

Student Check In

Check in, which is conducted by category, takes place on Sunday from 3:00 to 8:00 p.m. and Monday from 7:45 to 8:45 a.m. Students learn their judging time and location when they register.

Judging

Exhibit, historical paper, and website judging begins at 10:00 a.m., with interviews scheduled at ten-minute intervals. Exhibit judges read process papers from 9:00 to 10:00 a.m.; documentary and performance judging begins at 9:20 a.m. These categories are allowed twenty minutes to set up, present, and disassemble. Judges read process papers during the setup and interview students during the disassembly. At least one member of any group entry must be present to meet with the judges.

Process Paper / Annotated Bibliography

In addition to interviewing students, judges use the process paper and/or annotated bibliography to learn how a project was created. (See *NHD Contest Rule Book*, for instructions about creating these items.) In addition to uploading these documents during online registration, exhibit, performance, and documentary students should provide hard copies to during the competition.

| | |
|-------------------------------------|--|
| Exhibit: | Students place three copies of their PP/AB (stapled together) in front of their display by 9:00 a.m. on Monday. The student should keep a spare copy. |
| Performance and Documentary: | Students bring four copies of their PP/AB to their presentation. Judges retain one copy and return three, which students bring to the runoff presentation. |

Runoffs

Performances and documentaries that advance to runoffs are announced in the Student Union at approximately 2:30 p.m. on Monday. Exhibit, website, and historical paper runoffs are not posted. Judges do not interview students again during the runoff phase in any category.

Public Viewing

The Lifetime Sports Complex is open to the public for viewing of exhibits, websites, and historical papers from 3:30 to 4:30 p.m. on Monday. All exhibits must be removed between 4:30 and 6:00 p.m. but not prior to 4:30 p.m.

Awards Ceremony

The Awards Ceremony on Tuesday is held from 9:00 to 11:30 a.m. at the Donald L. Tucker Civic Center. Directions and a map will be posted in March 2024. Students who cannot be present

should designate someone to accept their award in case they win. At the end of the ceremony, first- and second-place winners meet with the state coordinator to receive information about the national contest.

Florida History Day

State Contest Overview

Contest Details

Important Dates



Ron DeSantis, Governor

Cord Byrd, Secretary of State

[Privacy](#) [Accessibility](#)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Copyright © 2023 State of Florida, Florida Department of State.

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 | Basic Education | | Student Trans Chargebacks | | Academic Services | | Other Disc Budgets | | General | |
| Account Number | 1100E | 5100 | 3310 | 9410 | 00150 | | | | | |
| | 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 |
| \$ 5,347.00 | \$ 0.00 | \$ 0.00 | \$ 5,347.00 | \$ 5,347.00 | \$ 0.00 | | | | | |

| Account Name | Basic Education | | Out of County Travel Exp | | Academic Services | | History Fair | | | |
|--------------------------|-----------------|-------------------|--------------------------|-------------------------------------|-------------------|--------------------------|--------------|-----------------|---|-----------------------------|
| Account Number | 1100E | 5100 | 3330 | 9410 | 51500 | | | | | |
| | Fund | Function | Object | Cost Center | Project | Sub Project | | | | |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available |
| \$ 4,000.00 | \$ 0.00 | \$ 0.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 0.00 | | | | | |

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

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

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 | Basic Education | | Out of County Travel Exp | | Academic Svcs | Other Disc Budgets General | |
|--------------------------|-----------------|-------------------|--------------------------|-------------------------------------|---------------|----------------------------|-----------------------------|
| Account Number | 1100E | 5100 | 3330 | 9410 | 00150 | | |
| | 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 |
| \$ 1,950.00 | \$ 0.00 | \$ 0.00 | \$ 1,950.00 | \$ 1,950.00 | \$ 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 # 11. 24-2168

4/23/2024

Title and Board Action Requested

Approve Field Trip for Hernando County School District Students to MarineLab Environmental Education Center in Key Largo, Florida, June 14-17, 2024

Executive Summary

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve a field trip for Hernando County School District students to MarineLab Environmental Education Center in Key Largo, Florida, June 14-17, 2024. There will be 27 students and five chaperones to participate in a 4-day, 3-night marine science educational opportunity. The trip will include daily boat explorations to learn about and explore the seagrass, mangrove, and coral reef habitats, teambuilding activities and educational workshops. Additionally, this STEM field trip will offer students college and career guidance from on-site staff. This is a current expenditure of \$27,683.40 and they anticipate the possibility of spending up to \$29,631.00 due to additional costs associated with the program.

My Contact

Beth Lastra
Supervisor of College and Career Programs
352-797-7000 ext. 474
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.

Hernando County Schools

June 14 - 17, 2024

| DAY | TIME | ACTIVITY |
|------------|----------------|--|
| Fri. 06/14 | 1:00 PM | Arrive, orientation |
| | 2 - 3 PM | Gear orientation, swim test |
| | 3 - 4 PM | Lagoon snorkel |
| | 4 - 5 PM | DISCUSSION: Seagrass Ecology |
| | | Dinner |
| | 7 - 8 PM | LAB: Invertebrate Diversity |
| | 8:15 - 9:15 PM | DISCUSSION: Coral Reef Ecology |
| Sat. 06/15 | | Breakfast |
| | 9 AM - 12 PM | FIELD TRIP: Seagrass/Mangrove Ecology |
| | | Lunch |
| | 2 - 5 PM | FIELD TRIP: Coral Reef Ecology #1 |
| | | Dinner |
| | 7 - 8 PM | DISCUSSION: Field Identification of Reef Fish |
| | 8:15 - 9:15 PM | LAB: Microplastics |
| Sun. 06/16 | | Breakfast |
| | 9 AM - 12 PM | FIELD TRIP: Coral Reef Ecology #2 |
| | | Lunch |
| | 2 - 5 PM | FIELD TRIP: Rodriguez Key Zonation |
| | | Dinner |
| | 7 - 8 PM | LAB: Invertebrate Behavior |
| | 8:15 - 9:15 PM | LAB: Zooplankton Identification |
| Mon. 06/17 | | Breakfast |
| | 9:00 AM | Depart after breakfast unless you would like to add another field trip or activity (additional cost) |

Sequence and content of field trips subject to change due to weather and/or group size considerations

Welcome to our classroom.



MarineLab

**Marinelab.org has all the tools you need
for recruitment and information!**

Snorkel Program Leaders Handbook Table of Contents

Optional Items 3

Liability Waivers 4

Group Sizes & Deposit / Balance Payments & Refunds 5

Your Itinerary & Getting Administrative Approval 6

Recruiting Students & Chaperones 7

Facilities & Meals 8

Your MarineLab program fee is listed on the confirmation page

It includes:

Snorkeling & land-based field trips listed

Evening programs

Meals as listed on your confirmation

Accommodations

Snorkel gear

Wetsuits (recommended for winter & early spring)

One FREE chaperone per boat

Any other items listed on your confirmation

Program fees are based on 9 students per boat

Available for additional fee:

*Bed linens including pillow and blanket
(for out-of-state groups only)*

Logbooks (suitable for elementary & MS)

*Refillable Water Bottles & T-shirts
available through the Gift Shop*

OPTIONAL ITEMS FOR YOUR TRIP

BED LINENS: (for OUT-OF-STATE groups only!)

\$10 per set. The set includes a pillow with case, twin bed top and bottom sheets, and blanket. **TOWELS ARE NOT INCLUDED.** This is not an ala carte option—the entire group must opt in. Linens are provided at no cost for the free chaperones. Any additional chaperones will be charged the student rate.

LOGBOOKS:

Ask for a free sample copy. A great way to direct (and grade) a student's participation in their program. The logbooks are elementary / middle school level. \$2.00 each.

WETSUITS:

Wetsuits are included at NO additional charge. We have a large inventory of shorty wetsuits in a multitude of sizes for students and chaperones. No need to pre-order by size. Our knowledgeable staff will help get everyone fitted before your first boat trip.

GROUND TRANSPORTATION

Groups arriving by air are responsible for making their own ground transfer arrangements between MarineLab and the Miami and/or Fort Lauderdale airports.

There are numerous bus and shuttle companies in the greater Miami area that service Key Largo. Many will include a stop for a meal or side trips to Everglades National Park, Robert is Here, The Turtle Hospital, and other area attractions for an additional fee. We provide a list of potential providers on the Teacher Resources page of our website or you may conduct your own search.

AVAILABLE THROUGH THE GIFT SHOP:

REFILLABLE WATER BOTTLES

Refillable water bottles are **REQUIRED** at MarineLab! *We do not allow single-use water bottles, so you need to have a water bottle!* Either bring your own OR arrange to purchase one of our Nalgene 24 oz bottles. We chose to use green Nalgene bottles because tests have shown that these bottles do NOT release any chemicals even after exposure to UV light. Students can customize their bottles with stickers at our Sticker Station, too! A pre-order group discount rate is available from the gift shop.



T-SHIRTS

MarineLab t-shirts are available at a discount if you order for your entire group in advance! The t-shirts are white with the multicolored design on the back. The shirts are ordered directly through the gift shop, and you must place your order 30 days in advance to get the special rate.

Please contact the Key Largo Undersea Park Gift Shop directly at:

Email: info@jul.com

Telephone: 305-451-2353

Liability Waivers

No more paper waivers to print and mail!

E-waivers do not require notarization!

The e-waiver link for ALL participants is **found on your MarineLab Program Website** - please refer all parents to this website as soon as you receive the url.

ALL waivers are DUE 30 days prior to your program date.

It is important that YOU track who has filled out a waiver and who you need to follow up with to ensure all waivers have been submitted on time. Every time someone in your group fills out a waiver, you will receive an email from WaiverSign. Each of these emails will have a link you can click on to see the full list of who has completed the waiver.

PLEASE NOTE! The information gathered by the e-waivers is for MarineLab's records. You still should bring your own emergency medical and contact information for your students.



GROUP SIZES & DEPOSIT

Please familiarize yourself with our group size and deposit policies BEFORE recruiting your students! Thanks!

NON REFUNDABLE DEPOSIT

A non refundable deposit is required to reserve the number of boats necessary to accommodate your group size. The number of boats and deposit amount is shown in your confirmation.

The deposit is calculated as 30% of the program fee per student multiplied by 9 students per boat. If you have only 8 students per boat, you will need to collect extra deposit money from them to ensure you have enough for the deposit.

The deposit for the big boat is calculated as 30% of the program fee per student X 14 minimum deposits. If you only have 12 students, you will have to collect extra deposit money from them to ensure you have enough for the deposit. If you have more than 14 students, you will collect 30% from each student (not just 14 students).

Please include the deposit contract with your deposit.

GROUP SIZES

MarineLab's field experiences are conducted aboard boats and all fees are based on having 9 paying participants aboard each boat. One chaperone per 7-9 students is required and allowed free of charge which means there is a maximum of 10 people aboard each boat.

CALL 305-451-1139 EXT 1 IF YOU HAVE QUESTIONS ABOUT GROUP SIZES!

| # students | Max including chaperones | # of boats |
|------------|--------------------------|--------------------------|
| 7-9 | 10 | 1 boat |
| 10-18* | 20 | 2 boats OR 1 Big Boat |
| 19-27 | 30 | 3 boats |
| 28- 36 | 40 | 4 boats |
| 37- 45 | 50 | 5 boats |
| 46- 54 | 60 | 6 boats |
| 55- 63 | 70 | 7 boats |
| 64- 72 | 80 | 8 boats |
| 73- 81 | 90 | 9 boats |
| 82-90 | 100 | 10 boats |

Please note the group sizes in the table above.

*If you anticipate having between 10-17 paying participants and 2 chaperones, you may be able to book our "Big Boat". It is limited to a single school booking (meaning that you can't combine it with a regular boat if you anticipate needing three boats.)

**Keep your group size in mind when accepting deposits!
One chaperone per boat or for 7 students is
REQUIRED!!!!**

We require at least 7 full paying participants per boat (12 for the Big Boat) so if you have fewer than that you will need to collect extra money.

BALANCE PAYMENTS & REFUNDS

BALANCE PAYMENTS

The balance payment is due 30 days prior to your program start date.

You will receive an invoice for the balance payment 30 days before it is due. The balance due is 70% of the program multiplied by the number of students you have.

NOTE: We require a minimum of 7 balance payments per boat (12 for the Big Boat). If you only have 6 (or 11) students, you will need to collect extra money to cover the balance payment.

We reserve the right to decrease the number of boats assigned to your group if, after depositing, your group size decreases and your group can be accommodated by a lesser number of boats.

We require at least one chaperone with each boat.

REFUNDS/CANCELLATIONS

The deposit is non-refundable. If you cancel your program after sending in your deposit, you have forfeited that deposit.

Individual cancellations 14 days or more before the program start date will receive a 70% refund. Cancellations 13 days or less before the program start date will receive a 50% refund UPON APPROVAL. NO refunds for no-shows. If a student is ILL or has a FAMILY EMERGENCY and cannot attend at the last minute, a 70% refund will be issued UPON APPROVAL.

Refund checks are issued back to the organization or individual who cut the payment check. If the school sent a check for the program, then the refund check will be cut back to the school, NOT to the individual.

YOUR PROGRAM ITINERARY

MarineLab has standard programs, but we can customize them to a certain extent if the group leader so desires. Our core program of seagrass, mangrove, and coral reef ecology cannot be changed, but additional activities can be included. Please visit marinelab.org/program-components for descriptions!

Customization can include:

- Changed arrival and departure times
- Different selection of evening activities or field trips
- Free time to kayak or visit other areas of the Keys, such as Key West or the Turtle Hospital in Marathon

If you wish to discuss customizing your program, please contact Anne at coordinator@marinelab.org. Changes to your program must be made as far in advance as possible; we cannot easily change the program while you are here, since we make staffing assignments a month in advance.

PLEASE REVIEW YOUR ITINERARY CAREFULLY WHEN YOU RECEIVE IT - THANKS!

HELP GETTING ADMINISTRATIVE APPROVAL

MarineLab's staff are all certified Lifeguards. We use USCG Certified Captains on our Inspected Passenger Vessels. Copies of these certifications are available for your Risk Management Department.

We can also add your school district as an additional insured on our liability policy for the time that your group is with us!

MarineLab's components have all been correlated with the science education standards of all 50 states and the National Science Education standards (although not Common Core—yet!). We can provide reports showing these correlations.

SOME HELPFUL TIPS ON TRIP PLANNING

Budgeting

- Plan an all-inclusive trip where the cost includes all meals, transportation, etc.
- Plan charter bus transportation on a smaller number of participants than are initially interested (to account for cancellations).
- If there are any chaperone fees involved, include them in the student fee—if your school policies allow it!
- Take the deposit from students early in the year.
- Arrange a monthly payment schedule for students throughout the year.

Parent Meetings

- Publish the MarineLab website in the parent meeting announcement, so they can browse it and be prepared with any questions.
- Have a computer station set up where parents can complete the electronic waiver before or after the meeting.
- Feel free to show our promotional video! It's available through our website www.marinelab.org.



NEW! LEARNING RESOURCES AVAILABLE ONLINE!

Teachers have asked for ways to prepare their students before arriving at MarineLab and so we have created the "Learning Resources" section of our website to do just that. You can also use this to provide programs for your subs to use in the classroom while you are at MarineLab!

www.marinelab.org/learning-resources

RECRUIT YOUR STUDENTS!

MarineLab has **brochures** for distribution, a **poster** to advertise your meeting or the program dates, and a **VIDEO on our website** that shows exactly what a MarineLab program is all about.

When you hold an information meeting with your students, feel free to distribute the parent information form available from our website.

Set a deadline for deposits to be turned in by the students. Make sure the parents know that the deposits are non-refundable!

Parents will need to complete a Student Information & Waiver Form. The link to the ewaiver will be on your program website that should be made accessible to all participants.

Make sure your parents know about your program website in addition to the MarineLab website! There is lots of information on our programs, facilities, safety procedures, sample menus, packing checklists, and more!

Welcome to our classroom.



FREE BROCHURES AND POSTERS AVAILABLE!

Contact us at
coordinator@marinelab.org
with your mailing address.

RECRUIT YOUR CHAPERONES!

One chaperone/teacher may participate FREE for every boat reserved with a deposit. **One** additional chaperone **per group** is charged room and board. This fee is shown on your confirmation letter. ANY additional chaperones must pay the full program fee. Note, with a big boat reservation you get two free chaperones.

We require one chaperone on each boat. Additional chaperones are subject to program fees. Depending on your group size, if you have more than one chaperone per boat, the chaperones may have to rotate taking turns on the field trips. Students who stay back from field trips must be accompanied by a chaperone, if one is available.

Chaperones go through all aspects of the MarineLab program— including the swim test! During the field trips and discussion/labs, our instructors will be in charge and you can enjoy the lessons and learning. Help support them in their responsibilities by providing crowd control, if necessary.

Every group should have one **Lead Chaperone** on-site.

This Lead Chaperone's duties include:

- Coordinating with chaperones of any other groups here at MarineLab regarding lights out time, shared volleyballs, etc.
- Assigning an adult to be the group leader for each boat group, in case you have more than one adult in a boat group.
- Coordinating with MarineLab staff regarding schedule changes or group issues

We do have a limit on how many **extra** adults may accompany a MarineLab program. Please refer to the Parent Chaperones policy on our website www.marinelab.org/teacher-resources.

Chaperone criteria include:

- Chaperones must be able to swim and are comfortable in the water and on a boat.
- Chaperones should be able to control the group's behavior and guide them through the program.
- Chaperones should model the correct behavior by following all facility rules while participating in the program. This includes being on time for meals and programs.

Chaperones must also complete the Adult e-Waiver Form. A link to the form will be sent to you after your deposit payment is received.

Give each prospective chaperone a copy of the Chaperone Guidelines from our website.

Any questions, just give us a call!

FACILITIES & MEALS

DORMITORY ROOM ASSIGNMENTS

Rooms are gender-segregated. We attempt to place schools in separate wings; if this is not possible, we lodge boys in one wing, girls in the other. We can email your room assignments about a week in advance so that you may assign your students to their rooms. This saves time at orientation!

Space restrictions may require us to lodge chaperones with the students, or chaperones with chaperones from other groups. Please be aware of and prepared for this possibility. If you have a concern about this, please contact the reservations office well in advance of your trip. **IF THERE IS A PROBLEM WITH CHAPERONES SHARING ROOMS WITH STUDENTS, OR IF YOU REQUIRE YOUR CHAPERONES IN THE ROOM, PLEASE NOTIFY US AT LEAST 30 DAYS IN ADVANCE.**

WI-FI

There is campus-wide wireless internet access at MarineLab. A password will be given to you and your chaperones upon arrival.

CHECK IN/CHECK OUT TIMES

Like a hotel, MarineLab has people checking in and out at specified times to allow staff to clean and prepare for the next group.

Please be **punctual about arriving at the specified time** on your schedule. If you arrive early our staff will still be working with previous groups. **We cannot accept groups arriving after 7:00 PM in order to al-low time for facility orientation.**

We request you to move out of your dorm rooms prior to your last field trip. This is to allow our housekeeping staff to clean the dorms prior to the next group's arrival. You will have the use of the labs for storing luggage, etc., and the use of the showers and rest rooms for changing before your trip home.

SECURITY

The MarineLab campus is a gated facility. The gate code will be provided to your chaperones upon arrival.

There are three organizations sharing the property: MarineLab, Key Largo Undersea Park which houses the lagoon, gift shop, and Jules' Undersea Lodge, and the Koblick Marina, which has about ten boats with residents aboard. All employees and residents have been subject to background checks and fingerprinting.

Please be aware that we do not have staff sleeping on campus overnight, but we do have "on-call" staff. Phone numbers will be given to you upon arrival.

DAMAGE FEES

Please enforce our facility rules about no food or drink in the rooms. Damage fees will be assessed for intentional or excessive damage to walls, floors, ceilings, windows, and furniture.

Also, if a student loses or breaks snorkel gear, there will be a charge. We do not consider normal wear and tear "breakage," but sometimes students do not follow the directions about not walking in fins, and end up tearing them.

TOBACCO/ALCOHOL POLICY

Tobacco products, including e-cigarettes and vape pens, are not allowed on property. Any chaperones that wish to smoke must leave the property to do so; however, students may not be left UNSUPERVISED for any reason.

We prohibit alcohol possession or consumption onsite. Please notify your chaperones and adult participants before you arrive at MarineLab, thank you!

MEALS

Meals are served in the cafeteria. We serve basic, cafeteria-type meals. A typical day's meals consist of: scrambled eggs, bacon, or dry cereal with milk and juice for breakfast (student's choice); tacos, salads, fruit and iced tea or lemonade for lunch; baked chicken, rice, vegetable, salad, bread and dessert with iced tea or lemonade for dinner.

Please note the space for special dietary restrictions on both the student and adult Information forms. Peanut butter and jelly are put out at every meal, unless someone is here with an AIRBORNE peanut allergy. We can provide vegetarian, vegan, gluten-free, and dairy-free meals with advance notice, but are limited in our ability to accommodate extensive dietary restrictions. ***There is an information sheet available on the website with details on our meals.*** Please call if you have questions. Limited refrigerator space is available.

We do not allow any food or drink in our dorm rooms. PLEASE do not allow individual students to bring food or drinks with them. If you are bringing snacks for the group, we will provide you with a storage area. We have filtered water bottle refilling station on the premises. Snacks are also available from the gift shop. Students can drink and eat their snacks downstairs. Chaperones, please enforce the no-litter rules for your group!

Registration for this trip opens 4/15/24 and the field trip packet will be completed accordingly based on registrations received.

HERNANDO COUNTY SCHOOL DISTRICT
TRIP REQUEST CHECKLIST

Trip is during the summer and out of the academic day/year.

DATE

STEP 1 - 45 SCHOOLS DAYS BEFORE TRIP

- ☐ SO-Gadm-001 COMPLETE FORM – "INITIAL REQUEST OF TRIP APPROVAL"
- ☐ TRIP ENTERED INTO INFOFINDER (LEVEL 1 - Yellow) *
- ☐ TRIP APPROVED IN INFOFINDER BY SCHOOL ADMINISTRATION (LEVEL 2 - Brown) *

****SCHOOL BOARD APPROVAL NEEDED IF TRIP IS OUT OF STATE****

STEP 2 - 30 SCHOOLS DAYS BEFORE TRIP

- ☐ SO-TR-060 STUDENT ROSTER FORM-2 COPIES (1 W/ PACKET; 1-TO BE GIVEN TO DRIVER ON TRIP)*
- ☐ SO-TR-062 EMERGENCY CONTACT/MEDICAL TRAINING INFORMATION SHEET*
- ☐ SO-Per-025 LEAVE OF ABSENCE FORM-TDL'S (COPY FOR ALL SCHOOL BOARD EMPLOYEES)
- ☐ SO-TR-066 OVERNIGHT EMERGENCY INFORMATION FORM— INCLUDE HOTEL ACCOMMODATIONS W/ADDRESS, TELEPHONE NUMBER AND QUOTE OF PRICE- IF APPLICABLE
- ☐ PARENT PERMISSION SLIPS/COLLECT MONEY (copy of permission slip sent home)
- ☐ SO-TR-061 SIGNED STAFF/VOLUNTEER CHAPERONE LIST (RECOMMENDED RATIO 10:1)*
- ☐ SEC-Adm-021 CONSENT FOR PRIVATE TRANSPORT-PER SCHOOL BOARD POLICY-IF APPLICABLE
- ☐ SO-TR-067 PRIVATELY OWNED VEHICLE USE FORM – IF APPLICABLE
- ☐ SO-TR-059 FLORIDA STANDARDS (Educational trips only)
- ☐ SO-TR-064 CAFETERIA NOTIFICATION (Educational trips only)
- ☐ SO-TR-063 CLINIC NOTIFICATION (Educational trips only)

I ACKNOWLEDGE THAT ALL FORMS IN STEP 1 & 2 HAVE BEEN COMPLETED AND APPROVED AT THE SCHOOL LEVEL.

X

PRINCIPAL / DESIGNEE

SCAN/EMAIL COMPLETED PACKETS TO TRANSPORTATION FOR APPROVAL (INCLUDE THIS CHECKLIST)

STEP 3- 10 SCHOOLS DAYS BEFORE TRIP – MUST BE RECEIVED BY TRANSPORTATION

- ☐ TRIP IN INFOFINDER (LEVEL 3 - Purple) REQUEST APPROVED AT TRANSPORTATION

STEP 4- DIRECTOR OF TRANSPORTATION

- ☐ FIELD TRIP APPROVED (Level 4 - Blue)
- ☐ BUS ASSIGNED (TRANSPORTATION APPROVED - Green)

STEP 5- TO BE TAKEN ON TRIP

- ☐ SO-TR-060 STUDENT ROSTER FORM (SEE STEP 2)*

STEP 6- AFTER FIELD TRIP HAS BEEN COMPLETED

- ☐ SO-TR-065 TRIP REPORT & EVALUATION (FOR EDUCATIONAL TRIPS ONLY) Scanned to Transportation

STEP-TIME
LINE-
REQUIRED
FORMS

*Forms that must be done for all trips

SO-TR-057 June 2016 Online

* An update packet can/will be completed prior to trip

HERNANDO COUNTY SCHOOL DISTRICT
Initial Request of Trip Approval
 A guide in planning a trip

INSTRUCTIONS:

All requests for trips must have the Principal's/Designee's approval signature. All trips must also have the approval of the Deputy Superintendent. In addition, out-of-state trips must be approved by the Hernando County School Board. A request for Placement on School Board Agenda must be turned in to the District Office 30 days prior to an out-of-state trip. Once received, a copy of this form with Board Chairperson's signature must be sent to Transportation.

TRIP MAIN INFORMATION:

Trip Name: (i.e. HHS 9th Grade; class or team) Summer Marine Lab
 Trip Contact: Beth Lastra School: Academic Services
 Department: ☒ District ☐ Internal ☐ Non School ☐ Remedial
 Activity: ☐ Activity ☐ Athletic ☒ Enrichment ☐ Non School

*Please fill out Field Trip Report & Evaluation SO-TR-065 once trip is completed and send to Transportation Department

DEPARTURE:

Departure Date: 06/14/24 Time: 6:15 AM ☒ PM ☐
 Return Date: 06/17/24 Time: 3:30 AM ☐ PM ☒
 Departure: Choose School leaving from Notes (where to load from) Hernando High School

DESTINATION:

Destination: (Name/Event/Place) Marine Lab Code from Approved Trip List: _____
 Street: 51 Shoreland Drive City/State: Key Largo, FL 33037
 Person / Sponsor directly responsible for supervising the activity: (Contact): Beth Lastra
 Phone: _____ Email: lastra-b@hcsb.k12.fl.us

TRIP DETAILS:

Equipment: ☐ Bus ☒ Charter Bus: Annett Bus Lines ☐ Parent ☐ Rental Van (District)
☐ Student ☐ Walking
 # of Students: Male 13* Female 14* # Adults 5 # of W/C _____ # of Vehicles _____
 *estimated

COST/FUNDS:

Costs to be paid from - Specify source(s): ESSER - Supplemental to After School & Summer Enrichment
 Cost strip Information 4450E 5300 7300 9410 99950

| Fund | Function | Object | Cost Center | Project | Sub Project |
|------|----------|--------|-------------|---------|-------------|
| | | | | | |

Will students be required to pay anything? Yes ☒ No ☐

If yes, explain: \$100 is being charged to cover portions of the trip and to provide assurance that those who register, show up to attend.
I have read and agree to adhere to the Field Trip Procedures as stated in the Staff Handbook:

Date 4/8/24 Signed Beth Lastra

| APPROVALS *as needed | | |
|----------------------|----------------------------|---------------------|
| Principal/Designee | Director of Transportation | Board Chairperson* |
| Date ____/____/____ | Date ____/____/____ | Date ____/____/____ |

HERNANDO COUNTY SCHOOL DISTRICT STUDENT ROSTER

SCHOOL NAME _____

Teacher/Sponsor Name _____

Field Trip/Activity _____

Destination _____

Date(s) of Field Trip/Activity _____

List names with identification numbers and emergency contact information.

[illegible]

HERNANDO COUNTY SCHOOL DISTRICT STUDENT ROSTER

[illegible]

HERNANDO COUNTY SCHOOL DISTRICT

Emergency Contact/Chaperone/Medical Training Information

Name of Trip _____ Date of Trip _____

Trip Organizer(s) _____ Approximate Student count _____

| | Staff/Chaperone Name | Cell Number | * | Medical Training Certified | Nurse (initial) Approved |
|----|------------------------------------|-------------|---|----------------------------|--------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| | | | | | |
| | *DO NOT GIVE OUT NUMBER TO STUDENT | | | | |
| | | | | | |

WORD-Field Trip Emergency contact-Chaperone-Medical

HERNANDO COUNTY SCHOOL DISTRICT

Field Trip

Staff/Volunteer Chaperone List

(To be submitted with ALL Field Trips)*

I certify that the persons whose names are listed below have both been scanned in the V-Software system for sexual offender/predator offenses (done at school level) and have been screened by the District Volunteer office and approved as a Volunteer in the Hernando County School District. (Their name will appear on the approved volunteer list.)

Principal or Asst. Principal Signature _____ Date _____

School Volunteer Coordinator _____ Date _____

| | Volunteer Registered Name | Birth date (if possible) |
|-----|---------------------------|--------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

Total # of District Employees attending: _____

Total # of Students Attending: _____

Total # of Approved Volunteers Attending: _____

Word-Field Trip Volunteer Chaperone List

**HERNANDO COUNTY SCHOOL DISTRICT
OVERNIGHT STAY EMERGENCY INFORMATION**

School: _____

Group/Team: _____

Sponsor/Coach: _____

Field Trip Location (be specific): _____

Dates/Time FROM: _____ TO: _____

Hotel/Motel/Other: _____

(Please Include/attach Web print-out, etc., of accommodations, if available)

Address: _____

Hotel Telephone Number: _____

Lead Chaperone Name: _____

Lead Chaperone Phone Information:

Daytime Phone Number: () _____ Evening Phone Number: () _____

*Cell Phone Number: () _____ Other Emergency Phone Number: () _____

*(You must have a phone available to reach you, other than hotel, while you are on the trip.)

Second Sponsor/Coach Name: _____ Cell Phone Number: () _____

Third Sponsor/Coach Name: _____ Cell Phone Number: () _____

Fourth Sponsor/Coach Name: _____ Cell Phone Number: () _____

I verify the above is accurate and will be updated if any changes occur prior to the trip.

Main Chaperone: _____

Name Printed

Signature

**HERNANDO COUNTY SCHOOL DISTRICT
FIELD TRIP CLINIC NOTIFICATION FORM**

Date_____

Please be advised that_____’s class(es) will be
away on a field trip on_____from_____AM/PM to
_____AM/PM.

The following students will be away. Please provide any meds that may be required during that
time.

Teacher Name

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



MarineLab
marinelab.org

Invoice No.1829
Standard Deposit Invoice

| CLIENT | INVOICE DATE | DUE DATE/PO | DEPOSIT BALANCE |
|---|--------------|-------------|-----------------|
| Beth Lastra HERNANDO COUNTY SCHOOLS | 04/01/2024 | 04/26/2024 | \$6,350.40 |

Line Items

| ITEM | QTY/HRS | TOTAL |
|---|---------|------------|
| Four Day Three Night REQUIRED DEPOSIT PER BOAT REQUIRED DEPOSIT PER BOAT Equivalent to 30% of the per student price of \$784 X 9 students per boat X number of boats needed to accommodate your group | 3.00 | \$6,350.40 |
| FREE CHAPERONES One free chaperone per boat | 3.00 | \$0.00 |

INVOICE TOTAL

Total \$6,350.40

No Payments Received

Payments Applied \$0.00

Balance Due **\$6,350.40**

CLIENT MESSAGE

This is the minimum deposit required for the number of boats necessary to accommodate your group of students. If you need to change that number, please call (305)451-1139 ext 1 or email coordinator@marinelab.org

Please note: we do not accept credit cards for program payments. Please contact the office to make arrangements for electronic payment if needed.

MAIL YOUR PAYMENT TO: MARINELAB, PO Box 370787, Key Largo, FL 33037



MarineLab
marinelab.org

Invoice No.1830
Standard Invoice

| CLIENT | INVOICE DATE | DUE DATE/PO | ACCOUNT BALANCE |
|---|--------------|-------------|-----------------|
| Beth Lastra HERNANDO COUNTY SCHOOLS | 04/01/2024 | 05/24/2024 | \$6,350.40 |

Line Items

| ITEM | QTY/HRS | TOTAL |
|--|---------|-------------|
| Four Day Three Night REMAINING PER BOAT REQUIRED DEPOSIT PER BOAT Equivalent to 30% of the per student price of \$784 X 9 students per boat X number of boats needed to accommodate your group | 3.00 | \$16,060.00 |
| CHAPERONES \$198 each additional chaperone | 2.00 | \$396.00 |

INVOICE TOTAL

Total \$16,458.00

No Payments Received

Payments Applied \$0.00

Balance Due **\$16,458.00**

CLIENT MESSAGE

Please note: we do not accept credit cards for program payments. Please contact the office to make arrangements for electronic payment if needed.

MAIL YOUR PAYMENT TO: MARINELAB, PO Box 370787, Key Largo, FL 33037



Acceptance

| | | | |
|--|--|---|---|
| Client ID Client Company Client Ref 1 Client Ref 2 | Hernando02 Christina Bishop Hernando County School District | Charter ID Movement ID Status Passengers Distance | 44301 79051 Firm 32 853.8 |
| First Pick-up Pick-up Date Single Journey Vehicle To Stay | Brooksville - Hernando High School Fri 6/14/2024 Time 06:30 No Yes | Destination Arrival Date Leave Date Back Date | Key Largo - Marine Lab Fri 6/14/2024 Time 13:05 Mon 6/17/2024 Time 09:00 Mon 6/17/2024 Time 15:35 |

| | |
|-------------------------------------|--|
| First Pick-up Instructions | Destination Instructions |
| 700 Bell Ave, Brooksville, FL 34601 | 51 Shoreland Drive , Key Largo, FL 33037 PH: 305-451-1139 |

| Seats | Vehicle Description | Vehicle No | Price | Tax % | Tax | Total |
|-----------------|-----------------------|------------|------------|-------|--------|------------|
| 56 | 56 Pax - DVD equipped | 1 | \$4,875.00 | 0 | \$0.00 | \$4,875.00 |
| Movement Totals | | | \$4,875.00 | | \$0.00 | \$4,875.00 |

| | | | |
|--------------------|------------|--------------------|------------|
| Driver Description | Vehicle No | Driver Description | Vehicle No |
| Driver | 1 | | |

| | |
|--|-----------------------|
| Route | Further Requirements |
| We would like to have the bus here at 6:00am for a 6:30am leave time on June 14, 2024: Hernando High School 111 Ernie Chatman Run Brooksville, FL 34601 | Driver room included. |
| We would like to have the bus here at 8:30 am for a 9:00am leave time on June 17, 2024: Marine Lab 551 to Shoreland Dr. Key Largo, FL 33037 | |

I have checked the times and locations on the Movement Details page and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms. I recognize that any changes to times, destination or routing as compared to those listed above will result in additional charges.

| | | | | | |
|-----------|--|------------|--|------|--|
| Signature | | Print Name | | Date | |
|-----------|--|------------|--|------|--|

| MarineLab Cost Break Down | |
|---|-------------|
| 4 Days/3 Night Environmental Education Program | |
| 27 students at @ \$830 each | \$24,300.00 |
| 2 Additional Chaperones | \$396.00 |
| Charter Bus - Phoenix Charters Roundtrip, leaving from/returning to Hernando High School | \$4,875.00 |
| Log Books (30 @ \$2.00) | \$60.00 |
| | \$29,631.00 |

A. Item Currently Budgeted -

| Account Name | | ESSER III Vocational Technical Education Dues & Fees Academic Svcs ARP ESSER Supplement Program | | | | | | | | | | | |
|--------------------------------|--|---|----------------------|----------|---|--------|--------------------------------|-------------|--------------------|---------|-----------------------------------|-------------|--|
| Account Number | | 4450E | | 5300 | | 7300 | | 9410 | | 99950 | | | |
| | | 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 | | |
| \$ 150,000.00 | | | \$ 0.00 | | \$ 0.00 | | \$ 150,000.00 | | \$ 29,631.00 | | \$ 120,369.00 | | |

| 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 | | | | | | Sub Project |
| | Fund | Function | Object | Cost Center | Project | |
| Amount \$ | | | | | | |

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☒

Prior Year Approved Budget: \$

Prior Year Actual Spent: \$

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



Hernando School District

School Board Regular Meeting

Agenda Item # 12. 24-2157

4/23/2024

Title and Board Action Requested

Approve out of state Travel for Glenn M. Lastra Jr., Patty Martin, and Ed LaRose of the Elementary School Fixtures, Furnishings & Equipment (FF&E) Committee to Charlotte, North Carolina to attend the VS Furniture Expo for School Expansion on May 8th & 9th, 2024.

Executive Summary

The Director of Facilities & Construction, Brian Ragan, on behalf of the Superintendent of Schools, hereby requests the Board approval for out of state Travel for Glenn M. Lastra Jr., Patty Martin, and Ed LaRose to Charlotte, North Carolina to attend the VS Furniture Expo for School Expansion on May 8 & 9, 2024.

My Contact

Brian Ragan
Director of Facilities & Construction
352-797-7050
ragan_b@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

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

VS AMERICA EXPERIENCE DAYS

CHARLOTTE, NC

Choose from two dates

MAY 6-7, 2024

MAY 8-9, 2024

in Charlotte, NC

The VS Experience Days event explores the importance of evolving learning spaces into more movement-oriented, agile environments. During the event you'll get to listen to multiple experts in the educational field, participate in a hands-on workshop, and tour a local school to see firsthand how they've brought agile furniture into their space and how it supports a multitude of learning methods.

EXPERT SPEAKERS:

DR. DIETER BREITHECKER

HEALTH AND KINETICS SCIENTIST

Dieter is passionate about researching the science behind movement and spaces, as well as sharing the importance of ergonomic solutions and the relationship to how students perform. Watch Dieter's videos on student well-being on YouTube: bit.ly/dietervideos.

DAVID A. STUBBS II

DAVID STUBBS DESIGN

David assists educational institutions and design professionals, supporting programming and professional development needs while delivering detailed, systematic conversations surrounding the disruptive innovation approach to design. Watch David's thought starters and product tutorials on YouTube: bit.ly/StubbsTutorials.

JILL ACKERS

DIRECTOR OF EDUCATION, VS

As an educator with more than 25 years of experience, Jill brings her passion for constructivist learning, languages, and technology to educators through relevant professional development. She has consulted with schools and organizations worldwide to transform various learning ecosystems for the 21st century.

AIA and IDCEC accreditation available on select sessions.



PRESENTATIONS | WORKSHOP | SCHOOL TOUR | SHOWROOM TOUR

[WWW.VSAMERICA.COM](https://www.vsamericacom)



SAMPLE ITINERARY

DAY 1

| | |
|----------|--------------------------------|
| Morning | Individual arrivals |
| 11:00 AM | Meet and Greet |
| 11:30 AM | Welcome |
| 12:00 PM | Lunch in VS Showroom |
| 12:30 PM | Presentation by first speaker |
| 1:45 PM | Product Demonstration |
| 2:20 PM | Presentation by second speaker |
| 3:30 PM | Product workshop |
| 4:30 PM | Open showroom time |
| 5:00 PM | Shuttle to hotel |
| 6:30 PM | Dinner |

DAY 2

| | |
|----------|-------------------------------|
| 8:30 AM | Leave hotel |
| 9:00 AM | School tour |
| 10:30 AM | Presentation by third speaker |
| 12:00 PM | Lunch |
| 1:00 PM | Depart for VS warehouse |
| 1:30 PM | Warehouse workshop |
| 2:00 PM | Warehouse tour |
| 2:45 PM | Depart for airport |

“The VS Experience Days was a great day of learning and professional development. In a time where every moment is precious, I was glad I took the time out for this well-constructed day with colleagues interested in innovative learning spaces.”

– Kadee Anstadt, Superintendent/CEO, Washington Local Schools

“The content is very powerful; you can’t help but leave with the urge to think bigger, design better and shake things up.”

– Jennifer Hoskins, Senior Interior Designer, Perkins & Will



Your Time Off Request has been approved.

michalicka_g@hcsb.k12.fl.us <michalicka_g@hcsb.k12.fl.us>

Thu 4/4/2024 10:01 AM

Cc:Edith Gutierrez <gutierrez_e@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.

Time Off Request Details

=====

Name: GLENN M LASTRA JR
Employee Type: 1 - A1E Admin 249
Start Date: 05/08/24
Start Time: 8:00 AM
Days/Hours: 8 hr 0 min
Description: Attending VS Furniture Expo for School Expansion
Group: NOT ON STUB
Time Off Code: TEMPORARY DUTY
Reason: TEMP DUTY

Time Off Request Approval History

=====

| Date | Time | Event |
|----------|----------|---------------------------------|
| 04/04/24 | | Time Off Request Created. |
| 04/04/24 | 9:01 AM | Approved by GLORIA JEAN JEDINAK |
| Notes: | | |
| 04/04/24 | 10:00 AM | Approved by GINA D MICHALICKA |
| Notes: | | |

Employee Access URL:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/seplog01.w>

Message:

Click the link below or copy it to your browser's address bar to add this scheduled time off to your local calendar.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/qcalrproc001.p?id=89985&enc=VjAlVGajdibdFbGE&type=timeoff>

New Time Off Requests for Your Approval (05/08/2024 - 05/09/2024)

lastra_m@hcsb.k12.fl.us <lastra_m@hcsb.k12.fl.us>

Thu 4/4/2024 8:02 AM

Cc:Edith Gutierrez <gutierrez_e@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.

Time Off Request Details

=====

Name: GLENN M LASTRA JR

Employee Type: 1 - A1E Admin 249

Start Date: 05/08/24

End Date: 05/09/24

Start Time: 8:00 AM

Description: Attending VS Furniture Expo for School Expansion

Group: NOT ON STUB

Time Off Code: TEMPORARY DUTY

Reason: TEMP DUTY

Time Off Request Approval History

=====

Date | Time | Event

04/04/24 | | Time Off Request Created.

04/04/24 | 8:01 AM | Waiting for approval from GLORIA JEAN JEDINAK

Notes:

Employee Access URL:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/seplog01.w>-----
District: Hernando County School DistrictDistrict Web Site: <https://www.hernandoschools.org/>

State: FL

District Code: 27

ERP/Finance Production

05/09/2024 Thu

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Time Off Information

Name: EDWARD G LAROSE IV
Date: 05/09/2024 Thu
Status: Approved
Time Off Code: TEMPORARY DUTY
Reason: TEMP DUTY
Reason Long Description: TEMPORARY DUTY
Description: FFEA Committee to Charlotte
Type: Used
Days/Hours: 8h 00m
Start Time: 8:00 am

Approval History

| Status | Name | Date | Time | Notes |
|----------|---------------------|----------------|----------|-------|
| Approved | GINA D MICHALICKA | 04/04/2024 Thu | 10:00 am | |
| Approved | GLORIA JEAN JEDINAK | 04/04/2024 Thu | 9:01 am | |
| Created | EDWARD G LAROSE IV | 04/04/2024 Thu | 6:00 am | |

05/08/2024 Wed 8:00 am 8h 00m Used Approved Current TEMPORARY DUTY TEMP DUTY FFEA Committee to Charlotte

| | | | | | | | |
|----------------|---------|------------|----------|---------|----------------|-----------|-----------------------------|
| 05/09/2024 Thu | 6:00 am | In DM Used | Approved | Current | TEMPORARY DUTY | TEMP DUTY | FREE America Experience Day |
| 05/08/2024 Wed | 5:00 am | In DM Used | Approved | Current | TEMPORARY DUTY | TEMP DUTY | FREE America Experience Day |

A. Item Currently Budgeted -

No Financial Impact

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

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

B. Item Currently Not Budgeted -**

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

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

C. History

Check one:

Prior Year Budget: ☐New for Current Year: ☐

Prior Year Approved Budget:

Prior Year Actual Spent:

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



Hernando School District

School Board Regular Meeting

Agenda Item # 13. 24-2077

4/23/2024

Title and Board Action Requested

Approve the Piggyback of OMNIA Partners/National Cooperative Purchasing Alliance (NCPA), Region 14 Education Service Center, RFP #46-22, Contract #14-22: Threat and Weapons Detection Software and Equipment awarded to Zeroeyes and authorize the purchase for an estimated annual amount of \$250,000.00 using Millage Funds.

Executive Summary

The Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board approve the Piggyback of OMNIA Partners/National Cooperative Purchasing Alliance (NCPA), Region 14 Education Service Center, RFP #46-22, and Contract #14-22: Threat and Weapons Detection Software and Equipment awarded to Zeroeyes and authorize the purchase of services for an estimated annual amount of \$250,000.00 using Millage Funds.

HCSB Bid No. 24-838-33 PB has been assigned for internal tracking purposes.

My Contact

Brandon DeRespiris
Director of Safe Schools
352-797-7233
Derespiris_b@hcsb.k12.fl.us

2023-28 Strategic Focus Area

Priority 5: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

April 23, 2024

Bid No. 24-838-33 PB

**Bid Title: Threat and Weapons Detection
Software and Equipment**

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole/Single Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Contract Termination | <input type="checkbox"/> Amendments to Contract | <input type="checkbox"/> Extension of Contract | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input checked="" type="checkbox"/> Piggyback Cooperative | <input type="checkbox"/> Responsive/Responsible Bidders | |

Bid Contract Period:

04/23/2024 through 11/30/2025

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
2

☐ Length of
Each Term (month)

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason: Piggyback OMNIA Partners/National Cooperative Purchasing Alliance (NCPA), Region 14 Education Service Center, RFP #46-22, Contract #14-22: Threat and Weapons Detection Software and Equipment. HCSB Bid No. 24-838-33 PB has been assigned for internal tracking purposes.

**Bidders Electronically
Downloaded From**

Bidnet Direct Website: n/a

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:

Brandon DeRespiras
Director of Safe Schools

Department(s): Office of Safe Schools

Recommended award: ZeroEyes, Inc.

T/C CODE: 2433

ZeroEyes, Inc.

James Wilkins

jt@zeroeyes.com

Customized program(s) based on the size and needs of the specific District(s).

Pricing is based on the competitively bid and awarded contract through OMNIA Partners Cooperative & the National Cooperative Purchasing Alliance (NCPA).

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 | Contingent on Millage - will only be spent if and when funding comes through | | | | | |
| Account Name | Additional Millage | | Office of Safe Schools | | Voted Millage Safety / Safe Schools | |
| Account Number | 1120 | 7900 | 3190 | 9551 | 00106 | 70040 |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ 250,000.00 | | | | | |

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

Check one:

Prior Year Budget: ☒New for Current Year: ☐

Prior Year Approved Budget: \$ 250,000.00

Prior Year Actual Spent: \$ 250,000.00

C. History

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



Hernando School District

School Board Regular Meeting

Agenda Item # 14. 24-2147

4/23/2024

Title and Board Action Requested

Approve the piggyback of the State of Florida, Florida Department of Education ITB #2023-02, Type A, Type C and Type D School Busses with Optional Equipment, awarded to Sun State International Truck, LLC and authorize the purchase of Seven (7) 77 Passenger School Buses for a total cost of \$1,047,732.

Executive Summary

The Director of Transportation, on behalf of the Superintendent of Schools, hereby requests the Board Approve the piggyback of the State of Florida, Florida Department of Education ITB #2023-02: Type A, C and D School Buses and Optional Equipment, awarded to Sun State International Truck, LLC and authorize the purchase for Seven (7) Passenger School Buses in the amount of \$1,047,732.

HCSB Bid #23-071-33 PB has been assigned for internal tracking purposes.

My Contact

Ralph Leath
Director of Transportation
352-797-7003

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

April 23, 2024

Bid No. 23-071-33 PB

**Bid Title: Type A, C and D School Buses
and Optional Equipment**

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input checked="" type="checkbox"/> Piggyback Cooperative (FLDOE) | | |

Bid Contract Period:

10/24/2023 to 12/31/2025

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining

☐ Length of
Each Term (month)

☐ Length of
Each Term (year)

☒ None

Rationale/Reason: Piggyback the State of Florida, Florida Department of Education ITB #2023-02: *Type A, C and D School Buses and Optional Equipment*, awarded to Sun State International Truck, LLC. HCSB Bid #23-071-33 PB has been assigned for internal tracking purposes.

Bidders Electronically
Downloaded From Public
Purchase Website:

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

☒ N/A – Bids Not
Required: Piggyback

Submitted By:

Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By:

Ralph Leath
Director of Transportation

Department(s): Transportation

Recommended award: Sun State International Truck, LLC

T/C CODE: 2333

Margaret Holland
Account Manager - South Florida
813-503-7418

Customer #

Quote #: 77 Pass 3-23
Quote Date: 3/20/2024

Quote For: 77 Pass w-Valeo AC

| Item # | Description | Qty | Unit Price | Discount | Price |
|---|---|-----|------------|----------------|---------------|
| Bid Reference # | Pricing Per FL DOE Bid # 2023-02 - Effective 02/01/2024 | 1 | \$ - | \$ - | \$ - |
| Next Gen 2025 | 77 Passenger Type C School Bus (STD - Cummins ISB 250hp/660LbFt) | 1 | 126,480.00 | - | 126,480.00 |
| All | [C1A]Front Tow Hooks | 1 | 83.00 | - | 83.00 |
| All | [C1B] Rear Tow Hooks | 1 | 61.00 | - | 61.00 |
| C65-77p - Diesel | [C4]100 Gallon Fuel Tank (Air-Ride not required) | 1 | 672.00 | - | 672.00 |
| Option | [C8] Adjustable Pedals (Includes Telescope steering) | 1 | 825.00 | - | 825.00 |
| C65-77L | [C10] Air Ride Rear Suspension | 1 | 519.00 | - | 519.00 |
| Option | [B5B] PA w/Radio | 1 | 453.00 | - | 453.00 |
| Non Track Seats | [B7D] BTI Intergraded Child Restraint Seat (2 per seat) | 2 | 468.00 | - | 936.00 |
| Option | [B8] Exterior Body Light Monitor | 1 | 193.00 | - | 193.00 |
| Option | [B18] Underseat Rear Heater | 1 | 406.00 | - | 406.00 |
| Additional Options | Tag and Title Processing County \$200 | 1 | 200.00 | - | 200.00 |
| Delivery | Delivery to Region 3 | 1 | 1,115.00 | - | 1,115.00 |
| Valeo, LAC88FW884545 | Front & Rear In-wall evaps, tube& fin skirt cond, 2 - TM 21 Comp, analog control - 65 - 77 Pass | 1 | 13,895.00 | - | 13,895.00 |
| Y35 HD-1HD, 1 TB | Y35 with 1 hi-def camera with 15' harness, driver alert, 1 TB hard drive | 1 | 1,953.00 | - | 1,953.00 |
| G4-GPS A | GPS Puck antenna | 1 | 145.00 | - | 145.00 |
| Wi-Fi Antenna | Dual Band WIFI Antenna and NMO with cable | 1 | 211.00 | - | 211.00 |
| Drop Mount | Camera Drop Mounts | 1 | 193.00 | - | 193.00 |
| AHD 720 Camera | HD Camera, 720p, includes 15', 30' or 60' cable | 4 | 334.00 | - | 1,336.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| New Standards for Bid 2023-02 Included in the Base Bus at "NO" additional charge. | | | | Quote Subtotal | \$ 149,676.00 |
| OCC Telematics W/5Yr service Plan & IC 360 ~ Bendix Intellipark ~ Integrated Independent Dash AC | | | | Tax Rate | 0.00% |
| Bendix Advanced Collision Mitigation ~ Electronic Stability Control ~ Rear & Forward Handrails | | | | Sales Tax | - |
| Larger Left Side Driver Glove Box with Key & Cup Holder ~ NaviFlex Stepwell Coating ~ 12v outlet A & C | | | | Other | - |
| Stainless Steel Heated Exterior Mirrors ~ Entrance Door includes "Door Ajar" Warning ~ Hood Assist (dual spring struts) | | | | Less Deposit | 0.00 |
| Make all Purchase Orders out to Sun State International Trucks, LLC. | | | | TOTAL | \$ 149,676.00 |

Make all Purchase Orders out to Sun State International Trucks, LLC.

A. Item Currently Budgeted -

| | | | | | | | | | | | |
|--------------------------------|-------------------------------------|----------------------|-------------|---|-------------|--------------------------------|-------------|--------------------|--------------|-----------------------------------|-------------|
| Account Name | <u>22/23 Capital Outlay Millage</u> | | | | | | | | | | |
| Account Number | <u>3730</u> | | <u>7400</u> | | <u>6510</u> | | <u>9602</u> | | <u>M5250</u> | | <u></u> |
| | 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 | |
| \$ 1,854,000.00 | | \$.00 | | \$ 800,000.00 | | \$ 1,047,732.00 | | \$ 1,047,732.00 | | \$ 6,268.00 | |

| | | | | | | | | |
|--------------------------------|--------|----------------------|--|-------------------------------------|-------------------------|--|-------------|--|
| 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: \$ 784,042.00Prior Year Actual Spent: \$ 784,042.00

** 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 # 15. 24-2150

4/23/2024

Title and Board Action Requested

Approve the Purchase of the Registration Fees for Students Attending Saint Leo University in June 2024 and Authorize Purchase Orders in an Estimated Amount of \$65,000.00

Executive Summary

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of registration fees for students attending Saint Leo University in June 2024. Middle school camps will be held June 3-6, 2024, and high school camps will be held June 10-13, 2024. These camps offer the opportunity of attending camps on a college campus and proving the experience of an age appropriate college environment. Camps are held around topics to include Forensics. This is a current expenditure of \$32,500.00 and they anticipate the possibility of spending up to \$65,000.00 due to additional possible camps.

My Contact

Beth Lastra
Supervisor of College and Career Programs
352-797-7000 ext. 474
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.

REGISTER NOW

**Contact Beth Lastra: Lastra_b@hcsb.k12.fl.us
or Christina Bishop: Bishop_c@hcsb.k12.fl.us**

23

Crime Scene Investigation Camps

June 3-6, 2024
Middle School Day Camp

June 10-13, 2024
High School Day Camp

Saint Leo University
33701 County Road 52
St. Leo, FL 33574

***New for 2024 : Field trips to the
Museum of Science & Industry
(MOSI) and Florida's Forensic
Institute for Research, Security
& Tactics (F1RST) included!***

Do you want to solve a crime?

Experience Saint Leo University's CSI Summer Camp to gain the skills you need. Process a crime scene, evaluate evidence, and uncover clues to help solve a crime this summer at Saint Leo University!

Saint Leo University's CSI Summer Camp provides a realistic look at the hard work and critical thinking needed to locate, preserve, and analyze evidence. Campers should expect to be involved in:

- Practical exercises lifting fingerprints, casting foot and tire impressions, drawing and photographing evidence
- Learning about types of bugs relating to crime scene decomposition
- Demonstrations by criminal justice professionals on how to dig up human remains
- Exercises about interview, interrogation, and legal aspects of CSI
- Trips to Florida's Forensic Institute for Research, Security & Tactics at the Pasco County Sheriff's Office and the Museum of Science & Industry in Tampa



INVOICE

MC2038 PO BOX6665
Saint Leo, FL 33574
Phone 352.588.8224 Fax 352.588.8290
camp.events@saintleo.edu

| | |
|-------------|----------------|
| INVOICE NO. | 2024-005 |
| DATE | March 20, 2024 |

TO: Hernando County College and Career Programs
ATTN: Beth Lastra
919 North Broad Street
Brooksville, FL 34601

| DESCRIPTION | DATE(S) |
|---------------------------|-------------|
| Summer Camp Registrations | Summer 2024 |

[illegible]

THANK YOU!

A. Item Currently Budgeted -

| Account Name | | ESSER III Vocational Technical Education Dues & Fees Academic Svcs ARP ESSER Supplement Program | | | | | | | | | | |
|--------------------------------|--|---|----------------------|----------|---|--------|--------------------------------|-------------|--------------------|---------|-----------------------------------|-------------|
| Account Number | | 4450E | | 5300 | | 7300 | | 9410 | | 99950 | | |
| | | 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 | |
| \$ 150,000.00 | | | \$ 0.00 | | \$ 0.00 | | \$ 150,000.00 | | \$ 65,000.00 | | \$ 85,000.00 | |

| 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 # 16. 24-2155

4/23/2024

Title and Board Action Requested

Approve the renewal of Bid No. 22-968-38 RN, Tree Trimming Services, to Hernando Tree Pros for tree trimming services and authorize the purchase of services for an estimated annual spending of \$75,000.00.

Executive Summary

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board to approve the renewal of Bid No. 22-968-38 RN, for Tree Trimming Services to Hernando Tree Pros and authorize the purchase of services for an estimated annual spending of \$75,000.00

My Contact

Director of Maintenance
Joseph Rychcik
8008 Mobley Road
Brooksville, FL 34601

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

April 23, 2024

Bid No. 22-968-38 RN

Bid Title: Tree Trimming Services

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input type="checkbox"/> Piggyback Cooperative | | |

Bid Contract Period:

04/26/2024 through 04/25/2025

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
2

☐ Length of
Each Term (month)

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason: Renewal of Contract.

Bidders Electronically
Downloaded From Bidnet
Direct Website: n/a

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

Division(s): Support Operations

Recommended award, description of items and prices: (See attached)

T/C CODE: 2238

This award establish contracts with vendor(s) to provide all personnel, labor, supervision, materials, equipment and clean-up services including, but not limited to, trim, hedge or remove and grind stumps of shade and ornamental trees, including brush and hedge trimming and removal at various locations, on an as needed basis, county wide, for the specified contract period. The successful vendors will be used on a rotating basis, as jobs become available throughout the district.

- Bid pricing for felling, trimming and debris removal shall be based upon a **per crew hour rate**. A crew shall consist of a minimum of a three (3) persons, one of which must be a qualified supervisor. The vendor is responsible for providing **all** equipment necessary to complete the required jobs. All fees, charges and expenses of any kind, (travel time, gas, etc.) shall be included in the rates. The bid unit pricing (below) shall apply, regardless of the equipment required or the size of the tree to be removed and shall remain firm throughout the initial term of the contract.
- Stump grinding and backfill should be priced based on a rate of **per inch of tree diameter**.

Hernando Tree Pros

| Description | Per Crew Hourly Rate (Minimum of three (3) person crew) |
|---|--|
| Work performed during normal or regular business hours, Monday-Friday 7:00 am to 4:00 pm | |
| Tree Felling, Trimming and Removal of Debris – 3 person crew | \$ 400.00 / Hour |
| Additional person crew required on certain larger, more complicated projects (per additional person) | \$ 50.00 / Hour |
| Stump Grinding – 6" below grade | \$ 1.50 / per Inch |
| Work performed during Nights, Weekends & Holidays | |
| Tree Felling, Trimming and Removal of Debris – 3 person crew | \$ 600.00 / Hour |
| Additional person crew required on certain larger, more complicated projects (per additional person) | \$ 100.00 / Hour |
| Stump Grinding – 6" below grade | \$ 2.50 / per Inch |
| Additional Requested Pricing | |
| Subcontractor – Percentage Mark-Up Mark-up to be added to vendor cost and included in requests for payment to the District. Copy of the subcontractor's invoice may be requested at any time for verification purposes. (Subcontractors(s) shall not be used for the work or services requested, unless prior authorization from the Maintenance and/or Facilities Operations Department(s) is obtained. All such authorization shall be directed in writing. (Indicate N/A if not applicable) | N/A |
| Supplies – Percentage Mark-Up for supplies/material (if applicable) regardless of manufacturer | N/A |
| Rental Equipment – Percentage Mark-Up for Special Equipment (if applicable) The vendor is responsible for providing all equipment necessary to complete the required jobs. In the event "specialty" type equipment may needed to provide the service, the rental of equipment may be necessary. All rental equipment needed to complete the service(s) requires prior authorization from the Maintenance and/or Facilities Department(s). All such authorizations shall be directed in writing. (Indicate N/A if not applicable) | N/A |

Contact Information:

Name: Jeremy Suarez
Phone: 352-279-7688
Email: info@hernandotreepros.com

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

A. Item Currently Budgeted -

| | | | | | | |
|--------------------------------|--|----------------------|-------------|---|--------------------|-----------------------------------|
| Account Name | 2023-2024 Maintenance General Fund Other Purchased Services Account (as of 4/8/24) | | | | | |
| Account Number | 1100 E | 8100 | 3900 | 9500 | 49500 | |
| | 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 |
| \$ 24,200.00 | \$ | \$ 22,444.44 | \$ 1,755.56 | \$ 1,000.00 (as needed) | \$ | 755.56 |

| | | | | | | |
|--------------------------------|---|----------------------|--------------|---|--------------------|-----------------------------------|
| Account Name | 2023-2024 Maintenance General Fund Non-Capitalized Building Improvements (as of 4/8/24) | | | | | |
| Account Number | 1100 E | 8100 | 68500 | 9500 | 49500 | |
| | 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 |
| \$ 58,893.86 | \$ | \$ 48,510.86 | \$ 10,383.00 | \$ 5,000.00 (as needed) | \$ | 5,383.00 |

B. Item Currently Not Budgeted -**

| | | | | | | |
|----------------|---|----------|--------|-------------|---------|-------------|
| Funding Source | 2024-2025 Maintenance General Fund Other Purchased Services Account (services will also be used in 2024-2025) | | | | | |
| Account Name | 2024-2025 Maintenance General Fund Other Purchased Services Account (services will also be used in 2024-2025) | | | | | |
| Account Number | 1100 E | 8100 | 3900 | 9500 | 49500 | |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ 25,000.00 (as needed) | | | | | |

| | | | | | | |
|----------------|---|----------|--------|-------------|---------|-------------|
| Funding Source | 2024-2025 Maintenance Capital Renovations & Repairs Account (services will also be used in 2024-2025) | | | | | |
| Account Name | 2024-2025 Maintenance Capital Renovations & Repairs Account (services will also be used in 2024-2025) | | | | | |
| Account Number | 3XX E | 7400 | 6XX | 9500 | M200 | |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ 39,000.00 (as needed) | | | | | |

C. History

Check one:

Prior Year Budget: ☒New for Current Year: ☐

Prior Year Approved Budget: \$ 95,108.00

Prior Year Actual Spent: \$ 95,108.00

** 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 # 17. 24-2156

4/23/2024

Title and Board Action Requested

Approve renewing Bid No. 22-968-40RN, Lift Stations & Sump Pump: Maintenance Services & Repairs, to multiple vendors for lift stations and sump pump services and repairs and authorize the purchase for an estimated annual spending of \$100,000.00.

Executive Summary

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board renew Bid No. 22-968-40 RN for Lift Stations and Sump Pump Services and Repairs and authorize the purchase for an estimated annual spending of \$100,000.00.

My Contact

Director of Maintenance
Joseph Rychcik
8008 Mobley Road
Brooksville, FL 34601

2023-28 Strategic Focus Area

Priority 3: Safe and Healthy Learning Environment

Financial Impact

See attached budget sheet.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

April 23, 2024

Bid No. 22-968-40 RN

**Bid Title: Lift Stations & Sump Pumps:
Maintenance Services & Repairs**

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input checked="" type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input type="checkbox"/> Piggyback Cooperative | | |

Bid Contract Period:

05/29/2024 through 05/28/2025

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
2

☐ Length of
Each Term (month)

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason:

Bidders Electronically
Downloaded From Bidnet
Direct Website:

Bids Received:
- 0 -

No Bids:
- 0 -

Late Bids:
- 0 -

Rejected Bids:
- 0 -

☒ 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): Support Operations

Recommended award, description of items and prices: (See attached)

T/C CODE: 2240

Bid #22-968-40 RN
Scope of Services

This tabulation establishes a contract with experienced, qualified, bonded and licensed contractor(s) to provide for the maintenance, service and repair of lift stations and sump pumps. Contractor(s) will be required to identify, correct, and repair any problems to prevent issues that may lead to interruption of service and cause immediate safety issues throughout the District.

Section I – Repairs/Cleaning/Emergencies: These services will be on an as-needed basis for pump cleaning, repairs and emergencies, securing firm, net, hourly labor rates and percentages for materials, parts, equipment supplies, etc. Pricing includes labor, equipment, travel, vehicles, mileage, and incidentals to repair and clean all lift stations and sump pumps as described within bid efficiently and properly. **The contractor must have a response time maximum of two (2) hours from the time a call is placed to the arrival on site.**

Section II - Preventative Maintenance Plan: These services will be for a continuing system of preventative maintenance across approximately twelve (12) sites, district-wide, securing firm, net rates for the regular inspection and maintenance of lift stations and sump pumps on a monthly basis. *Note: This section will be awarded for **possible** future use.*

Vendors:

EMS of Central Florida, Inc.
7906 Clark Moody Blvd.
Port Richey, FL 34668

Contact Name: Gloria Saraceno
Phone Number: (727) 847-3722
Email: ems34668@gmail.com

US Water Services Corporation
4939 Cross Bayou Blvd
New Port Richey, FL 34652

Contact Name: Jason Amriott
Phone Number: (727) 236-1855
Email: jcamriott@uswatercorp.net

PRICING

EMS of Central Florida, Inc.

| Section I | |
|---|-----------------------|
| Description | Hourly Rate |
| Work performed during normal or regular business hours, Monday-Friday 7:00 am to 5:00 pm | |
| A. Pump Repairs | \$ 70.00/Hour |
| B. Pumping/Cleaning | \$ 550.00/Hour |
| Work performed during evening hours (after 5:00 PM) and/or weekends | |
| A. Pump Repairs | \$ 105.00/Hour |
| B. Pumping/Cleaning | \$ 650.00/Hour |
| Emergency Services | |
| C. Pump Repairs/Cleaning | \$ 750.00/Hour |
| Section II – For Possible Future Use | |
| Preventative Maintenance Plan – At all sites district-wide at the frequency described on <i>Technical Specifications</i> page | \$ 37,600.00 Annually |

| Additional Pricing | |
|---|------|
| Materials, Parts & Supplies – Percentage Mark –Up Materials, supplies and parts needed for repair, maintenance and emergency services and is to be billed at net cost including a percentage mark-up. An itemized copy of the invoice from supplier is to be provided to the district with all billings. | 30 % |
| Subcontractor – Percentage Mark-Up Mark-up to be added to vendor cost and included in requests for payment to the District. Copy of the subcontractor's invoice may be requested at any time for verification purposes. (Subcontractors(s) shall not be used for the work or services requested, unless prior authorization from the Maintenance and/or Facilities Operations Department(s) is obtained. All such authorization shall be directed in writing. (Indicate N/A if not applicable) | N/A |
| Rental Equipment – Percentage Mark-Up for Special Equipment (if applicable) The vendor is responsible for providing all equipment necessary to complete the required jobs. In the event "specialty" type equipment may needed to provide the service, the rental of equipment may be necessary. All rental equipment needed to complete the service(s) requires prior authorization from the Maintenance and/or Facilities Department(s). All such authorizations shall be directed in writing. (Indicate N/A if not applicable) | N/A |

US Water Service Corporation

| Section I | |
|---|-----------------------|
| Description | Hourly Rate |
| Work performed during normal or regular business hours, Monday-Friday 7:00 am to 5:00 pm | |
| A. Pump Repairs | \$ 76.50/Hour |
| B. Pumping/Cleaning | \$ 225.00/Hour |
| Work performed during evening hours (after 5:00 PM) and/or weekends | |
| A. Pump Repairs | \$ 94.00/Hour |
| B. Pumping/Cleaning | \$ 225.00/Hour |
| Emergency Services | |
| C. Pump Repairs/Cleaning | \$ 275.00/Hour |
| Section II – For Possible Future Use | |
| Preventative Maintenance Plan – At all sites district-wide at the frequency described on <i>Technical Specifications</i> page | \$ 17,524.74 Annually |

| Additional Pricing | |
|--|------|
| Materials, Parts & Supplies – Percentage Mark-Up Materials, supplies and parts needed for repair, maintenance and emergency services and is to be billed at net cost including a percentage mark-up. An itemized copy of the invoice from supplier is to be provided to the district with all billings. | 10 % |
| Subcontractor – Percentage Mark-Up Mark-up to be added to vendor cost and included in requests for payment to the District. Copy of the subcontractor's invoice may be requested at any time for verification purposes. (Subcontractors(s) shall not be used for the work or services requested, unless prior authorization from the Maintenance and/or Facilities Operations Department(s) is obtained. All such authorization shall be directed in writing. (Indicate N/A if not applicable) | 10 % |
| Rental Equipment – Percentage Mark-Up for Special Equipment (if applicable) The vendor is responsible for providing all equipment necessary to complete the required jobs. In the event "specialty" type equipment may be needed to provide the service, the rental of equipment may be necessary. All rental equipment needed to complete the service(s) requires prior authorization from the Maintenance and/or Facilities Department(s). All such authorizations shall be directed in writing. (Indicate N/A if not applicable) | 10 % |

A. Item Currently Budgeted -

| | | | | | | | | | | | |
|--------------------------------|---|----------------------|----------|---|--------|--------------------------------|-------------|-----------------------|---------|-----------------------------------|-------------|
| Account Name | 2023-2024 Maintenance General Fund Repairs & Maintenance Account (as of 4/8/24) | | | | | | | | | | |
| Account Number | 1100 E | | 8100 | | 3500 | | 9500 | | 49500 | | |
| | 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 | |
| \$ 63,000.00 | | \$ | | \$ 62,041.74 | | \$ 958.26 | | \$ 958.26 (as needed) | | \$ 0.00 | |

| Account Name | | 2023-2024 Maintenance 1/2 Cent Account (as of 4/8/24) | | | | | | | | |
|--------------------------------|----|---|---------------|---|--------------------------|--------------------------------|-------------|--------------------|---|-----------------------------------|
| Account Number | | 3983 E | 7400 | 6700 | 9500 | M200 | | | | |
| | | 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 |
| \$ 500,000.00 | \$ | | \$ 191,923.43 | \$ 308,076.57 | \$ 30,000.00 (as needed) | \$ 278,076.57 | | | | |

B. Item Currently Not Budgeted -**

| | | | | | | |
|----------------|---|-------------|-------------|-------------|--------------|--------------------|
| Funding Source | <u>2024-2025 Maintenance General Fund Repairs & Maintenance Account (services will also be used in 2024-2025)</u> | | | | | |
| Account Name | <u>2024-2025 Maintenance General Fund Repairs & Maintenance Account (services will also be used in 2024-2025)</u> | | | | | |
| Account Number | <u>1100 E</u> | <u>8100</u> | <u>3500</u> | <u>9500</u> | <u>49500</u> | <u>Sub Project</u> |
| | Fund | Function | Object | Cost Center | Project | |
| Amount | \$ 20,000.00 (as needed) | | | | | |

| | | | | | | |
|----------------|--|-------------|------------|-------------|-------------|--------------------|
| Funding Source | <u>2024-2025 Maintenance Capital Renovations & Repairs Account (services will also be used in 2024-2025)</u> | | | | | |
| Account Name | <u>2024-2025 Maintenance Capital Renovations & Repairs Account (services will also be used in 2024-2025)</u> | | | | | |
| Account Number | <u>3XX E</u> | <u>7400</u> | <u>6XX</u> | <u>9500</u> | <u>M200</u> | <u>Sub Project</u> |
| | Fund | Function | Object | Cost Center | Project | |
| Amount | \$ 49,041.74 (as needed) | | | | | |

C. History

Check one:

Prior Year Budget: ☒New for Current Year: ☐

Prior Year Approved Budget: \$ 20,679.08

Prior Year Actual Spent: \$ 20,679.08

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



Hernando School District

School Board Regular Meeting

Agenda Item # 18. 24-2160

4/23/2024

Title and Board Action Requested

Approve the renewal of Skyward annual license, maintenance and hosting and authorize the issuance of purchase orders for an estimated annual amount of \$400,000.00.

Executive Summary

The Director of Technology and Information Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the annual license, maintenance and hosting renewal(s) to Skyward, and authorize the issuance of purchase orders for an estimated annual amount of \$400,000.00. These purchases are for the licensing, maintenance renewals, ISCORP hosting fees and additional training and Fit Gap support for the Skyward Student Management and School Business Suite. The licensing, maintenance and hosting will run from July 1, 2024 through June 30, 2025. This software hosting and licensing is necessary to use Skyward for our Enterprise Resource System.

My Contact

Joseph Amato
Director of Technology and Information Services
(352) 797-7006 ext. 102

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.



Invoice Detail

HERNANDO COUNTY SCHOOL DISTRICT
ATTN: ACCOUNTS PAYABLE
8050 MOBLEY ROAD
BROOKSVILLE, FL 34601

Invoice # 0000229519
Invoice Date 07/01/2024
Due Date 07/15/2024
Invoice Total 369,354.00

* Invoice was emailed.

| <u>Qty.</u> | <u>Item Description</u> | <u>Unit Price</u> | <u>Extension</u> |
|-------------|---|-------------------|------------------|
| 1.00 | FINANCIAL MANAGEMENT ANNUAL LICENSE FEE | 80,478.0000 | 80,478.00 |
| 1.00 | TRUE TIME ANNUAL LICENSE FEE | 12,575.0000 | 12,575.00 |
| 1.00 | ACCOUNTS RECEIVABLE ANNUAL LICENSE FEE | 8,383.0000 | 8,383.00 |
| 1.00 | FIXED ASSETS ANNUAL LICENSE FEE | 8,383.0000 | 8,383.00 |
| 1.00 | INVENTORY ANNUAL LICENSE FEE | 8,383.0000 | 8,383.00 |
| 1.00 | PAYROLL IMPORT/EXPORT INTERFACE ANNUAL LICENSE FEE | 8,383.0000 | 8,383.00 |
| 1.00 | SCHOOL BASED ACTIVITY ACCOUNTING ANNUAL LICENSE FEE | 8,383.0000 | 8,383.00 |
| 1.00 | BUSINESS PROFESSIONAL DEVELOPMENT CENTER LICENSE | 4,192.0000 | 4,192.00 |
| 1.00 | STUDENT MANAGEMENT ANNUAL LICENSE FEE | 80,478.0000 | 80,478.00 |
| 1.00 | COURSE LEARNING CENTER ANNUAL LICENSE FEE | 15,369.0000 | 15,369.00 |
| 1.00 | NEW STUDENT ONLINE ENROLLMENT ANNUAL LICENSE FEE | 15,369.0000 | 15,369.00 |
| 1.00 | SPECIAL EDUCATION ANNUAL LICENSE FEE | 15,369.0000 | 15,369.00 |
| 1.00 | FEE TRACKING ANNUAL LICENSE FEE | 11,527.0000 | 11,527.00 |
| 1.00 | STUDENT PROFESSIONAL DEVELOPMENT CENTER LICENSE | 8,383.0000 | 8,383.00 |
| 1.00 | SCHOOL INTEROPERABILITY FRAMEWORK (SIF) LICENSE FEE | 7,686.0000 | 7,686.00 |
| 1.00 | LMS/ONE ROSTER API ANNUAL LICENSE FEE | 6,987.0000 | 6,987.00 |

Annual License Fees: 07/01/2024 - 06/30/2025

| | | | |
|------|--|-------------|-----------|
| 1.00 | ISCORP - SCC SERVICES HOSTING FEE: School Business Suite | 34,215.0000 | 34,215.00 |
| 1.00 | ISCORP - SCC SERVICES HOSTING FEE: Student Management | 34,215.0000 | 34,215.00 |

REMIT TO:

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482

Invoice # 0000229519
Invoice Date 07/01/2024
Payor HERNANDO COUNTY SCHOOL DISTRICT
Due Date 07/15/2024 (HERNANFL000)

Invoice Amount: 369,354.00
Remit Amount:

PLEASE RETURN STUB WITH PAYMENT. Questions can be directed to account@skyward.com



HERNANDO COUNTY SCHOOL DISTRICT
ATTN: ACCOUNTS PAYABLE
8050 MOBLEY ROAD
BROOKSVILLE, FL 34601

Page: 2

Invoice Detail

| | |
|----------------------|------------|
| Invoice # | 0000229519 |
| Invoice Date | 07/01/2024 |
| Due Date | 07/15/2024 |
| Invoice Total | 369,354.00 |

* Invoice was emailed.

| <u>Qty.</u> | <u>Item Description</u> | <u>Unit Price</u> | <u>Extension</u> |
|-------------|---|-------------------|------------------|
| | Suite | | |
| | Secure Cloud Computing Services (SCC): 07/01/2024 - 06/30/2025 | | |
| 2.00 | CRYSTAL REPORTS MAINTENANCE RENEWAL Maintenance: 02/01/2025 - 01/31/2026 | 149.0000 | 298.00 |
| 1.00 | CRYSTAL REPORTS MAINTENANCE RENEWAL Maintenance: 06/01/2024 - 05/31/2025 | 149.0000 | 149.00 |
| 1.00 | CRYSTAL REPORTS MAINTENANCE RENEWAL Maintenance: 10/01/2024 - 09/30/2025 | 149.0000 | 149.00 |

Total Extension **369,354.00**

REMIT TO:

SKYWARD ACCOUNTING DEPT
2601 SKYWARD DRIVE
STEVENS POINT, WI 54482

| | |
|---------------------|---------------------------------|
| Invoice # | 0000229519 |
| Invoice Date | 07/01/2024 |
| Payor | HERNANDO COUNTY SCHOOL DISTRICT |
| Due Date | 07/15/2024 (HERNANFL000) |

Invoice Amount: 369,354.00
Remit Amount:

PLEASE RETURN STUB WITH PAYMENT. Questions can be directed to account@skyward.com

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 | Capital Millage Funds (included in the 2024-2025 budget request) | | | | | |
| Account Name | 2024-2025 Capital Outlay Milage Acct. New Enterprise Resource System | | | | | |
| Account Number | 3740E | 7400 | 6920 | 9220 | 45500 | 00000 |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount | \$ 400,000.00 | | | | | |

| | | | | | | |
|----------------|------|----------|--------|-------------|---------|-------------|
| 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: \$ 450,000.00

Prior Year Actual Spent: \$ 357,806.00

** 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 # 19. 24-2167

4/23/2024

Title and Board Action Requested

Approve the renewal of contract Bid No. 23-485-20 RN, Toilet Tissue/Paper Towels (Warehouse Delivery) to Buckeye Cleaning Center for the Purchase of Toilet Tissue and Paper Towel Products for an estimated annual spending of \$350,000.00.

Executive Summary

The Director of Purchasing and Warehousing, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of contract Bid No. 23-485-20 RN, Toilet Tissue/Paper Towels (Warehouse Delivery) to Buckeye Cleaning Center of Tampa for the warehouse restock of Toilet Tissue and Paper Towel products for an estimated annual spending of \$350,000.00.

My Contact

Genele Firlik
Manager of Warehouse, Property Control, Printing and Records
352-797-7061

2023-28 Strategic Focus Area

Priority 5: Fiscal Transparency and Capital Planning

Financial Impact

The cost for this agenda item is \$350,000.00, see attached budget sheet. The cost for the previous fiscal year was \$290,999.90.

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

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

April 23, 2024

Bid No. 23-485-20 RN

**Bid Title: Toilet Tissue/Paper Towels
(Warehouse Delivery)**

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input type="checkbox"/> Piggyback Cooperative | | |

Bid Contract Period:

05/30/2024 through 05/29/2025

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☒ Firm, Fixed
Unit Prices

☐ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
2

☐ Length of
Each Term (month)

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason:

Bidders Electronically
Downloaded From Bidnet
Direct Website:

Bids Received:
- 0 -

No Bids:
- 0 -

Late Bids:
- 0 -

Rejected Bids:
- 0 -

☒ N/A – Bids Not
Required: Renewal

Submitted By:

Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By:

Genele Firlik
Manager of Warehouse, Property Control
Printing & Records

Department(s): Warehouse (SDC)

Recommended award, description of items and prices: (See attached)

T/C CODE: 2320

Buckeye Cleaning Center - Tampa

Section I – Toilet Tissue

LOT 2

| Item # | Description | Awarded Item | UOM | Price per UOM |
|--------|---|---|-----------------------|---------------|
| 5. | Jumbo Toilet Tissue Single Roll, Two Ply . Eco-Friendly, Recycled Material Preferred. (Fits Dispenser, Item #6) | Brand: CT Bellfair Item #: 401098 Size: 2000'/roll – 12" roll diameter Quantity per Case: 12 rolls | Case | \$41.62 |
| 6. | Dispenser, Jumbo Toilet Tissue Single Roll. Black. Eco-Friendly, Recycled Material Preferred. (Fits Toilet Tissue, Item #5) | Brand: Georgia Pacific Item #: 59012 | Supplied at No Charge | |
| 7. | Tissue Toilet Single Roll, Two Ply . Each Square Measures: 3.75" x 4.0" Eco-Friendly, Recycled Material Preferred. (Fits Dispenser, Item #8) | Brand: Wilderness (Tork) Item #: 400553 Size: 3.75" x 4.0" (865 sheets/roll) Quantity per Case: 36 | Case | \$52.70 |
| 8. | Dispenser, Toilet Tissue. Hold 2 Single Rolls Side By side. Black. Eco-Friendly, Recycled Material Preferred. (Fits Toilet Tissue, Item #7) | Brand: Tork (Dubl-Serv Opticore) Item #: 565728 | Supplied at No Charge | |

Note: Lot 1, Items # 1, 2, 3, & 4 were not awarded.

Section II – Paper Towels

| Item # | SDC Stock # | Description | Awarded Item | UOM | Price per UOM |
|--------|-------------|--|---|-----------------------|---------------|
| 9. | 020351A | Towels, Round Roll Paper. 7.75" x 800'. Natural. Eco-Friendly, Recycled Material Preferred. (Fits Dispenser, Item #10) | Brand: Tork Item #: 7171300 Size: 7.5" x 800' Quantity per Case: 6 | Case | \$47.91 |
| 10 | 020061 | Dispenser, Round Roll Towel. Eco-Friendly, Recycled Material Preferred. (Fits Towels, Item #9) | Brand: Tork Item #: 76700 (772728) | Supplied at No Charge | |

Contact:

Ryan Leffler

(813) 621-6260

rleffler@buckeyeinternational.com

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 -****2024-2025 Budget Year**

| | | | | | | |
|----------------|----------------------------------|--------------------|------------------------|----------------|------------------|-------------|
| Funding Source | _____ | | | | | |
| Account Name | General Fund/Special Fund | | | | | |
| Account Number | 110/441/411 | 510/760/790 | 510/513/570/580 | Various | 401/M2370 | |
| | Fund | Function | Object | Cost Center | Project | Sub Project |
| Amount \$ | 350,000.00 | | | | | |

| | | | | | | |
|----------------|-------|----------|--------|-------------|---------|-------------|
| 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: \$ **250,000.00**

Prior Year Actual Spent: \$ **290,999.90**

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



Hernando School District

School Board Regular Meeting

Agenda Item # 20. 24-2169

4/23/2024

Title and Board Action Requested

Approve the Contract and Authorize the Purchase of Architectural Services to Reuse Existing Plans from Harvard Jolly, Inc. for \$1,159,222.00.

Executive Summary

The Director of Facilities and Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the contract and authorize the purchase of architectural services to reuse existing plans from Harvard Jolly, Inc., for a new prototype 20-classroom building, adapted for re-use at Eastside Elementary School, including a new cafeteria building and related sitework.

F.S. 287.055(10) and Board Policy 6330(H) provide for the School Board to reuse existing plans from a prior project of this or any other Board without requiring public notice or utilization of the competitive selection process.

My Contact

Brian Ragan
Director of Facilities & Construction
ragan_b@hcsb.k12.fl.us
(352) 797-7050

Jim Lipsey
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.



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 23rd day of April in the year Two-thousand Twenty-four
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

School District of Hernando County Florida
8016 Mobley Road
Brooksville, FL 34601

and the Consultant:
(Name, legal status, address, and other information)

Harvard Jolly, Inc.
5201 West Kennedy Blvd.
Suite 515
Tampa, FL 33609

Consultant's discipline:

Architecture

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.)

Eastside Elementary School New Classroom & Cafeteria Buildings
East Side Elementary School
27151 Roper Road
Brooksville, FL 34602

Construction of new proto-type 20 classroom building, new cafeteria building and related site work listed in Consultant's Fee Proposal

The Owner and Consultant agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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.

TABLE OF ARTICLES

| | |
|----|-------------------------------|
| 1 | INITIAL INFORMATION |
| 2 | CONSULTANT'S RESPONSIBILITIES |
| 3 | ADDITIONAL SERVICES |
| 4 | OWNER'S RESPONSIBILITIES |
| 5 | COPYRIGHTS AND LICENSES |
| 6 | CLAIMS AND DISPUTES |
| 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.)

Consultant to provide proto-typical design package. Owner may elect to direct purchase or pre-purchase material and require early purchase design package. Consultant to provide MEP, Structural, Civil and other sub-consultants as required within the projects budget and scope. The Owner intends to use the Construction Manager method of project execution. Additional services related to the project, which may be required, are listed in the attached fee proposal.

§ 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:
As listed in the attached Consultant's Fee Proposal
- .2 Date for commencement of construction:
January 2025
- .3 Substantial Completion date:
January 2026
- .4 Other milestone dates:
As listed in the attached Consultant's Fee Proposal

§ 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 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 Article 2, AIA Document B201-2017, which is incorporated herein by reference. Consultant shall attend and conduct bi-weekly design meetings and attend bi-weekly meetings conducted by the CM during construction

§ 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.)

Steve Johnson, AIA, ALEP
Executive Vice President
2714 Dr MLK Jr Street N
St Petersburg, FL 33704
p. 727.896.4611 m. 727.244.5929

s.johnson@harvardjolly.com

§ 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 One-million dollars (\$ 1,000,000.00).

§ 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.)

[] 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) |
|---|--|
| Schematics | 30 Days |
| Design Development | 45 Days after Owner review of Schematics |
| 50% CD | 60 Days after Owner Review of DD |
| 100 % CD | 45 Days after Owner Review of 50% CD |
| | |

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

Init.

AIA Document C103 – 2015. Copyright © 2015. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 07:41:50 ET on 04/04/2024 under Order No.3104238935 which expires on 07/18/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1145523062)

§ 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.

§ 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.)

Brian Ragan
8016 Mobley Road
Brooksville, FL 34601
ragan_b@hcsb.k12.fl.us

§ 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 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 dispute will be resolved in a court of competent jurisdiction.)

☐ Arbitration pursuant to Section 6.3 of this Agreement

☒ 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.

§ 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)

**One Million One Hundred Fifty-nine Thousand Two Hundred Twenty-two Dollars
(\$1,159,222.00)**

§ 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 the attached fee proposal. Items not listed on the fee proposal will be compensated per hourly rates listed in Article 8.3 below.

§ 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.)

See attached exhibit entitled, "Harvard-Jolly | PBK 2024 Hourly Billing Rates."

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.)

Two percent (2 %)

§ 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:

§ 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.

AIA Document C103 – 2015. Copyright © 2015. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 07:41:50 ET on 04/04/2024 under Order No.3104238935 which expires on 07/18/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1145523062)

§ 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 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:

AIA Document B201-2017 are incorporated herein by reference

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™-2015, Standard Form of Agreement Between Owner and Consultant.
- .2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, 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
AIA Document B201-2017.
Consultant's Fee Proposal

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

CONSULTANT (Signature)

STEPHEN JOHNSON, AIA
(Printed name and title) EXECUTIVE V.P.

Init.

/

AIA Document C103 – 2015. Copyright © 2015. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 07:41:50 ET on 04/04/2024 under Order No.3104238935 which expires on 07/18/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1145523062)

Additions and Deletions Report for AIA® Document C103® – 2015

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 07:41:50 ET on 04/04/2024.

PAGE 1

AGREEMENT made as of the 23rd day of April in the year Two-thousand Twenty-four

...

School District of Hernando County Florida
8016 Mobley Road
Brooksville, FL 34601

...

Harvard Jolly, Inc.
5201 West Kennedy Blvd.
Suite 515
Tampa, FL 33609

...

Architecture

...

(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.)

Eastside Elementary School New Classroom & Cafeteria Buildings
East Side Elementary School
27151 Roper Road
Brooksville, FL 34602

Construction of new proto-type 20 classroom building, new cafeteria building and related site work listed in Consultant's Fee Proposal

PAGE 2

Consultant to provide proto-typical design package. Owner may elect to direct purchase or pre-purchase material and require early purchase design package. Consultant to provide MEP, Structural, Civil and other sub-consultants as required within the projects budget and scope. The Owner intends to use the Construction Manager method of project execution. Additional services related to the project, which may be required, are listed in the attached fee proposal.

...

As listed in the attached Consultant's Fee Proposal

...

January 2025

...

January 2026

...

As listed in the attached Consultant's Fee Proposal

PAGE 3

The Consultant's Basic Services shall be commensurate with the Scope of Architect's Basic Services described in Article 2, AIA Document B201-2017, which is incorporated herein by reference. Consultant shall attend and conduct bi-weekly design meetings and attend bi-weekly meetings conducted by the CM during construction

...

Steve Johnson, AIA, ALEP
Executive Vice President
2714 Dr MLK Jr Street N
St Petersburg, FL 33704
p. 727.896.4611 m. 727.244.5929

s.johnson@harvardjolly.com

...

§ 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.

PAGE 4

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than One-million dollars (\$ 1,000,000.00).

§ 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.

...

[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.

...

| | |
|---------------------------|---|
| <u>Schematics</u> | <u>30 Days</u> |
| <u>Design Development</u> | <u>45 Days after Owner review of Schematics</u> |
| <u>50% CD</u> | <u>60 Days after Owner Review of DD</u> |
| <u>100 % CD</u> | <u>45 Days after Owner Review of 50% CD</u> |

PAGE 5

Brian Ragan
8016 Mobley Road
Brooksville, FL 34601
ragan_b@hcsb.k12.fl.us

PAGE 7

[x] Litigation in a court of competent jurisdiction

PAGE 8

One Million One Hundred Fifty-nine Thousand Two Hundred Twenty-two Dollars (\$1,159,222.00)

...

Per the attached fee proposal. Items not listed on the fee proposal will be compensated per hourly rates listed in Article 8.3 below.

PAGE 9

See attached exhibit entitled, "Harvard-Jolly | PBK 2024 Hourly Billing Rates."

...

§ 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.

...

Two percent (2 %)

...

§ 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.

...

Zero dollars \$(0)

PAGE 10

AIA Document B201-2017 are incorporated herein by reference

PAGE 11

Exhibit A - Consultant's Insurance Requirements
Exhibit B - HCSD Standard Addendum to Agreements
AIA Document B201-2017.
Consultant's Fee Proposal

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 07:41:50 ET on 04/04/2024 under Order No. 3104238935 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document C103™ – 2015, Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)



AIA[®] Document B201[™] – 2017

Standard Form of Architect's Services: Design and Construction Contract Administration

for the following PROJECT:

(Name and location or address)

Eastside Elementary School New Classroom & Cafeteria Buildings
East Side Elementary School

THE OWNER:

(Name, legal status and address)

School District of Hernando County Florida
8016 Mobley Road Brooksville, FL 34601

THE ARCHITECT:

(Name, legal status and address)

Harvard Jolly, Inc.
5201 West Kennedy Blvd.
Suite 515
Tampa, FL 33609

THE AGREEMENT

This Standard Form of Architect's Services is part of the accompanying Owner-Architect Agreement (hereinafter, together referred to as the Agreement) dated the Twenty-third day of April in the year Two Thousand Twenty-four .

(In words, indicate day, month and year.)

TABLE OF ARTICLES

| | |
|---|--------------------------------------|
| 1 | INITIAL INFORMATION |
| 2 | SCOPE OF ARCHITECT'S BASIC SERVICES |
| 3 | SUPPLEMENTAL AND ADDITIONAL SERVICES |
| 4 | OWNER'S RESPONSIBILITIES |
| 5 | COST OF THE WORK |
| 6 | COMPENSATION |
| 7 | ATTACHMENTS AND EXHIBITS |

ARTICLE 1 INITIAL INFORMATION

§ 1.1 The Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with AIA Document B102[™]–2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services, to provide the Architect's sole scope of services, or with B102 in conjunction with other standard form services documents. It may also be used with G802[™]–2017, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

Init.

/

AIA Document B201 – 2017. Copyright © 1917, 1926, 1948, 1951, 1953, 1958, 1961, 1963, 1966, 1967, 1970, 1974, 1977, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 07:39:31 ET on 04/04/2024 under Order No.3104238935 which expires on 07/18/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents[®] Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1954106216)

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Proto-typical 20 Classroom Building and new Cafeteria along with related site work as indicated in the attached Consultant's Fee Proposal

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 5.1:

(Provide total and, if known, a line item breakdown.)

Twenty-one million dollars (\$21,000,000.00)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

As listed in the attached Consultant's Fee Proposal

.2 Construction commencement date:

January 2025

.3 Substantial Completion date or dates:

January 2026

.4 Other milestone dates:

As listed in the attached Consultant's Fee Proposal

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Construction Manager at Risk

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Only as required by Florida Building Code & SREF

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into the Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into the Agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address, and other contact information.)

Owner's Fire Official and Building Officials

Init.

AIA Document B201 – 2017. Copyright © 1917, 1926, 1948, 1951, 1953, 1958, 1961, 1963, 1966, 1967, 1970, 1974, 1977, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 07:39:31 ET on 04/04/2024 under Order No.3104238935 which expires on 07/18/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiaccontracts.com.

User Notes:

(1954106216)

§ 1.1.8 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

TBD

.2 Civil Engineer:

N/A

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

Commissioning TBD

§ 1.1.9 The Architect shall retain the consultants identified in Sections 1.1.9.1 and 1.1.9.2:
(List name, legal status, address, and other contact information.)

§ 1.1.9.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Pennoni Engineering

.2 Mechanical Engineer:

Engineering Matrix

.3 Electrical Engineer:

Engineering Matrix

§ 1.1.9.2 Consultants retained under Supplemental Services:

TBD if required

§ 1.1.10 Other Initial Information on which the Agreement is based:

Init.

AIA Document B201 – 2017. Copyright © 1917, 1926, 1948, 1951, 1953, 1958, 1961, 1963, 1966, 1967, 1970, 1974, 1977, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 07:39:31 ET on 04/04/2024 under Order No.3104238935 which expires on 07/18/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1954106216)

Proto-typical design will be used for buildings

§ 1.2 The Owner and Architect 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 Architect shall appropriately adjust the schedule, the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 2.1 The Architect's Basic Services consist of those described in this Article 2 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 2 are Supplemental or Additional Services.

§ 2.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 2.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.1.3 As soon as practicable after the date of the Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the 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 Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 2.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 2.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 2.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 2.2 SCHEMATIC DESIGN PHASE SERVICES

§ 2.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 2.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 2.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 2.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 2.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 2.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 3.1.1.

§ 2.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 2.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 5.3.

§ 2.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 2.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 2.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 2.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 5.3.

§ 2.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 2.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 2.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.6.4.

§ 2.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 2.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 2.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 5.3.

§ 2.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 5.5, and request the Owner's approval.

§ 2.5 PROCUREMENT PHASE SERVICES

§ 2.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 2.5.2 Competitive Bidding

§ 2.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 2.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 2.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 2.5.3 Negotiated Proposals

§ 2.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 2.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 2.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 2.6 CONSTRUCTION PHASE SERVICES

§ 2.6.1 General

§ 2.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under the Agreement unless the Owner and the Architect amend the Agreement.

§ 2.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in the Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge

of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 2.6.1.3 Subject to Section 3.2 and except as provided in Section 2.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 2.6.2 Evaluations of the Work

§ 2.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 3.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 2.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 2.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 2.6.3 Certificates for Payment to Contractor

§ 2.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 2.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 2.6.4 Submittals

§ 2.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 2.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 2.6.4.4 Subject to Section 3.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 2.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 2.6.5 Changes in the Work

§ 2.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 3.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 2.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 2.6.6 Project Completion

§ 2.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 2.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 2.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 2.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 2.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 3 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 3.1 SUPPLEMENTAL SERVICES

§ 3.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 6.2. Unless otherwise specifically addressed in the Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 3.1.2 below or attach the description of services as an exhibit to the Agreement.)

| Supplemental Services | Responsibility <i>(Architect, Owner or Not Provided)</i> |
|--|---|
| § 3.1.1.1 Programming | |
| § 3.1.1.2 Multiple preliminary designs | |
| § 3.1.1.3 Measured drawings | |
| § 3.1.1.4 Existing facilities surveys | |
| § 3.1.1.5 Site evaluation and planning | |
| § 3.1.1.6 Building Information Model management responsibilities | |
| § 3.1.1.7 Development of Building Information Models for post construction use | |
| § 3.1.1.8 Civil engineering | Architect – To be included in basic services |
| § 3.1.1.9 Landscape design | Architect – To be included in basic services |
| § 3.1.1.10 Architectural interior design | |
| § 3.1.1.11 Value analysis | |
| § 3.1.1.12 Detailed cost estimating beyond that required in Section 5.3 | |
| § 3.1.1.13 On-site project representation | |
| § 3.1.1.14 Conformed documents for construction | |
| § 3.1.1.15 As-designed record drawings | |
| § 3.1.1.16 As-constructed record drawings | Architect – To be included in basic services |
| § 3.1.1.17 Post occupancy evaluation | |
| § 3.1.1.18 Facility support services | |
| § 3.1.1.19 Tenant-related services | |
| § 3.1.1.20 Architect's coordination of the Owner's consultants | |

Init.

/

| | | |
|------------|--|--|
| § 3.1.1.21 | Telecommunications/data design | Architect – To be included in basic services |
| § 3.1.1.22 | Security evaluation and planning | |
| § 3.1.1.23 | Commissioning | Owner - TBD |
| § 3.1.1.24 | Sustainable Project Services pursuant to Section 3.1.3 | |
| § 3.1.1.25 | Fast-track design services | |
| § 3.1.1.26 | Multiple bid packages | |
| § 3.1.1.27 | Historic preservation | |
| § 3.1.1.28 | Furniture, furnishings, and equipment design | Owner - TBD |
| § 3.1.1.29 | Other services provided by specialty Consultants | |
| § 3.1.1.30 | Other Supplemental Services | |
| | | |

§ 3.1.2 Description of Supplemental Services

§ 3.1.2.1 A description of each Supplemental Service identified in Section 3.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 3.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 3.1.2.2 A description of each Supplemental Service identified in Section 3.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 3.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 3.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to the Agreement. The Owner shall compensate the Architect as provided in Section 6.2.

§ 3.2 ARCHITECT'S ADDITIONAL SERVICES

The Architect may provide Additional Services after execution of the Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 3.2 shall entitle the Architect to compensation pursuant to Section 6.3 and an appropriate adjustment in the Architect's schedule.

§ 3.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;

- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 3.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 3.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Three (3) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Bi-weekly () visits to the site by the Architect during construction
- .3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion

§ 3.2.4 Except for services required under Section 2.6.6.5 and those services that do not exceed the limits set forth in Section 3.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 3.2.5 If the services covered by the Agreement have not been completed within Twelve (12) months of the date of the Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 5.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 4.2 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands;

adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 4.3 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 4.4 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 4.5 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 4.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 3.1.1.

§ 4.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to the Agreement.

§ 4.8 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 4.9 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in the Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 4.10 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 5 COST OF THE WORK

§ 5.1 For purposes of the Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 5.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 4.1, 5.4 and 5.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 5.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar

conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 3.1.1, as a Supplemental Service.

§ 5.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 5.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 5.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 5.5 of AIA Document B102™–2017;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 5.7 If the Owner chooses to proceed under Section 5.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 5.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 6.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 5.

ARTICLE 6 COMPENSATION

§ 6.1 If not otherwise specifically addressed in the Agreement, the Owner shall compensate the Architect for the Architect's Basic Services as follows:

- .1 Stipulated Sum
(Insert amount)
- .2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 6.6.
- .3 Other
(Describe the method of compensation)

§ 6.2 For the Architect's Supplemental Services designated in Section 3.1.1 and for any Sustainability Services required pursuant to Section 3.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 6.3 For Additional Services that may arise during the course of the Project, including those under Section 3.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

TBD based on hourly rates listed in Article 6.7

§ 6.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 6.2 or 6.3, shall be the amount invoiced to the Architect plus percent (%), or as follows:
(Insert amount of, or basis for computing, Architect’s consultants’ compensation for Supplemental or Additional Services.)

§ 6.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

| | | | | |
|------------------------------|-------------|-----------|-----|----|
| Schematic Design Phase | fifteen | percent (| 15 | %) |
| Design Development Phase | twenty | percent (| 20 | %) |
| Construction Documents Phase | forty | percent (| 40 | %) |
| Procurement Phase | five | percent (| 5 | %) |
| Construction Phase | twenty | percent (| 20 | %) |
| Total Basic Compensation | one hundred | percent (| 100 | %) |

§ 6.6 When compensation identified in Section 6.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 6.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with the Agreement for all services performed whether or not the Construction Phase is commenced.

§ 6.7 The hourly billing rates for services of the Architect and the Architect’s consultants are set forth below. The rates shall be adjusted in accordance with the Architect’s and Architect’s consultants’ normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

See attached exhibit entitled, "Harvard-Jolly | PBK 2024 Hourly Billing Rates."

| Employee or Category | Rate (\$0.00) |
|----------------------|---------------|
|----------------------|---------------|

§ 6.8 INITIAL PAYMENT TO THE ARCHITECT FOR SUSTAINABILITY CERTIFICATION

If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of the Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect’s payments to the Certifying Authority shall be credited to the Owner’s account at the time the expense is incurred.

ARTICLE 7 ATTACHMENTS AND EXHIBITS

The following attachments and exhibits, if any, are incorporated herein by reference:
(List other documents, if any, including any exhibits relied on in Section 3.1.)

Consultant’s Fee Proposal
AIA C103-2015 and referenced attachments

Additions and Deletions Report for

AIA[®] Document B201[™] – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 07:39:31 ET on 04/04/2024.

PAGE 1

Eastside Elementary School New Classroom & Cafeteria Buildings
East Side Elementary School

...

School District of Hernando County Florida
8016 Mobley Road Brooksville, FL 34601

...

(Name, legal status and address)

Harvard Jolly, Inc.
5201 West Kennedy Blvd.
Suite 515
Tampa, FL 33609

...

This Standard Form of Architect's Services is part of the accompanying Owner-Architect Agreement (hereinafter, together referred to as the Agreement) dated the Twenty-third day of April in the year Two Thousand Twenty-four.
PAGE 2

Proto-typical 20 Classroom Building and new Cafeteria along with related site work as indicated in the attached
Consultant's Fee Proposal

...

Twenty-one million dollars (\$21,000,000.00)

...

As listed in the attached Consultant's Fee Proposal

...

January 2025

...

January 2026

...

As listed in the attached Consultant's Fee Proposal

...

Construction Manager at Risk

...

Only as required by Florida Building Code & SREF

...

Owner's Fire Official and Building Officials

PAGE 3

TBD

...

N/A

...

Commissioning TBD

...

Pennoni Engineering

...

Engineering Matrix

...

Engineering Matrix

...

TBD if required

PAGE 4

Proto-typical design will be used for buildings

PAGE 9

| | | |
|------------------|-------------------|---|
| § 3.1.1.8 | Civil engineering | <u>Architect – To be included in basic services</u> |
| § 3.1.1.9 | Landscape design | <u>Architect – To be included in basic services</u> |

...

| | | |
|-------------------|--------------------------------|---|
| § 3.1.1.16 | As-constructed record drawings | <u>Architect – To be included in basic services</u> |
|-------------------|--------------------------------|---|

PAGE 10

| | | |
|-------------------|--------------------------------|---|
| § 3.1.1.21 | Telecommunications/data design | <u>Architect – To be included in basic services</u> |
|-------------------|--------------------------------|---|

...

| | |
|--------------------------|-------------|
| § 3.1.1.23 Commissioning | Owner - TBD |
|--------------------------|-------------|

...

| | |
|---|-------------|
| § 3.1.1.28 Furniture, furnishings, and equipment design | Owner - TBD |
|---|-------------|

PAGE 11

- .1 Three (3) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Bi-weekly () visits to the site by the Architect during construction
- .3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion

...

§ 3.2.5 If the services covered by the Agreement have not been completed within Twelve (12) months of the date of the Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 14

TBD based on hourly rates listed in Article 6.7

...

| | | | | |
|------------------------------|----------------|-----------|-----------|----|
| Schematic Design Phase | <u>fifteen</u> | percent (| <u>15</u> | %) |
| Design Development Phase | <u>twenty</u> | percent (| <u>20</u> | %) |
| Construction Documents Phase | <u>forty</u> | percent (| <u>40</u> | %) |
| Procurement Phase | <u>five</u> | percent (| <u>5</u> | %) |
| Construction Phase | <u>twenty</u> | percent (| <u>20</u> | %) |

...

See attached exhibit entitled, "Harvard-Jolly | PBK 2024 Hourly Billing Rates."

...

Consultant's Fee Proposal
AIA C103-2015 and referenced attachments

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 07:39:31 ET on 04/04/2024 under Order No. 3104238935 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B201™ – 2017, Standard Form of Architect's Services: Design and Construction Contract Administration, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

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 OMISSIONS 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 §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

- a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
- b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
- d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this

provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

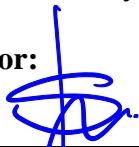
provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:



Printed Name: STEPHEN JOHNSON, AIA

Title: EXECUTIVE V.P.

Date: 4/5/2024

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

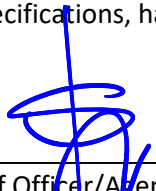
CONFLICT OF INTEREST

EXHIBIT C

Bidder must execute either Section I or Section II hereunder, relative to Florida State Statute 112. Failure to execute either section may result in rejection of your bid/proposal. All Proposers must disclose, with their bid/proposal, the name of any officer, director, or agent who is also an employee of the Hernando County School District. Further, all Proposers must disclose the name of any HCSB employee(s) who own directly, or indirectly, an interest in the Proposer or any of its branches or subsidiaries.

SECTION I

I hereby certify that no official or employee of Hernando County School Board, requiring the goods or services described in these specifications, has a material financial interest in this company.



Signature of Officer/Agent authorized

STEPHEN JOHNSON

Print Name

HARVARD JOLLY, INC.

Company Name

2714 DR. M.L. KING JR. ST. N.

Business Address

ST. PETERSBURG, FL 33704

City, State, Zip Code

SECTION II

I hereby certify that the following named Hernando County School Board official(s) and/or employee(s) having material financial interest(s) in this company. *(Please use separate sheet if needed)*

Approved as to form

Nancy McClain Alfonso

General Counsel, HCSB

Name

Title or Position

Name

Title or Position

Signature of Officer/Agent authorized

Company Name

Print Name

Business Address

City, State, Zip Code

5201 W. Kennedy Blvd.
Suite 515
Tampa, FL 33609
Phone: 813-286-8206
License #AR0013140
harvardjolly.com

April 2, 2024

Via: Email

Jim Lipsey, AICP-C
School Planner
Facilities & Construction Department
Hernando County School District
8016 Mobley Road
Brooksville, FL 34601

**RE: HCSB EASTSIDE ELEMENTARY SCHOOL CLASSROOM & CAFETERIA ADDITIONS
PROPOSAL FOR ARCHITECTURAL/ENGINEERING SERVICES**

Mr. Lipsey:

Harvard Jolly | PBK (HJ|PBK) is pleased to submit this proposal to Hernando County School Board (HCSB/Owner) to provide Architectural/Engineering (A/E) services to add a classroom building and a cafeteria building to Eastside Elementary School. HJ|PBK will adapt the designs of like-sized prototype classroom and cafeteria building additions recently designed for Pasco County and Sarasota County Schools.

Our proposal contains the following:

- 1.0 Project Understanding
- 2.0 Scope of Services
- 3.0 Proposal Assumptions
- 4.0 Exclusions
- 5.0 Compensation

1.0 Project Understanding

- 1.1 Eastside Elementary School needs 400 more student stations to handle the recent and anticipated population growth in Hernando County. The campus needs a new 2-story classroom building with 20 classrooms and a 1-story cafeteria building to handle the increased number of students. Other improvements to the site are needed, including a dedicated bus and food service delivery loop and expanded visitor parking and parent drop-off/pick-up queuing. These proposed improvements are depicted in the attached site plan.
- 1.2 The new classroom building will be 23,160 SF. The new cafeteria will be 15,300 SF. Approximately 7.7 acres of the south and east sides of the campus will need to be improved.
- 1.3 Based on recently completed projects of similar scopes, our opinion of probable construction cost for this project is \$21,500,000.

2.0 Scope of Services

- 2.1 HJ|PBK will provide the Architectural/Engineering services required for this project. We intend to contract with Osborn Engineering for the required Civil Engineering and Landscape Architecture services, Pennoni for the required structural engineering services, and Engineering Matrix for the required Mechanical, Electrical, and Plumbing Engineering services. We will provide the following services during the various phases of the project.
- 2.2 Schematic Design/Design Development Phases
 - a. Visit the campus to gather existing conditions information.
 - b. Compose and issue a Schematic Design (SD) set.
 - c. Meet with Owner to review SD documents.
 - d. Compose and issue a Design Development (DD) set.
 - e. Meet with Owner to review DD documents.
- 2.3 Construction Documents Phase
 - a. Compose and issue a 50% Construction Documents (CD) set.
 - b. Meet with Owner to review 50% CD documents.
 - c. Compose and issue a 100% Construction Documents (CD) set.
- 2.4 Bidding & Negotiations Phase
 - a. Assist and coordinate information during the Bidding process to respond to questions and submit Addenda as required to obtain a GMP (Guaranteed Maximum Price).
- 2.5 Construction Administration Phase
 - a. Issue addenda as necessary.
 - b. Assist with the evaluation of bids.
 - c. Review submittals.
 - d. Respond to RFI and requests for clarifications.
 - e. Provide site visits every other week during construction.
 - f. Perform one (1) inspection for Substantial Completion and add to CM's punch list.
 - g. Perform one (1) inspection for Final Completion.
- 2.6 HJ|PBK will provide the required services during closeout, including preparing a punch list, a Certificate of Substantial Completion, and Certificate of Final Completion.
- 2.7 HJ|PBK will transmit deliverables in Adobe Acrobat PDF format as well as the minimum number of printed sets per Owner standards and requirements. If printed sets are requested or required, HJ will invoice for reimbursement of costs associated with printing and shipping. HJ will transmit CAD and Revit files to Owner at the end of the project as required.
- 2.8 Upon receipt of Notice To Proceed (NTP), HJ|PBK proposes to complete the design and engineering for this project by the end of Q3 2024, which will allow enough time for a CM to bid the project, compile a GMP, and get Board approval in December 2024. This will allow construction to occur in 2025. Below is our proposed schedule.
 - a. Schematic Design: 30 calendar days
 - b. Owner review: 14 calendar days
 - c. Design Development: 45 calendar days
 - d. Owner review: 14 calendar days
 - e. 50% CDs: 60 calendar days
 - f. Owner review: 14 calendar days
 - g. 100% CDs: 45 calendar days

3.0 Proposal Assumptions

- 3.1 HJ|PBK and our consulting engineers will meet with Owner in person and via virtual meeting platforms, such as Microsoft Teams, whenever mutually beneficial.
- 3.2 Landscape Architecture design is to be code minimum to satisfy Hernando County Schools standards.
- 3.3 Construction will be executed by a qualified, licensed Construction Manager (CM) hired by Owner.

4.0 Exclusions

- 4.1 Surveys.
- 4.2 Geotechnical Investigations.
- 4.3 Material Testing.
- 4.4 HVAC Test and Balance.
- 4.5 Acoustic Design.
- 4.6 Renderings and animations.
- 4.7 LEED Design and Consultation.
- 4.8 Furniture and Equipment Selection and Procurement Services.
- 4.9 Building Envelope Services.
- 4.10 Threshold Building Inspection Services.
- 4.11 Commissioning.

5.0 Compensation

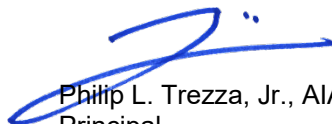
- 5.1 HJ and our consulting engineers will provide the A/E Basic Services described above for the following lump sum fee: **One Million One Hundred Fifty-nine Thousand Two Hundred Twenty-two Dollars (\$1,159,222)**
- 5.2 Our proposed fee is broken down accordingly:

| | | |
|----|-----------------------------|-------------|
| a. | Schematic Design | \$108,982 * |
| b. | Design Development | \$202,999 * |
| c. | Construction Documents | \$521,379 |
| d. | Bidding & Negotiations | \$65,172 |
| e. | Construction Administration | \$260,689 |
| f. | Total | \$1,159,222 |

* We have reduced our Schematic Design fee by \$86,535 and our Design Development fee by \$57,690 due to the nature of reusing prototypical designs. This results in savings to the School Board of \$144,225. Additionally, the shortened A/E delivery schedule will allow the School Board to realize significant savings in escalation in the construction market that would otherwise be lost.

Thank you for this opportunity to serve Hernando County School Board. Please let us know if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Philip L. Trezza, Jr.", with a stylized flourish at the end.

Philip L. Trezza, Jr., AIA, LEED AP
Principal

CC: Ward Friszolowski
Steve Johnson
Gina Tercilla

Enc. Schematic Design Site Plan, dated 04/02/24 (1 page)

PRINTED: 3/22/2024 3:45:38 PM FILE PATH: AutoDesk Docs/HernandoCSD_24033.00_Estate ES Classroom Addition/24033.00_HCSD_Estate_Classroom_Add_ARCH_1023.rvt



1 SITE PLAN
1" = 50'-0"

CONSULTANT LOGO HERE

HERNANDO COUNTY SCHOOL DISTRICT
EAST SIDE ELEMENTARY CLASSROOM
ADDITION
27151 ROPER ROAD, BROOKSVILLE, FL 34602
SCHEMATIC DESIGN

| Comm. No: 24033.00 | | |
|--------------------|------|----------------------|
| Date: 04/02/24 | | |
| Drawn by: CF | | |
| Checked by: PT | | |
| Revisions | | |
| No. | Date | Revision Description |

TO THE BEST OF MY KNOWLEDGE, THE PLANS
AND SPECIFICATIONS COMPLY WITH THE
MINIMUM BUILDING CODES.

NAME: LIC. # DATE:
© 2024 HARVARD JOLLY, INC.
SITE PLAN COLOR

AS-001

2714 Dr MLK Jr St N
St. Petersburg, FL 33704
Phone: 727-896-4611
License #AR0013140
harvardjolly.com

2024 HOURLY BILLING RATES

| | |
|----------------------------------|----------|
| PRINCIPAL | \$215.00 |
| SR. PROJECT MANAGER | \$190.00 |
| SR. PROJECT ARCHITECT..... | \$165.00 |
| PROJECT ARCHITECT | \$150.00 |
| ARCHITECT..... | \$145.00 |
| INTERIOR DESIGNER. | \$140.00 |
| CONSTRUCTION ADMINISTRATOR..... | \$140.00 |
| PROJECT MANAGER..... | \$140.00 |
| PROJECT DESIGNER/PRODUCTION..... | \$120.00 |
| ADMINISTRATIVE..... | \$90.00 |

***These rates are in effect from January 1, 2024 to December 31, 2024 and are subject to annual adjustments.

Annual rate increases average 6% per year.***

| A. Item Currently Budgeted - | | | | | | | | | | | |
|--|---|-------------------|----------|-------------------------------------|-------------|--------------------------|-------------|-----------------|---|-----------------------------|--|
| Impact Fee funding- Eastside Elementary New Classroom & Cafeteria Building Project | | | | | | | | | | | |
| Account Name | | 3960E | | 7400 | | 6800 | | 0171 | | M2340 | |
| Account Number | | Fund | Function | Object | Cost Center | Project | Sub Project | | | | |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | |
| \$ 1,159,222.00 | | \$ 0.00 | | \$ 0.00 | | \$ 1,159,222.00 | | \$ 1,159,222.00 | | \$ 0.00 | |

| B. Item Currently Not Budgeted -** | | | | | | | | | | |
|------------------------------------|---|-------------------|----------|-------------------------------------|-------------|--------------------------|-------------|-----------------|---|-----------------------------|
| Funding Source | | | | | | | | | | |
| 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 | \$ | | | | | | | | |

| B. Item Currently Not Budgeted -** | | | | | | | | | |
|------------------------------------|----|------|----------|--------|-------------|---------|-------------|--|--|
| Funding Source | | | | | | | | | |
| Account Name | | | | | | | | | |
| Account Number | | Fund | Function | Object | Cost Center | Project | Sub Project | | |
| Amount | \$ | | | | | | | | |

| C. History | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| Check one: | | | | | | | | | |
| Prior Year Budget: <input type="radio"/> | | | | | | | | | |
| New for Current Year: <input type="radio"/> | | | | | | | | | |
| Prior Year Approved Budget: | | | | | | | | | |
| Prior Year Actual Spent: | | | | | | | | | |

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



Hernando School District

School Board Regular Meeting

Agenda Item # 21. 24-2170

4/23/2024

Title and Board Action Requested

Approve the Purchase of Advanced Placement Exams from College Board and Authorize the Issuance of Purchase Orders for an Estimated Amount of \$249,128.00

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of various Advanced Placement Exams from College Board for an estimated cost of \$249,128.00 (3,216.00 exams), including shipping and handling. Florida Statute 1007.27 requires the district to provide curricular options to include accelerated mechanism that shorten the time necessary for a student to complete the requirements to earn a high school diploma and postsecondary degree.

My Contact

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

2023-28 Strategic Focus Area


Priority 1: Student Success

Financial Impact

See attached budget sheet.

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

AP Central



Welcome, John!

Hernando County Schools ▾

2023-2024

Teacher View → | Student View →

AP Registration and Ordering (<https://myap.collegeboard.org/dashboard>)

| | |
|-----------------------|-------------|
| Student Registrations | |
| Students | Enrollments |
| 2,756 | 4,918 |

| | |
|--------------------|------------|
| Exam Registrations | |
| Taking | Not Taking |
| 3,216 | 8 |
| Undecided | |
| 0 | |

| |
|------------|
| Cost |
| Total Cost |
| \$249,128 |

Last Updated: 03/14/2024 10:30 AM EDT

AP & Pre-AP Classroom (<https://apclassroom.collegeboard.org/>)

AP Courses

AP 2-D Art and Design

A. Item Currently Budgeted -

| Account Name | | Basic Ed | | Supplies | | Advanced Placement | | | | | |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|-------------|
| Account Number | | 1100E | | 5100 | | 5100 | | Various | | 53100 | Various |
| | | Fund | | Function | | Object | | Cost Center | | Project | Sub Project |
| Original Approved Budget | + | Budget Amendments | - | Expenditures / Encumbrances To Date | = | Current Available Budget | - | Present Request | = | Remaining Balance Available | |
| \$ | | \$ | | \$ | | \$ | | \$ 249,128.00 | | \$ | |

| | | | | | | | | | | | |
|--------------------------------|---|----------------------|---|---|---|--------------------------------|---|--------------------|---|-----------------------------------|-------------|
| 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: \$ 226,035.00

Prior Year Actual Spent: \$ 226,035.00

** 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 # 22. 24-2208

4/23/2024

Title and Board Action Requested

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

Executive Summary

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

My Contact

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

2023-28 Strategic Focus Area

Other

Financial Impact

There is no financial impact.

NON-AGENDA ITEM COMMENT FORM FOR SPEAKERS

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

LEGAL NAME/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.